



Regional Workshop

Regional Workshop for PARCC Field Test Spring 2014



Agenda

8:00 AM – 8:30 AM **Introduction**

8:30 AM – 10:15 AM **Part I: Technology Set Up**

- Introduction to computer-based testing
- Preparing your environment for computer-based testing

10:15 AM – 10:30 AM **Break**

10:30 AM – 11:30 AM **Part I: Technology Set Up (continued)**

- Preparing your environment for computer-based testing
- Providing technology support during testing
- Conducting an Infrastructure Trial
- New technologies – Virtualization, tablets

11:30 AM – 12:30 PM **Lunch on your own** (no lunch provided)

12:30 PM – 2:15 PM **Part II: Administrator Training**

- Overview of PearsonAccess
- User access and user roles
- Computer-based assessment
- Paper-based assessment

2:15 PM – 2:30 PM **Break**

2:30 PM – 3:30 PM **Part III: Accessibility Features & Accommodations with Computer-Based Testing**

- Types of accessibility features and accommodations
- Assigning accommodated test forms



Part I: Technology Set Up

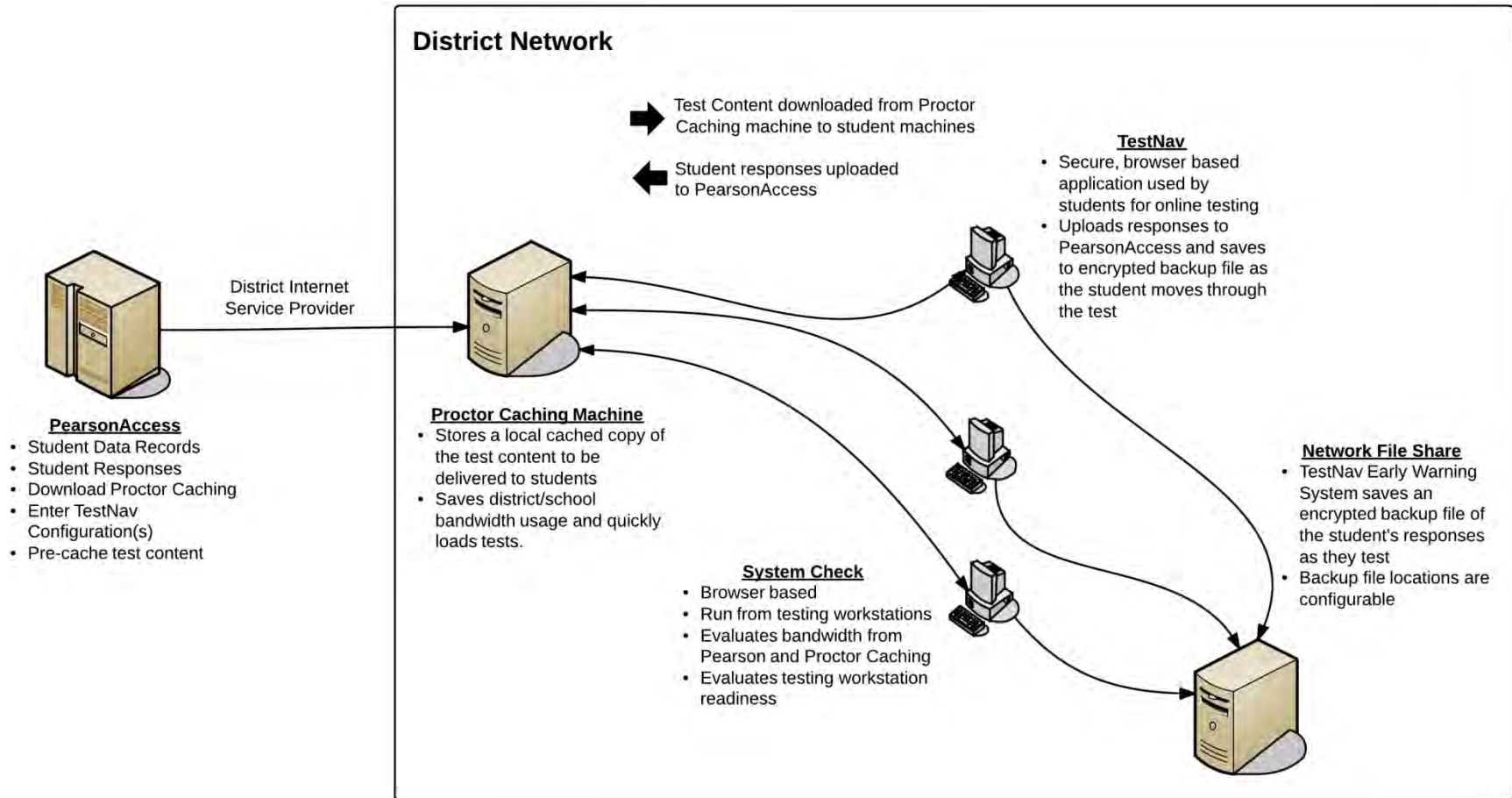
Part I: Technology Set Up




Agenda

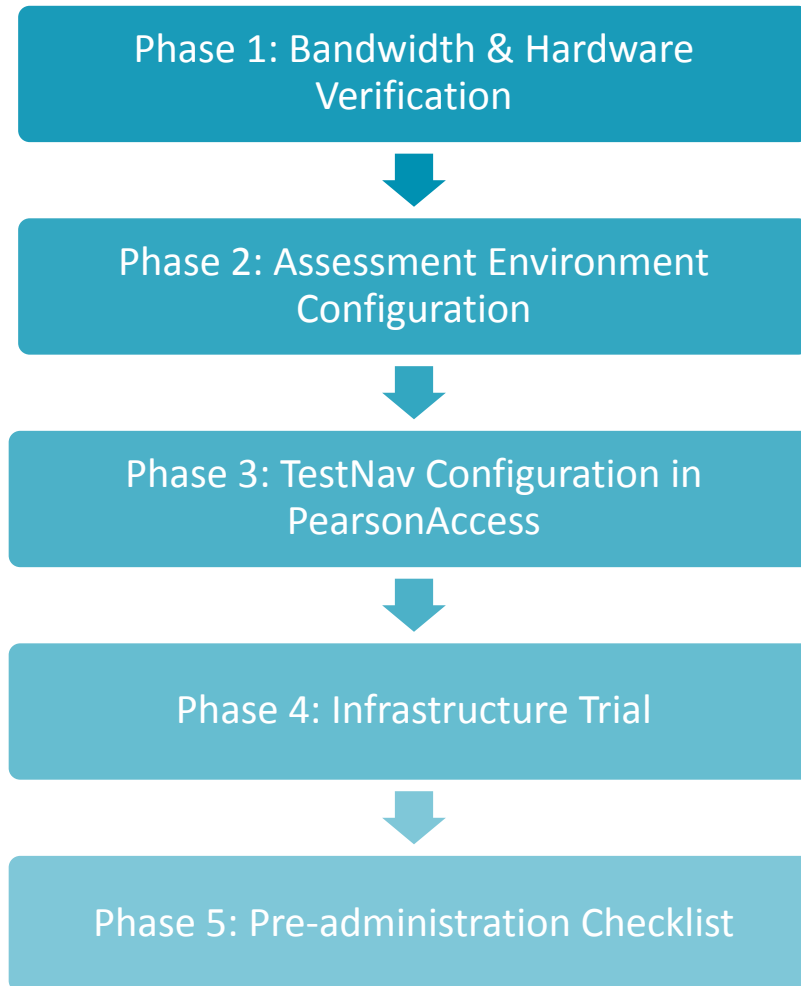
- Technology Setup Introduction
 - Computer-Based Testing Components
- Preparing for Testing
 - TestNav 8
 - Proctor Caching
 - SystemCheck for TestNav
 - Create a TestNav Configuration
- Providing Support During Testing
 - Early Warning System
- Conducting an Infrastructure Trial
- Emerging Technologies – virtualization, tablets

Computer-Based Testing Components





Technology Activities: Preparing your Environment





Technology Setup Checklist

1. Identify technology coordinators
2. Configure firewall, content filter, proxy server and spam filter
3. Identify the testing rooms and the number of workstations to be used for testing
4. Identify the Proctor Caching machine(s) and install Proctor Caching
5. Complete the SystemCheck tests to verify testing workstation readiness and the number of concurrent testers supported using Proctor Caching
6. Update testing workstations to comply with TestNav hardware/software requirements
7. Enter TestNav configuration(s) in PearsonAccess
8. Pre-cache test content from PearsonAccess site
9. Conduct an Infrastructure Trial
10. Support testing during the computer-based administration

TestNav 8
Browser-Based Student Testing Platform

TestNav 8 Student Interface

TN8

Not Signed In

HOME

Sign In

Please sign in:

Username

Password

Sign In

←


→

Review

Flag

3:59:52 | f. last

HOME / AVAILABLE TESTS / T1 / 3 OF 41



Which person listed below served the longest period of time as president of the United States?

- ☐ A. George Washington
- ☐ B. Grover Cleveland
- ☐ C. Franklin D. Roosevelt
- ☐ D. George Bush



TestNav Technology Requirements

- Firewalls, content, and spam filters must be set to allow access to Pearson domains
- Minimum screen resolution of 1024 x 768 is recommended
- Browser Requirements:
 - Java runtime plugin version 1.5 or higher
 - Windows firewall configured to allow javaw.exe to communicate
 - Accept Java applet
 - Allow pop-ups for Pearson sites
 - Allow local file access to home directory
- Complete requirements for TestNav 8 can be found at:
<http://PARCC.Pearson.com/TN8Requirements>



Firewalls, Content Filters & Spam Filters

The following domains and ports must be allowed to pass through your Internet firewalls, content filters, or spam filters.

*testnav.com	80, 443
*pearsonaccess.com	80, 443
*amazonaws.com	80, 443

Note: Districts using IP-based content filters must contact Pearson Technical Support to receive the allowed IP addresses and Pearson support agents will change a setting in PearsonAccess so that the correct URL prints on the Student Authorization Tickets.

PARCC Call Center phone number: **1-888-493-9888**

PARCC Customer Support E-mail: **PARCC@support.pearson.com**

PARCC Customer Support Hours: **6:00 AM 8:00 PM CST, Monday–Friday**



Student Responses

TestNav will save student responses to an encrypted backup file during testing and when the student exits the system to avoid losing response data.

- TestNav requires at least one working save location.
- TestNav, by default, saves student response data to:
<home dir>/Pearson/<student>/SRF

Pearson recommends designating two Response File Save locations . Create a TestNav configuration to specify custom Primary and Secondary file locations.

- Primary Response File location should be on student computers.
- Secondary Response File location should be a shared network location.
- Students must have full read/write access to designated Response File locations.



Preparing Student Computers

After verifying network and testing workstation readiness, freeze your environment and do not accept updates until after the test window if possible.

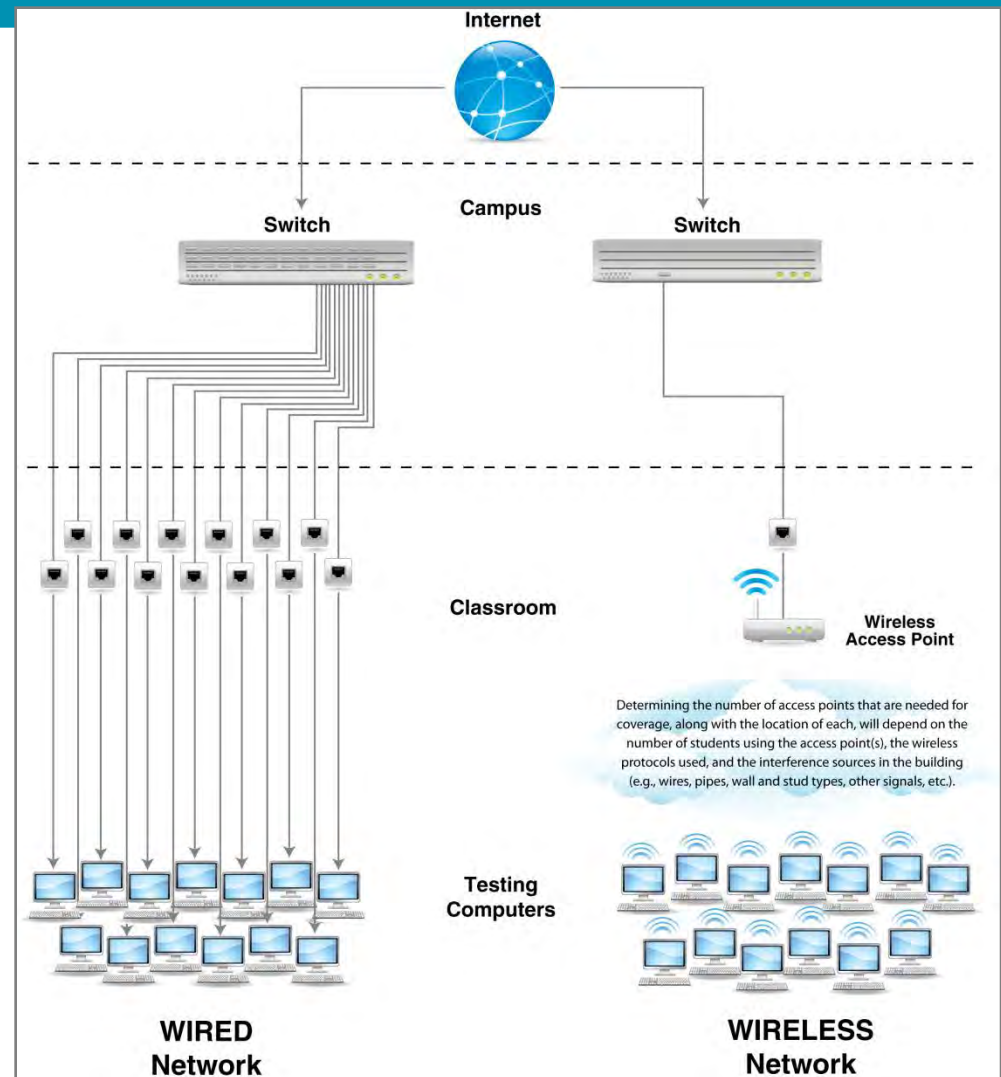
Any applications or update processes that may launch automatically on testing workstations may interrupt testing. These programs should be configured to not launch automatically.

Common applications that may launch automatically include:

- Anti-virus software, browsers or operating systems performing automatic updates
- Power management software on laptops warning of low batteries
- Screen savers
- Email with automatic message notification
- Energy saving features

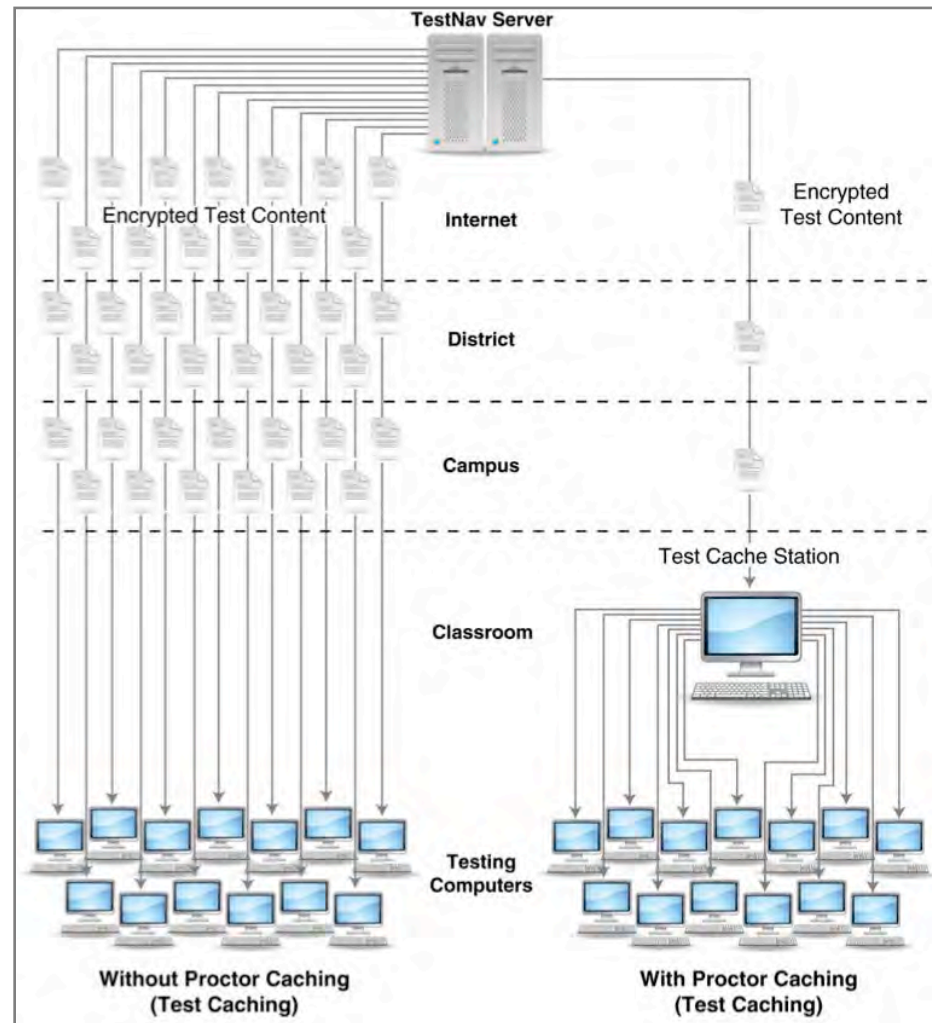
Wireless Testing for Computer-Based Testing

Wireless networks are acceptable for computer-based testing



Proctor Caching

How Proctor Caching Works





Proctor Caching Requirements

- Runs on Windows and Mac OS X
- Does not require an underlying server-based operating system
- Proctor caching hardware requirements can be found at <http://PARCC.Pearson.com/TN8Requirements>
- TCP Ports: 80 (Internet), 4480, and 4481 (Local Network)
- Proctor caching requires a fixed internal IP address
- For setting up an upstream proxy refer to the Windows or Mac “Tips on Proctor Caching” section in the *TestNav 8 Proctor Caching User Guide* available December 2013.
- Use the SystemCheck *Testing Capacity* tab for determining your network capacity during computer-based testing

Proctor Caching Setup

- Download proctor caching installer from PearsonAccess.
- Run the installer and Start Proctor Caching if it is not already started by the installer.
- Use SystemCheck from client computer to verify that Proctor Caching is functional.
- Create a proctor caching setup or add a proctor caching computer within PearsonAccess at the district or school level.

The screenshot displays the PARCC website's 'Support' page. The header includes the PARCC logo and the text 'Partnership for Assessment of Readiness for College and Careers'. Below the header, there are navigation tabs for 'Home', 'Support', and 'Training Center'. The 'Support' section is active, showing a 'Resources' area with 'Resource Categories' and 'Top Resources'. Under 'Resource Categories', 'Technology Information' is highlighted with a red box. Other categories listed are 'Manuals and Documents', 'Templates', and 'Training'. The 'Top Resources' section lists 'System Check Tool Training' and 'System Check User's Guide'. Below this is a 'FAQs' section with 'FAQ Categories' and 'Top FAQs'. The footer contains the text 'ALWAYS LEARNING' and the 'PEARSON' logo.


Proctor Caching Diagnostics

TestNav ProctorCache
Proctor Caching Diagnostics


Home Contents Client List

TestNav
Proctor Caching Diagnostics

Content Status

 **No known issues with any content.**
[Go to Content List](#)

Clients Status

 **No known issues with any clients.**
[Go to Client List](#)

TestNav ProctorCache 2012.1.22, Build Date: 09.19.2012 14:20
Copyright © 1998-2012 Pearson Education, Inc. or its affiliate(s). All rights reserved.

- Select the **Contents** tab for information about test content and caching status
- Select the **Client List** tab to monitor client connectivity

Contents Tab

Home Contents Client List

Home > Contents

Contents

[Return to Home](#)

Search: Test

[Refresh Downloaded Content](#) | [Reload Content](#) | [Purge Content](#)

<input type="checkbox"/>	Test	Form	Status	Entries	Cache Date
<input checked="" type="checkbox"/>	TAKS Exit Level Mathematics	TAKS Exit Level Mathematics - 01	OK	373	Thu, 08 Nov 2012 3:42 PM
<input type="checkbox"/>	Grade 6 Item Sampler	Grade 6 Item Sampler - 123	OK	17	
<input type="checkbox"/>	Gr 3 Reading	Gr 3 Reading - 3001	OK	448	

- Content is displayed at the Test and Form level.
- Functionality is available to Refresh, Reload, or Purge selected test content.
- Clicking on a test name will display the Content Details screen which displays individual items in a test.

Home Contents Client List

Home > Contents > Content Details

Content Details

[Return to Contents](#)

View Content Details

Test: **Grade 6 Item Sampler**

Form: **Grade 6 Item Sampler - 123**

Entries: **17** Cache Date: **Thu, 25 Oct 2012 8:18 AM**

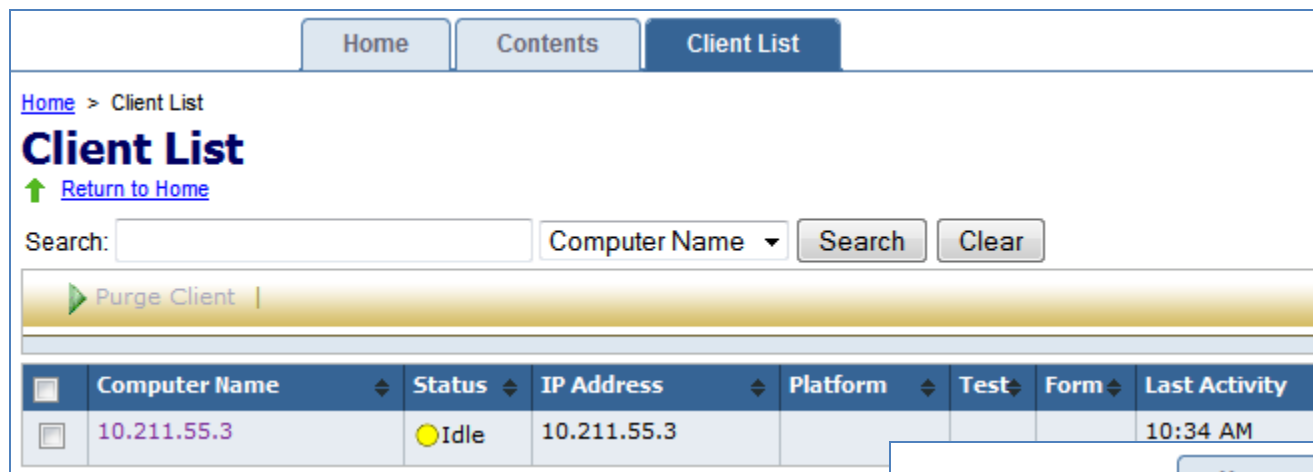
Base: <http://content.testnav.com/REF/data/05022045af8ac67667ff110114b8ee1e99ba921d/123/>

Search: URL

[Reload Content](#) | [Purge Content](#)

<input type="checkbox"/>	URL	Status	Content Length	Last Modified	Hit Count
<input type="checkbox"/>	Items/2288931.zip	OK	7.0 KB	Wed, 28 Oct 2009 17:48:48 GMT	0
<input type="checkbox"/>	Items/258392.zip	OK	7.3 KB	Wed, 28 Oct 2009 17:48:48 GMT	0
<input type="checkbox"/>	Items/3303.zip	OK	10.7 KB	Wed, 28 Oct 2009 17:48:48 GMT	0

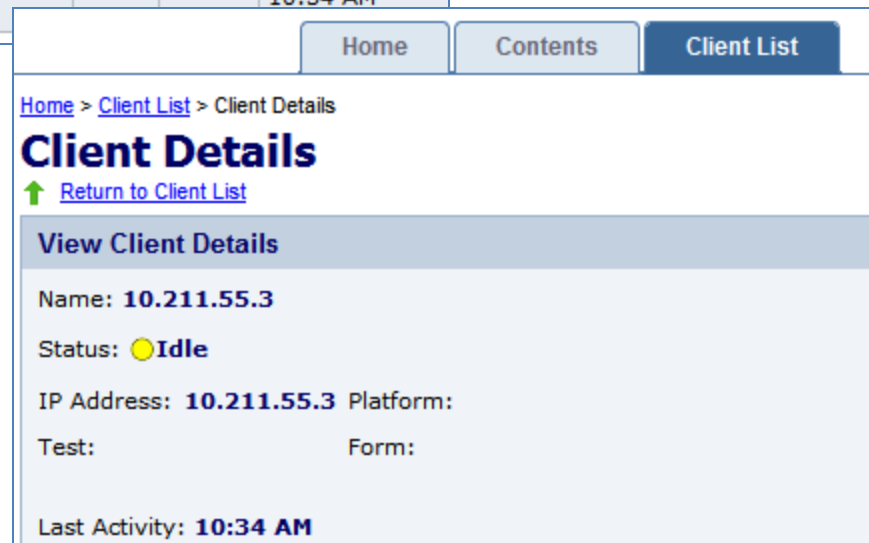
Client List Tab



The screenshot shows the 'Client List' tab in a web application. At the top, there are navigation tabs: 'Home', 'Contents', and 'Client List'. Below the tabs, the breadcrumb 'Home > Client List' is displayed. The main heading is 'Client List'. A link 'Return to Home' with an upward arrow is present. A search bar is located below the heading, with a dropdown menu set to 'Computer Name' and buttons for 'Search' and 'Clear'. A yellow bar with a green arrow and the text 'Purge Client' is visible. Below this is a table with columns: 'Computer Name', 'Status', 'IP Address', 'Platform', 'Test', 'Form', and 'Last Activity'. The table contains one row with the IP address '10.211.55.3', status 'Idle' (indicated by a yellow circle), and last activity '10:34 AM'.

	Computer Name	Status	IP Address	Platform	Test	Form	Last Activity
<input type="checkbox"/>	10.211.55.3	Idle	10.211.55.3				10:34 AM

- Clients that have connected to TestNav are listed by IP address.
- Clicking on a computer will display the Client Details screen which displays information regarding a particular computer connecting to proctor caching.



The screenshot shows the 'Client Details' screen. At the top, there are navigation tabs: 'Home', 'Contents', and 'Client List'. Below the tabs, the breadcrumb 'Home > Client List > Client Details' is displayed. The main heading is 'Client Details'. A link 'Return to Client List' with an upward arrow is present. Below the heading is a section titled 'View Client Details'. This section displays the following information: Name: 10.211.55.3, Status: Idle (indicated by a yellow circle), IP Address: 10.211.55.3, Platform: (empty), Test: (empty), Form: (empty), and Last Activity: 10:34 AM.

View Client Details

Name: 10.211.55.3

Status: Idle

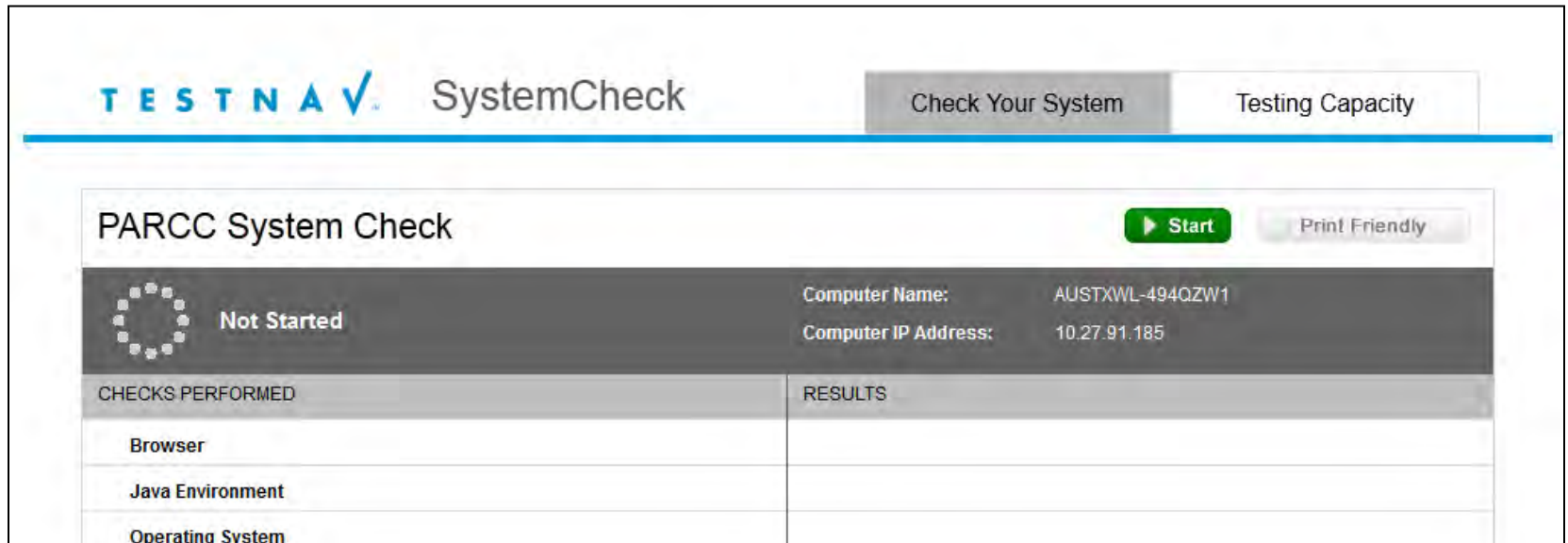
IP Address: 10.211.55.3 Platform:

Test: Form:

Last Activity: 10:34 AM

SystemCheck for TestNav


SystemCheck for TestNav Overview



TESTNAV SystemCheck

Check Your System Testing Capacity

PARCC System Check Start Print Friendly

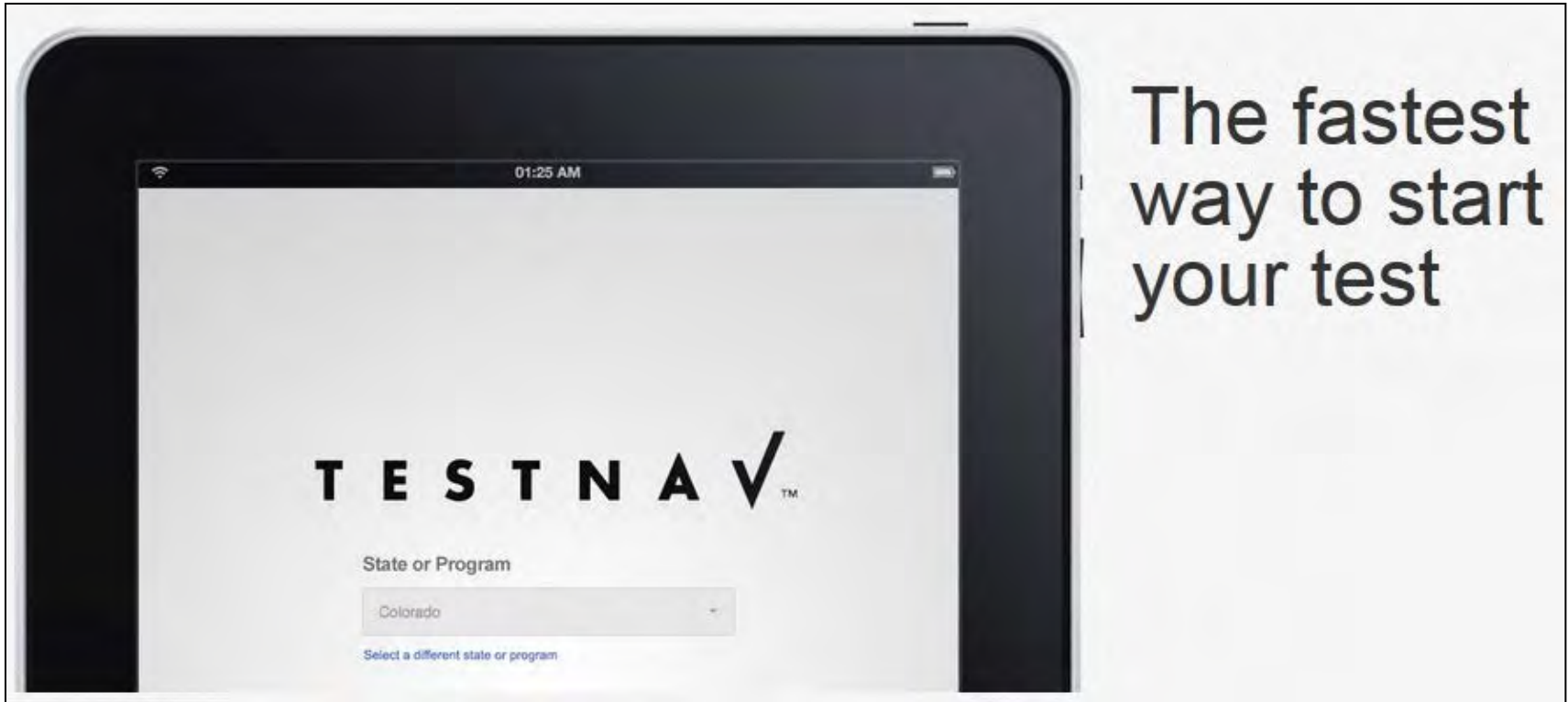
 Not Started

Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.91.185

CHECKS PERFORMED	RESULTS
Browser	
Java Environment	
Operating System	

- SystemCheck validates testing workstations meet the minimum requirements needed to run TestNav 8.
- SystemCheck also provides the ability to run bandwidth speed checks to help plan for online testing capacity.
- Learn more about using SystemCheck by visiting <http://PARCC.Pearson.com/Support> and selecting the SystemCheck training module.
- Launch SystemCheck from <http://PARCC.Pearson.com/SystemCheck>.

iPads and Chromebooks




- SystemCheck will not run on iPads or Chromebooks
- App coming to launch TestNav on these devices

SystemCheck Functionality

TESTNAV SystemCheck

Check Your System Testing Capacity

PARCC System Check [Start](#) [Print Friendly](#)

 Not Started

Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.91.185

CHECKS PERFORMED	RESULTS
Browser	
Java Environment	
Operating System	

VERIFICATION

[To verify that you can run TestNav, complete the following steps:](#)

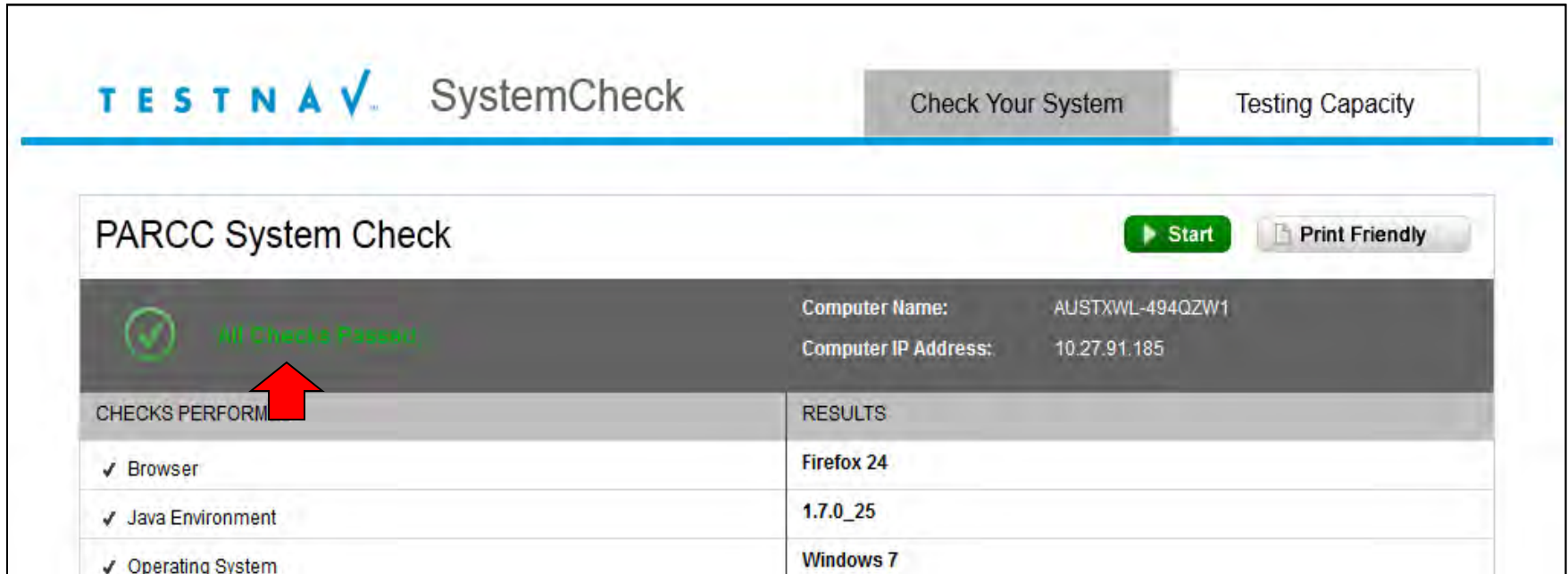
Check Your System:

- Validates system requirements are met on testing workstations
- Provides steps to verify whether TestNav can run on the workstation

Testing Capacity:

- Bandwidth testing for internet and proctor caching connections
- Volume estimates for capacity planning

Check Your System: System Requirements

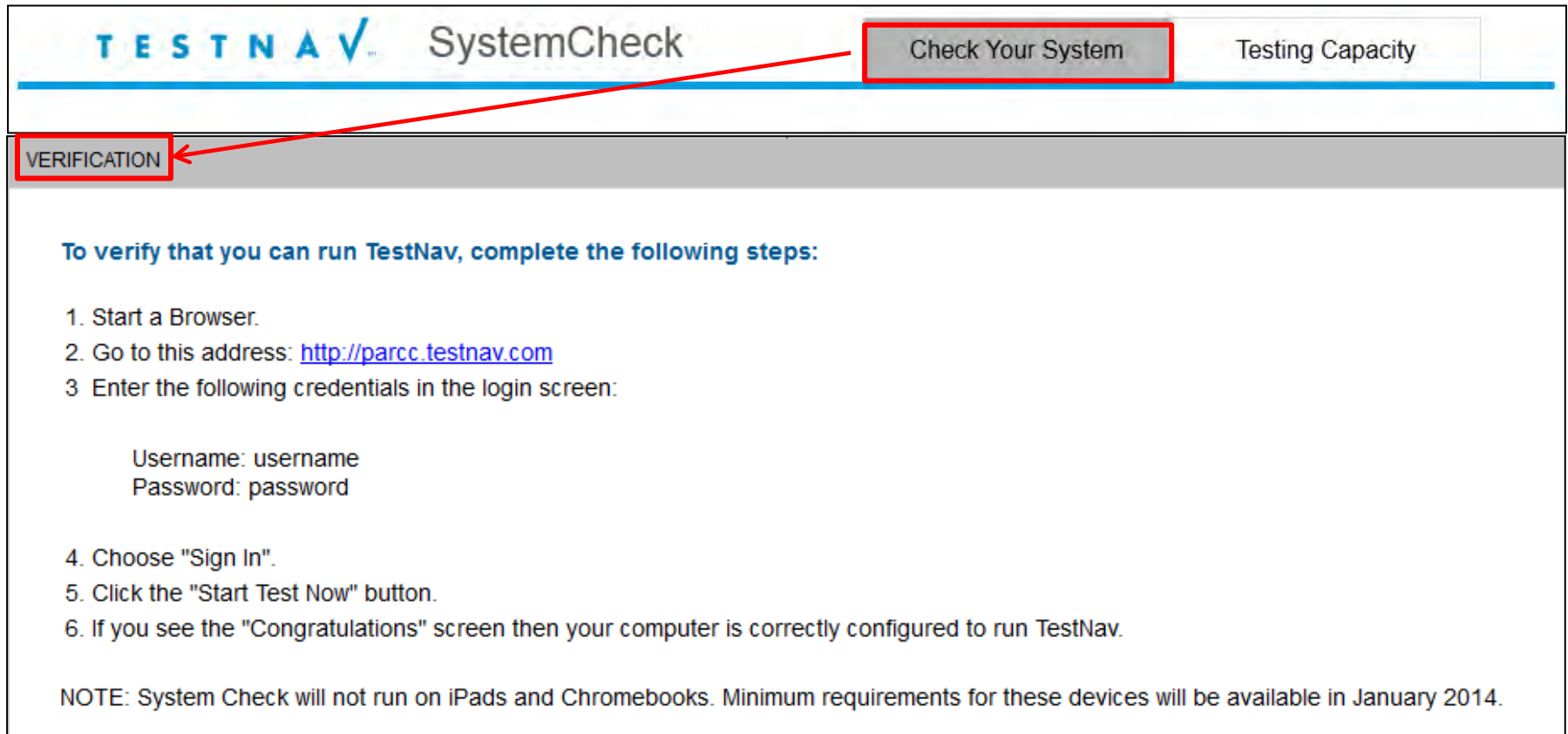


The screenshot displays the TESTNAV SystemCheck interface. At the top, the TESTNAV logo is on the left, and the text "SystemCheck" is in the center. To the right of "SystemCheck" are two buttons: "Check Your System" (highlighted in grey) and "Testing Capacity". Below this is a horizontal blue line. The main content area is titled "PARCC System Check" on the left and has two buttons on the right: a green "Start" button and a grey "Print Friendly" button. Below the title, there is a green checkmark icon and the text "All Checks Passed". To the right of this, the "Computer Name:" is "AUSTXWL-494QZW1" and the "Computer IP Address:" is "10.27.91.185". Below this information is a table with two columns: "CHECKS PERFORM" and "RESULTS". A red arrow points to the "CHECKS PERFORM" column header. The table contains three rows of data:

CHECKS PERFORM	RESULTS
✓ Browser	Firefox 24
✓ Java Environment	1.7.0_25
✓ Operating System	Windows 7

- Validates computer workstation to ensure that minimum requirements are met

Check Your System: TestNav Verification



TESTNAV SystemCheck

Check Your System Testing Capacity

VERIFICATION

To verify that you can run TestNav, complete the following steps:

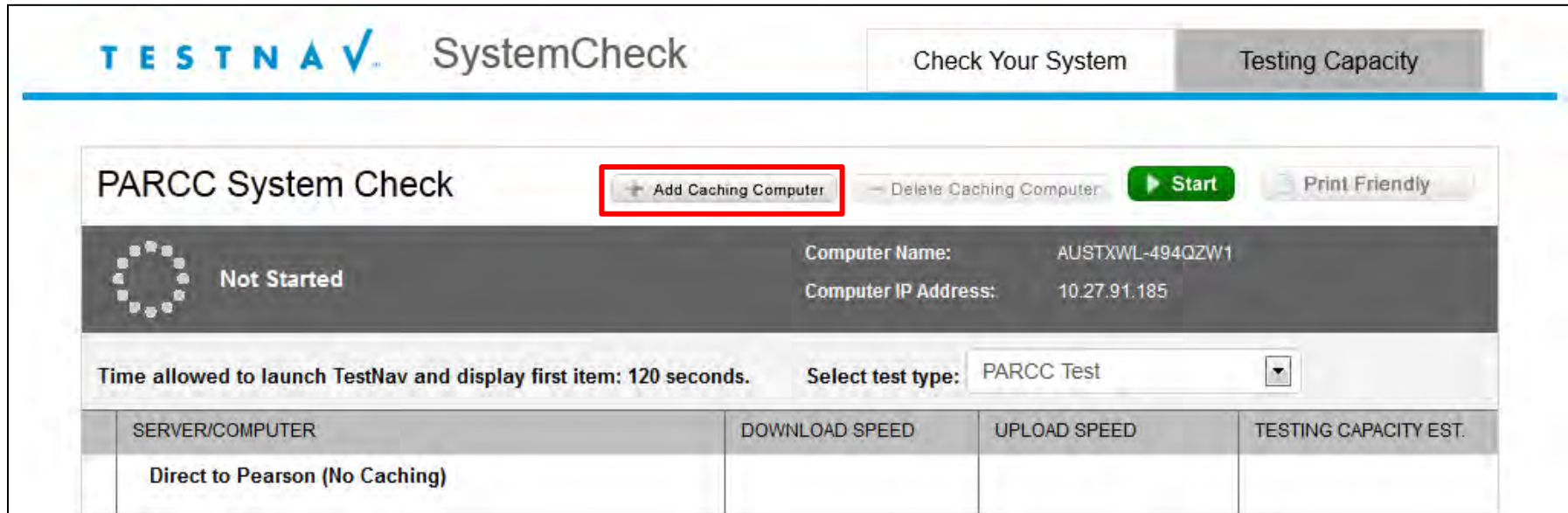
1. Start a Browser.
2. Go to this address: <http://parcc.testnav.com>
3. Enter the following credentials in the login screen:

Username: username
Password: password
4. Choose "Sign In".
5. Click the "Start Test Now" button.
6. If you see the "Congratulations" screen then your computer is correctly configured to run TestNav.

NOTE: System Check will not run on iPads and Chromebooks. Minimum requirements for these devices will be available in January 2014.

- Verifies that workstation can run TestNav

Testing Capacity




TESTNAV SystemCheck

Check Your System Testing Capacity

PARCC System Check

[+ Add Caching Computer](#) [- Delete Caching Computer](#) [Start](#) [Print Friendly](#)

 Not Started

Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.91.185

Time allowed to launch TestNav and display first item: 120 seconds. Select test type: PARCC Test

SERVER/COMPUTER	DOWNLOAD SPEED	UPLOAD SPEED	TESTING CAPACITY EST.
Direct to Pearson (No Caching)			

- Internet bandwidth testing between the workstation and Pearson's servers
- Click **Add Caching Computer** to add your potential proctor caching machine for a local network bandwidth test

Testing Capacity: Add Caching Computer



The screenshot shows a dialog box titled "Add Caching Computer" with a close button (X) in the top right corner. It contains three input fields: "Display Name" with the value "HS Caching Machine", "Host" with the value "127.0.0.1", and "Port" with the value "4480". At the bottom, there are two buttons: a green "Save" button and a blue "Cancel" button.

- Add a name for the caching computer, the IP address, and port (4480)

Testing Capacity: Edit Caching Computer

The screenshot shows the TESTNAV SystemCheck interface. At the top, there's a header with the TESTNAV logo and 'SystemCheck' text. Below this, there are two tabs: 'Check Your System' and 'Testing Capacity'. The 'Testing Capacity' tab is active. In the center, there's a 'PARCC System Check' section with a 'Not Started' status and a 'Start' button. To the right of this section, there are fields for 'Computer Name: AUSTXWL-494QZW1' and 'Computer IP Address: 10.27.91.185'. Below the 'Start' button, there are buttons for '+ Add Caching Computer' and '- Delete Caching Computer'. A modal dialog box titled 'Edit Caching Computer' is open in the foreground. It contains a table with the following data:

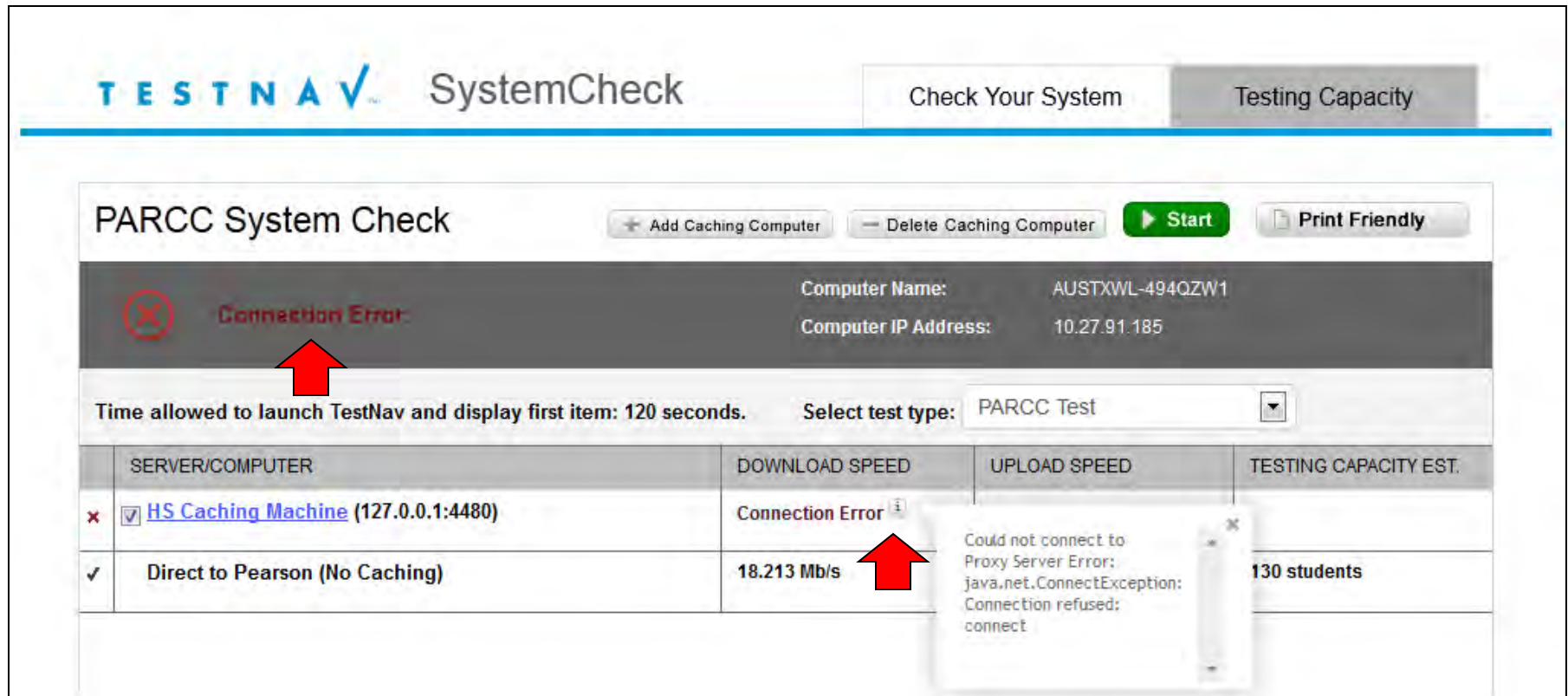
Display Name	Host	Port
HS Caching Machine	127.0.0.1	4480

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. In the background, a table lists caching computers:

SERVER/COMPUTER	SPEED	TESTING CAPACITY EST.
<input type="checkbox"/> HS Caching Machine (127.0.0.1:4480)		
<input type="checkbox"/> Direct to Pearson (No Caching)		

- Edit the IP address and/or port

Testing Capacity: Results



The screenshot shows the TESTNAV SystemCheck interface. At the top, there's a header with the TESTNAV logo and 'SystemCheck' text. Below this, there are two buttons: 'Check Your System' and 'Testing Capacity'. The main section is titled 'PARCC System Check' and includes buttons for 'Add Caching Computer', 'Delete Caching Computer', 'Start', and 'Print Friendly'. A red 'X' icon and the text 'Connection Error' are displayed. To the right, the 'Computer Name' is 'AUSTXWL-494QZW1' and the 'Computer IP Address' is '10.27.91.185'. Below this, there's a message: 'Time allowed to launch TestNav and display first item: 120 seconds.' and a dropdown menu for 'Select test type' set to 'PARCC Test'. A table with four columns is shown: 'SERVER/COMPUTER', 'DOWNLOAD SPEED', 'UPLOAD SPEED', and 'TESTING CAPACITY EST.'. The first row shows a red 'X' next to 'HS Caching Machine (127.0.0.1:4480)' with a 'Connection Error' in the download speed column. The second row shows a green checkmark next to 'Direct to Pearson (No Caching)' with a download speed of '18.213 Mb/s' and a testing capacity of '130 students'. A red arrow points to the 'Connection Error' text in the table, and another red arrow points to the 'Connection Error' text above the table. A tooltip is visible over the 'Connection Error' text in the table, displaying the message: 'Could not connect to Proxy Server Error: java.net.ConnectException: Connection refused: connect'.

TESTNAV SystemCheck

Check Your System Testing Capacity

PARCC System Check

+ Add Caching Computer - Delete Caching Computer Start Print Friendly

Connection Error

Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.91.185

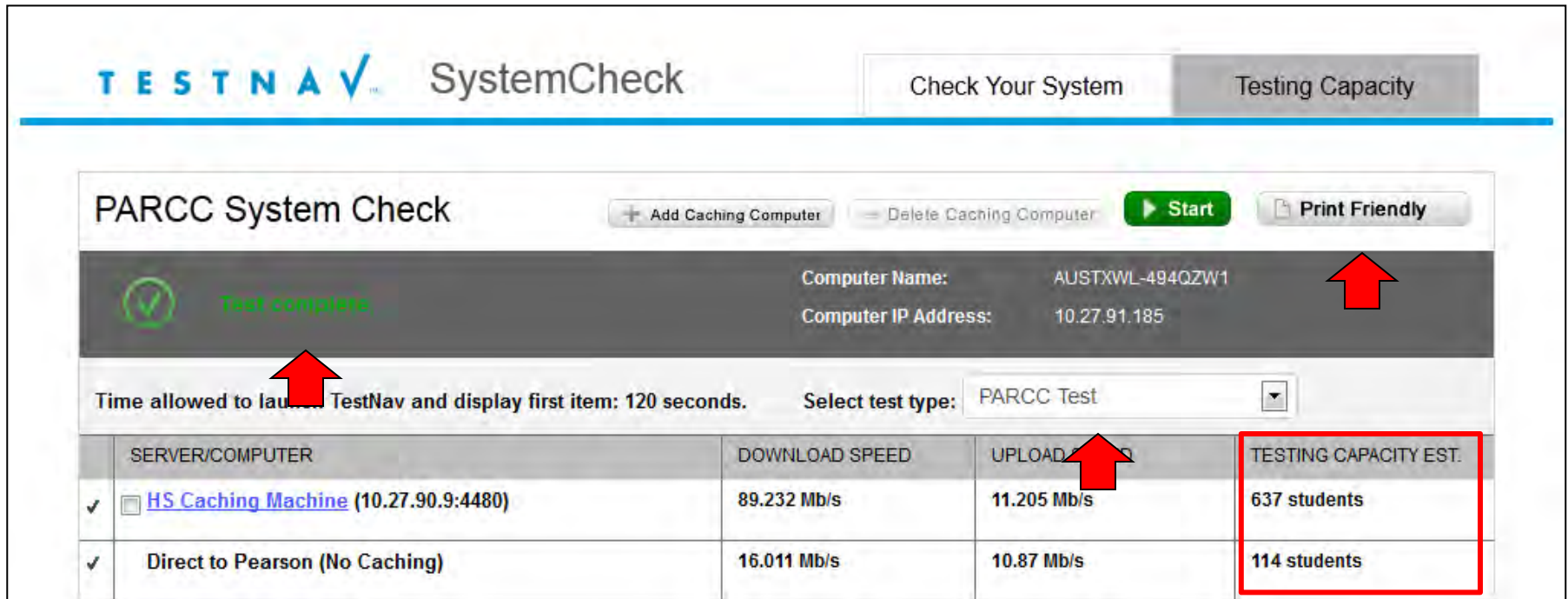
Time allowed to launch TestNav and display first item: 120 seconds. Select test type: PARCC Test

SERVER/COMPUTER	DOWNLOAD SPEED	UPLOAD SPEED	TESTING CAPACITY EST.
✗ <input checked="" type="checkbox"/> HS Caching Machine (127.0.0.1:4480)	Connection Error		
✓ <input type="checkbox"/> Direct to Pearson (No Caching)	18.213 Mb/s		130 students

Could not connect to Proxy Server Error:
java.net.ConnectException:
Connection refused:
connect

- Click on **Start** to begin the test
- Onscreen information helps determine whether the connection was successful or not

Testing Capacity: Results



The screenshot displays the TESTNAV SystemCheck interface. At the top, the TESTNAV logo is on the left, and 'SystemCheck' is in the center. To the right are two buttons: 'Check Your System' and 'Testing Capacity'. Below this is a section titled 'PARCC System Check' with buttons for '+ Add Caching Computer', '- Delete Caching Computer', 'Start', and 'Print Friendly'. A green checkmark and 'Test complete' message are shown. Computer details include 'Computer Name: AUSTXWL-494QZW1' and 'Computer IP Address: 10.27.91.185'. A red arrow points to the 'Testing Capacity' button. Below this, a message states 'Time allowed to launch TestNav and display first item: 120 seconds.' and 'Select test type: PARCC Test'. A table follows with columns: SERVER/COMPUTER, DOWNLOAD SPEED, UPLOAD SPEED, and TESTING CAPACITY EST. The table has two rows: 'HS Caching Machine (10.27.90.9:4480)' with 89.232 Mb/s download and 11.205 Mb/s upload, and 'Direct to Pearson (No Caching)' with 16.011 Mb/s download and 10.87 Mb/s upload. The 'TESTING CAPACITY EST.' column shows '637 students' and '114 students' respectively. A red arrow points to the 'UPLOAD SPEED' column, and a red box highlights the 'TESTING CAPACITY EST.' column.

SERVER/COMPUTER	DOWNLOAD SPEED	UPLOAD SPEED	TESTING CAPACITY EST.
✓ <input type="checkbox"/> HS Caching Machine (10.27.90.9:4480)	89.232 Mb/s	11.205 Mb/s	637 students
✓ Direct to Pearson (No Caching)	16.011 Mb/s	10.87 Mb/s	114 students

- Based on the bandwidth test, SystemCheck can provide an estimated number of students that can test concurrently.

Create a TestNav Configuration

Creating a TestNav Configuration

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Organizations](#) | [Student Data](#) | [Test Setup](#) | [Test Management](#) | [Test Results](#)

Current organization: **PARCC Dept of Education (PC)** [change organization](#)

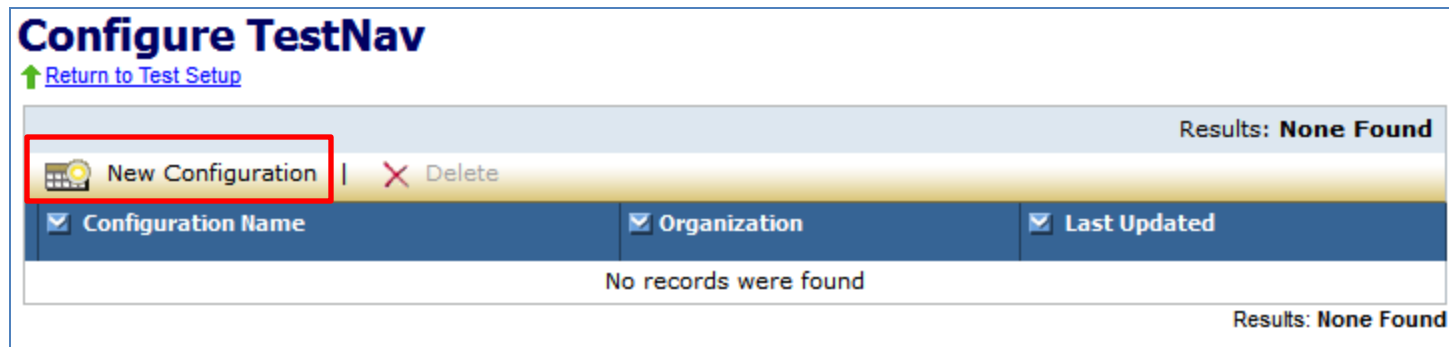
PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Organizations	Student Data	Test Setup	Test Management	Test Results
View Organizations <ul style="list-style-type: none">View Organizations Send Organization File <ul style="list-style-type: none">Send Organization File	Send Student Data <ul style="list-style-type: none">Send student files to the systemCheck for problems with sent files Student Data Information <ul style="list-style-type: none">Filter and sort studentsView total student countsChange student dataCreate rostered classes	Enter Administration Details <ul style="list-style-type: none">Submit supplemental test administration information Manage Participation Counts <ul style="list-style-type: none">Enter student counts to order test materials Order Additional Materials and Tracking <ul style="list-style-type: none">Order additional materialsTrack orders and view shipment information Configure TestNav <ul style="list-style-type: none">Manage proctor caching settingsManage TestNav client settings	Register Students <ul style="list-style-type: none">Assign students to paper & online testsUpdate student demographic data before testingView student counts by administration Manage Test Sessions <ul style="list-style-type: none">View online test sessionsAdd registered students to a test sessionProctor test sessions Resolve Student Test Alerts <ul style="list-style-type: none">Examine and resolve issues with completed tests	View Published Reports <ul style="list-style-type: none">View, download and print access to daily published reports and extracts by organization



PearsonAccess Test Setup: Configure TestNav

Step 1: Select “New Configuration”



Configure TestNav
[↑ Return to Test Setup](#)

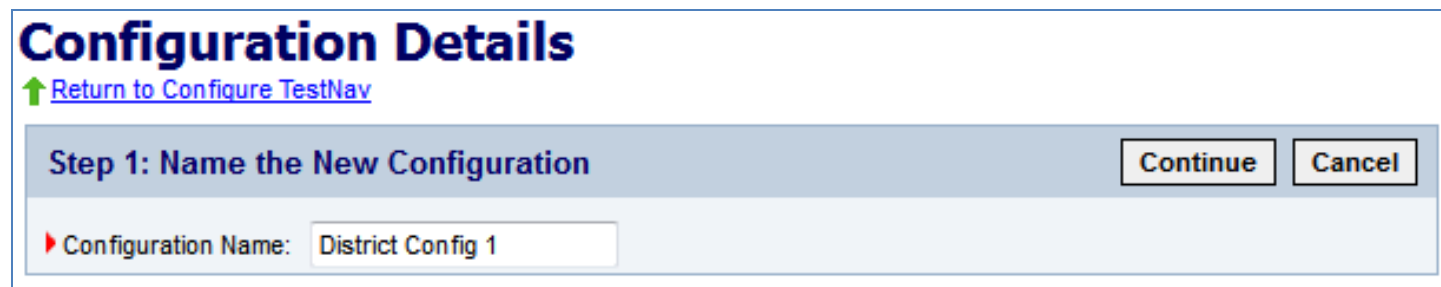
Results: **None Found**

 **New Configuration** |  Delete

<input checked="" type="checkbox"/> Configuration Name	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Last Updated
No records were found		

Results: **None Found**

Step 2: Provide a configuration name



Configuration Details
[↑ Return to Configure TestNav](#)

Step 1: Name the New Configuration Continue Cancel

► Configuration Name:

PearsonAccess Test Setup: Configure TestNav



Configuration Details

[Return to Configure TestNav](#)

Step 2: Select Organizations

Continue

Cancel

 Add Organization |  Remove

☒ Organization Name

☒ ID

No records were found


Configuration Details

[Return to Configure TestNav](#)

View By: ☒ School

Select Organization(s)

Results: 1 to 1 of 1

 Add | Cancel

☒ Organization Name

☒ ID

☒ testtest school

0000003



Configuration Details

[Return to Configure TestNav](#)

Step 2: Select Organizations

Continue

Cancel

 Add Organization |  Remove

☒ Organization Name

☒ ID

☐ testtest school

0000003

PearsonAccess Test Setup: Configure TestNav

Configuration Details

[Return to Configure TestNav](#)

Step 3: Specify TestNav Settings

Continue

Cancel

Proctor Caching Computer

▶ - Required

▶ Name/Description:

High School Caching

IP Address:

10.15.23.123

Port:

4480

☒ This computer uses Pearson-supplied proctor caching software.

Windows Response File Backup Locations

▶ Primary:

☒ Use Default Location

Secondary:

Mac Response File Backup Locations

▶ Primary:

☒ Use Default Location

Secondary:

Continue

Cancel

PearsonAccess Test Setup: Configure TestNav

Configuration Details

[Return to Configure TestNav](#)

Configuration

Configuration Name: District Config 1 [Edit](#)

Select Organizations

[Add Organization](#) | [Remove](#)

<input checked="" type="checkbox"/> Organization Name	<input checked="" type="checkbox"/> ID
<input type="radio"/> testtest school	0000003

TestNav Settings

[New TestNav Settings](#)

Proctor Caching Computer	Response File Backup Locations
High School Caching Edit TestNav Settings ✓ Default TestNav Settings IP Address: 10.15.23.123 Port: 4480 <input checked="" type="checkbox"/> This computer uses Pearson-supplied proctor caching software. Visit Server	Windows Primary: Default (user's home directory) Windows Secondary:
Library Edit TestNav Settings - Make Default - Delete IP Address: 10.25.98.234 Port: 4480 <input checked="" type="checkbox"/> This computer uses Pearson-supplied proctor caching software. Visit Server	Mac Primary: Default (user's home directory) Mac Secondary:
	Windows Primary: S:\SaveLocation1 Windows Secondary: C:\SaveLocation2
	Mac Primary: Default (user's home directory) Mac Secondary:

PearsonAccess Test Setup: Configure TestNav

Library

[Edit TestNav Settings](#) - [Make Default](#) - [Delete](#)

IP Address: 10.25.98.234

Port: 4480

☒ This computer uses Pearson-supplied proctor caching software.

[Visit Server](#)

Configure TestNav

[Return to Test Setup](#)

Changing Default TestNav Settings - Options



You are changing the default TestNav Settings for this configuration.

Would you like to:

- ☒ Redirect sessions that are set to High School Caching to use Library instead.
- ☐ Leave the TestNav Settings selection unchanged for these sessions.

Continue

Cancel

PearsonAccess Test Setup: Configure TestNav

Library
[Edit TestNav Settings](#) - [Make Default](#) - [Delete](#)
IP Address: 10.25.98.234
Port: 4480
☒ This computer uses Pearson-supplied proctor caching software.
[Visit Server](#)

Configure TestNav

[Return to Test Setup](#)

Delete TestNav Settings - Options



One or more sessions using this configuration are set to use the TestNav Settings you are deleting.

Would you like to:

☒ Let these sessions resolve to the default TestNav Settings for the configuration.

☐ Reassign them to use these TestNav Settings instead:

High School Caching

Continue

Cancel



PARCC Field Test 2014

Early Warning System

Early Warning System (EWS)

The Early Warning System (EWS) is integrated functionality that gives TestNav a high degree of fault tolerance and provides additional fail-safes in the event of unexpected network disruptions during computer-based testing.





Student Responses: SRF Files

- The Early Warning System writes continuously in the background to the student response files (SRF). Both the Primary and Alternate files are written to at the same time.
- The SRF file has a response data threshold that, once reached, triggers TestNav to send response data to Pearson servers.
- Uploading of response data is continuous. If an upload to the Pearson servers fails, student responses continue to be saved locally and TestNav cycles and attempts another upload.
- If the response data upload is successful, TestNav creates a new empty SRF file and begins the process again. TestNav only deletes an SRF file once it is successfully uploaded to the Pearson servers.



Student Responses: Identification

- A combination of the test ticket ID combined with the session token is used to uniquely identify a Student Response File (SRF).
- TestNav can identify the correct student response file if a test is successfully resumed.
- Only the SRF from the student's last test attempt can be used when the student resumes a test.



TestNav Early Warning System: Triggers

Scenario 1:

TestNav determines that neither Saving Response File Location is viable.

- Results in an immediate Test Proctor Click Here notification.

Scenario 2:

TestNav is unable to download portions of the test.

- Results in an immediate Test Proctor Click Here notification.

Scenario 3:

TestNav is unable to upload student responses to Pearson.

- Results in a Test Proctor Click Here notification only if the student attempts to Exit or Submit the test.

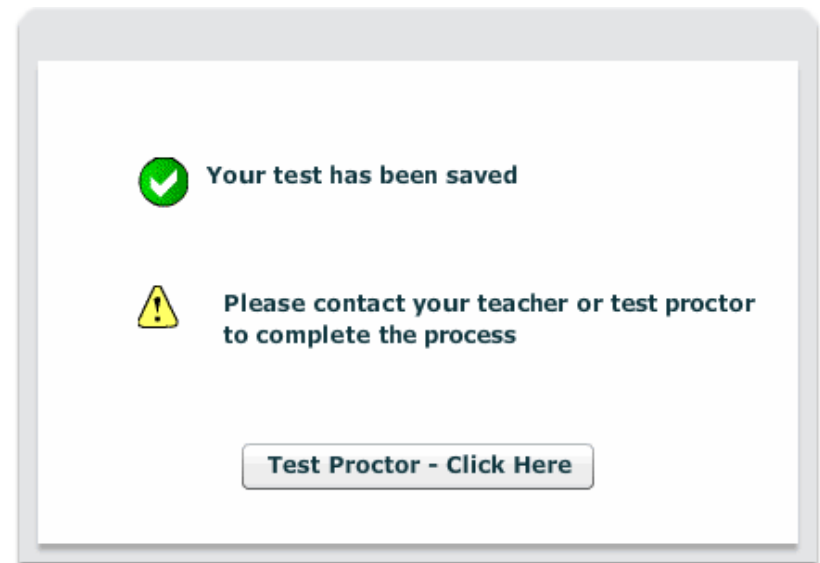
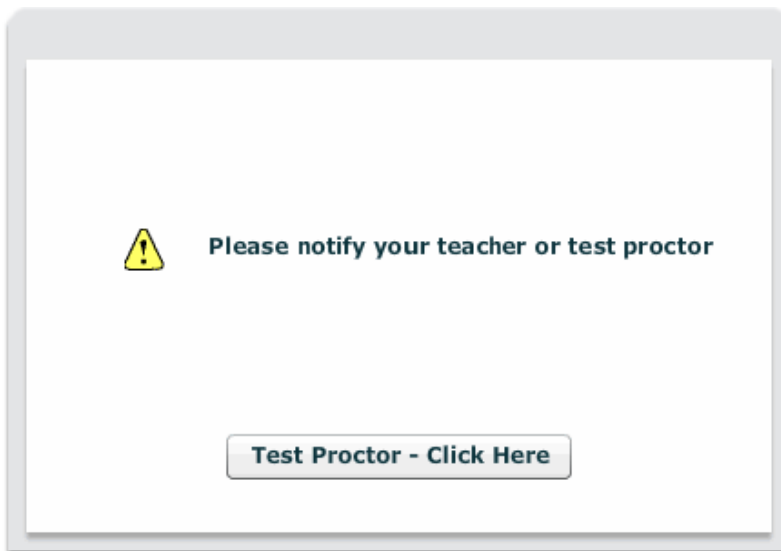


TestNav Early Warning System: Test Proctor Click Here Screens

One of the following screens will appear when scenarios 1, 2, or 3 occurs.

Students should be instructed to ALWAYS raise their hand when presented with either of the Test Proctor Click Here screens. They should NEVER click the Test Proctor-Click Here button.

NOTE: It may be necessary to contact your local Technology Coordinator to determine the appropriate course of action.



TestNav Early Warning System: Scenario 1

Unable to save student response file

Message 8622

Primary Response File Location *(not working):*

C:\Documents and Settings\login\Pearson\SRF

Browse to a new location where the student's responses can be saved, and then click **Save and Continue** to return to testing.

Response File Location:

Browse

Save and Continue

To view the student's responses, click [View Responses](#)

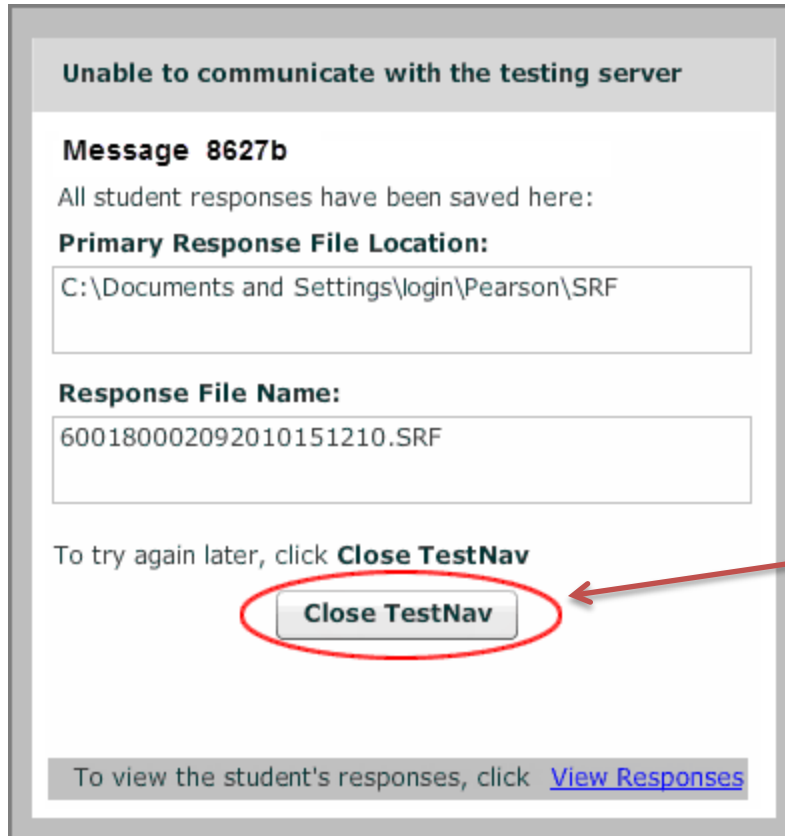
To close TestNav and lose all unsaved responses, click [Close TestNav](#)

In this scenario there is an issue with both of the Response File Locations.

Either the student does not have full access to the location(s) OR the location(s) are temporarily unavailable.

Resolve this issue by entering and saving a viable Response File Location. If the issue is temporary, reselect the original location. Then, click the Save and Continue button.

TestNav Early Warning System: Scenario 2



Unable to communicate with the testing server

Message 8627b
All student responses have been saved here:

Primary Response File Location:
C:\Documents and Settings\login\Pearson\SRF

Response File Name:
600180002092010151210.SRF

To try again later, click **Close TestNav**

To view the student's responses, click [View Responses](#)

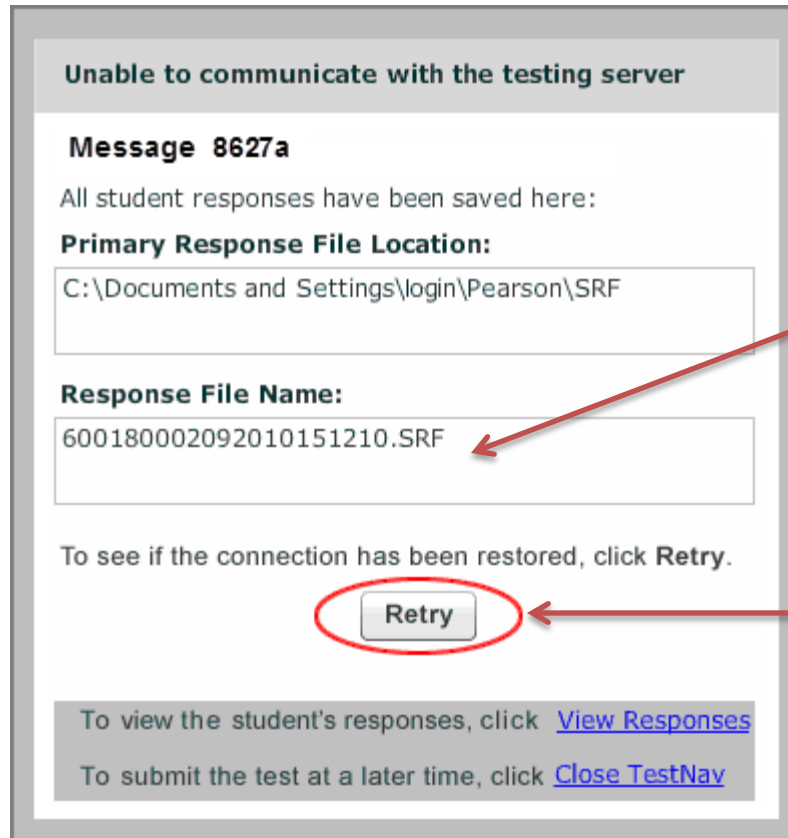
In this scenario, TestNav cannot download one or more test items to the student computer.

Either the proctor caching machine is not properly functioning OR there is a loss of connectivity between the student and Pearson.

The ONLY way to resolve this situation is to click the “Close TestNav” button. The student’s testing status will remain as STARTED in PearsonAccess.

Once communication is restored, resume the student in PearsonAccess and have the student log back into TestNav.

TestNav EWS: Scenario 3



Unable to communicate with the testing server

Message 8627a
All student responses have been saved here:

Primary Response File Location:
C:\Documents and Settings\login\Pearson\SRF

Response File Name:
600180002092010151210.SRF

To see if the connection has been restored, click **Retry**.

To view the student's responses, click [View Responses](#)
To submit the test at a later time, click [Close TestNav](#)

The screenshot shows a grey-bordered dialog box with a title bar. The main content area has a light grey background. The title 'Unable to communicate with the testing server' is in bold. Below it, 'Message 8627a' is followed by the text 'All student responses have been saved here:'. There are two text input fields: the first is labeled 'Primary Response File Location:' and contains the path 'C:\Documents and Settings\login\Pearson\SRF'; the second is labeled 'Response File Name:' and contains the filename '600180002092010151210.SRF'. Below these fields, there is a line of text 'To see if the connection has been restored, click **Retry**.' where 'Retry' is a button. At the bottom, there are two lines of text with blue underlined links: 'To view the student's responses, click [View Responses](#)' and 'To submit the test at a later time, click [Close TestNav](#)'. Two red arrows point from the text on the right to the 'Response File Name' field and the 'Retry' button.

In this scenario not all of the student responses have been received by the Pearson testing server. However, responses not received by Pearson have been saved locally to the Primary Response File Location.

You may try to resolve this scenario by clicking the **Retry** button until the submission of responses is successful or click on **Close TestNav**



PARCC Field Test 2014

Infrastructure Trial



Infrastructure Trial Introduction

What is an Infrastructure Trial?

Answer:

An Infrastructure Trial is a “dress rehearsal” of a computer-based assessment. It does not use real student information.

This is low-stakes, dry run for final confirmation that:

- ✓ TestNav is configured correctly
- ✓ Devices can successfully run TestNav
- ✓ Network will bear the full load
- ✓ Participating staff know what to do for computer-based assessment



Infrastructure Trial Introduction

Who should be involved in an Infrastructure Trial?

Answer:

Everyone within the LEA and the school who will have a role in the computer-based PARCC assessments should be included in the Infrastructure Trial.

- ✓ Test Coordinators
- ✓ Test Administrators
- ✓ LEA technology staff
- ✓ School technology staff



Infrastructure Trial Introduction

Where do I access the Infrastructure Trial?

Answer:

The Infrastructure Trial is conducted using the PARCC Training Center. The PARCC Training Center offers the ability to create “dummy” students in bulk to reduce preparation time for the Infrastructure Trial.

- ✓ Set up login access for your staff
- ✓ Create “dummy” students in PARCC Training Center for the Infrastructure Trial and assign to test sessions
- ✓ Confirm technology setup and configuration using Infrastructure Trial test



Infrastructure Trial Introduction

When is the Infrastructure Trial?

Answer:

Plan to conduct an Infrastructure Trial only after you have confirmed site and staff readiness. The Infrastructure Trial window begins in January 2014 and is available through March 2014.

- ✓ Complete training activities
- ✓ Confirm network and assessment environment configuration
- ✓ Develop a communication plan



Infrastructure Trial Introduction

Why is an Infrastructure Trial necessary?

Answer:

Reviewing set up and communications prior to testing in an Infrastructure Trial can avoid possible problems and delays during the live assessment.

- ✓ Provides practice for all participating users
- ✓ Minimal additional activities are needed to conduct an Infrastructure Trial
- ✓ Students and test results are not affected
- ✓ Provides practice of communication plans to be sure everyone knows who to contact for help



Infrastructure Trial Introduction

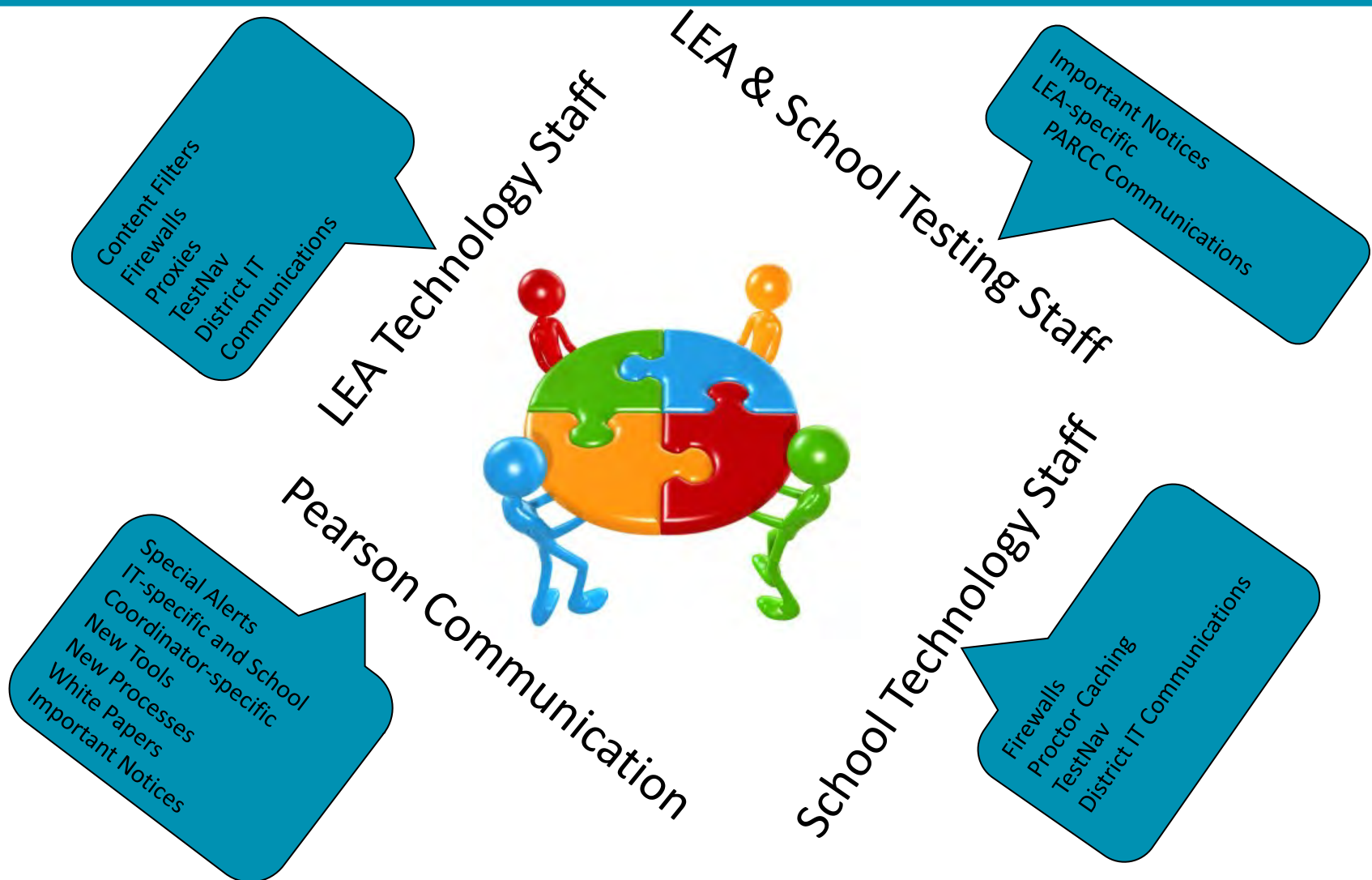
How do I know when the Infrastructure Trial is complete?

Answer:

The Infrastructure Trial is complete when you can confirm that you are ready for the computer-based assessment. You may use the trial as needed to confirm readiness.

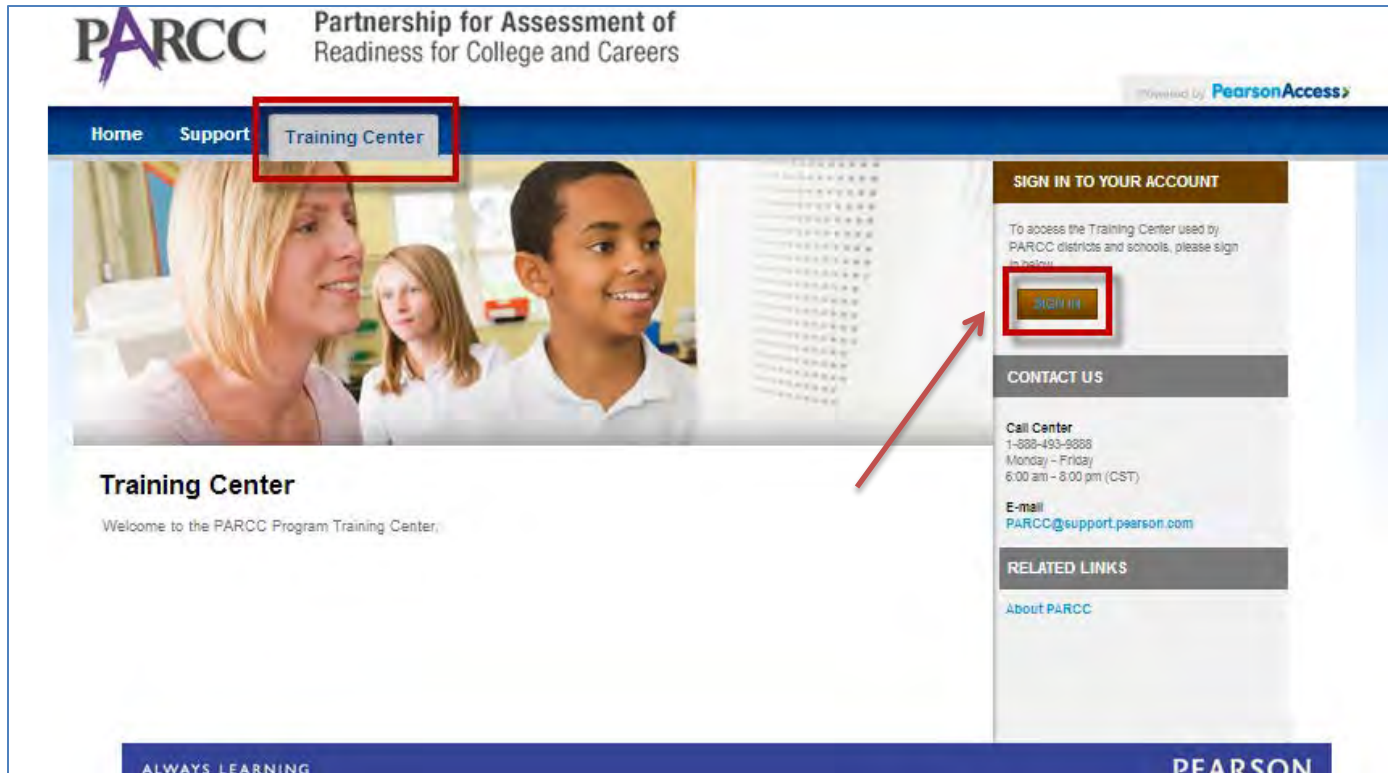
- ✓ Check progress with schools
- ✓ Correct configurations and environment settings
- ✓ Try again if needed
- ✓ Make changes to communication plan as needed

Communication between staff is critical



PARCC Training Center Log In

The Infrastructure Trial is conducted in the secure PARCC Training Center.



The screenshot displays the PARCC Training Center website. At the top, the PARCC logo is followed by the text "Partnership for Assessment of Readiness for College and Careers". A navigation bar includes links for "Home", "Support", and "Training Center", with the latter highlighted by a red box. Below the navigation bar is a large banner image of three students. To the right of the banner, a "SIGN IN TO YOUR ACCOUNT" section contains a "SIGN IN" button, also highlighted by a red box, with a red arrow pointing to it. Below this is a "CONTACT US" section with contact information for a Call Center and an E-mail address. At the bottom, there is a "RELATED LINKS" section with a link to "About PARCC". The footer features the text "ALWAYS LEARNING" and the "PEARSON" logo.

PARCC Partnership for Assessment of Readiness for College and Careers

Powered by **PearsonAccess**

Home Support **Training Center**

Training Center

Welcome to the PARCC Program Training Center.

SIGN IN TO YOUR ACCOUNT

To access the Training Center used by PARCC districts and schools, please sign in below.

SIGN IN

CONTACT US

Call Center
1-888-493-9888
Monday - Friday
6:00 am - 8:00 pm (CST)

E-mail
PARCC@support.pearson.com

RELATED LINKS

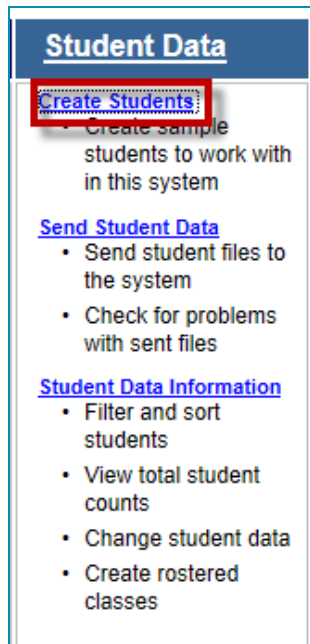
[About PARCC](#)

ALWAYS LEARNING PEARSON

Creating “Dummy” Students

Create “Dummy” Student Data for Practice

Create mock students using the *Create Students* option from the Student Data menu. Create as many students as needed to represent the number of students that would be tested on a typical day during the live test window.

A screenshot of a web application interface for creating students. The header shows "Current organization: PARCC Training (PC)" with a "change organization" link. The main heading is "Create Students" with a "Return to Home" link. Below is a "Create Sample Students" section with a "Create Students" button. The form fields are: "Organization:" (dropdown menu showing "PEARSON SAMPLE SCHOOL (XX-620000-620001)"), "Class Name:" (radio buttons for "Create New" and "Use Existing" with a dropdown), "Grade:" (dropdown menu), "Test Name:" (dropdown menu), and "Number of students:" (text input with a hint "(Enter a numeric value from 1 to 99)"). A red arrow points to the "Organization:" field with the text "Required".

Choose the organization, create a new group, select the grade, test name, and choose the number of students you would like to create for practice in the organization you have selected.

Creating “Dummy” Students Continued

In the PARCC Training center, new students created using the wizard will automatically be registered for the computer-based test mode of the test selected in the create students step.

Current organization: **PARCC Training (PC)** [change organization](#)

[Home](#) > [Test Management](#) > [Register Students](#) > Registered Students

Registered Students

[Return to Register Students](#)

PARCC Training Test Administration [Change](#)

Registered Students RecordAssigned GroupsAssigned Tests

Assigned Tests

Student, New
PA Unique ID: 7344373777
Student ID:

Show Search

Clear All Filters

0 Entities Selected

Results: 1 to 1 of 1

Add Test

Remove Test

Move Test

Change History

<input type="checkbox"/>	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Organization	Format	<input checked="" type="checkbox"/> Completed	UIN	Testing Status
<input type="checkbox"/>	Algebra I	SAMPLE	PEARSON SAMPLE SCHOOL (XX-620000-620001)	Online	No		

Results: 1 to 1 of 1

60



Part I: Technology Set Up

Emerging Technologies: Virtualization and Tablets



iPads & Computer-based Testing

Apple iPads have some unique challenges for TestNav

- iPads can not run Java so TestNav can't lock down the device properly like "standard" computers via the browser

Pearson has developed an iPad TestNav app which will be available from the App Store in early January 2014

- Student Response Files (SRFs) will be saved locally through the application

Districts must take steps to configure iPads to deliver tests securely

- Disable screen capture
- Disable Home button functionality
- Enable "single app" mode



iPads & Computer-based Testing

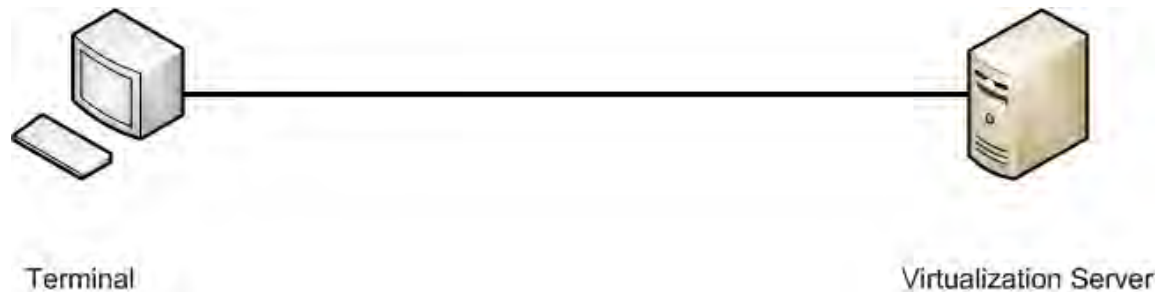
There are multiple options on how to enable “single app” mode

- Manually enable Guided Access single app mode on iOS 6 or iOS 7
- Manage iPads (iOS 6 & iOS 7) via Apple Configurator and use Apple Profile Manager or 3rd party Mobile Device Manager (MDM) to push secure testing configuration
- Manage iPads (iOS 7 only) via Apple Configurator and 3rd party MDM to provide on-demand secure configuration using app-requested single-app mode

Virtualization

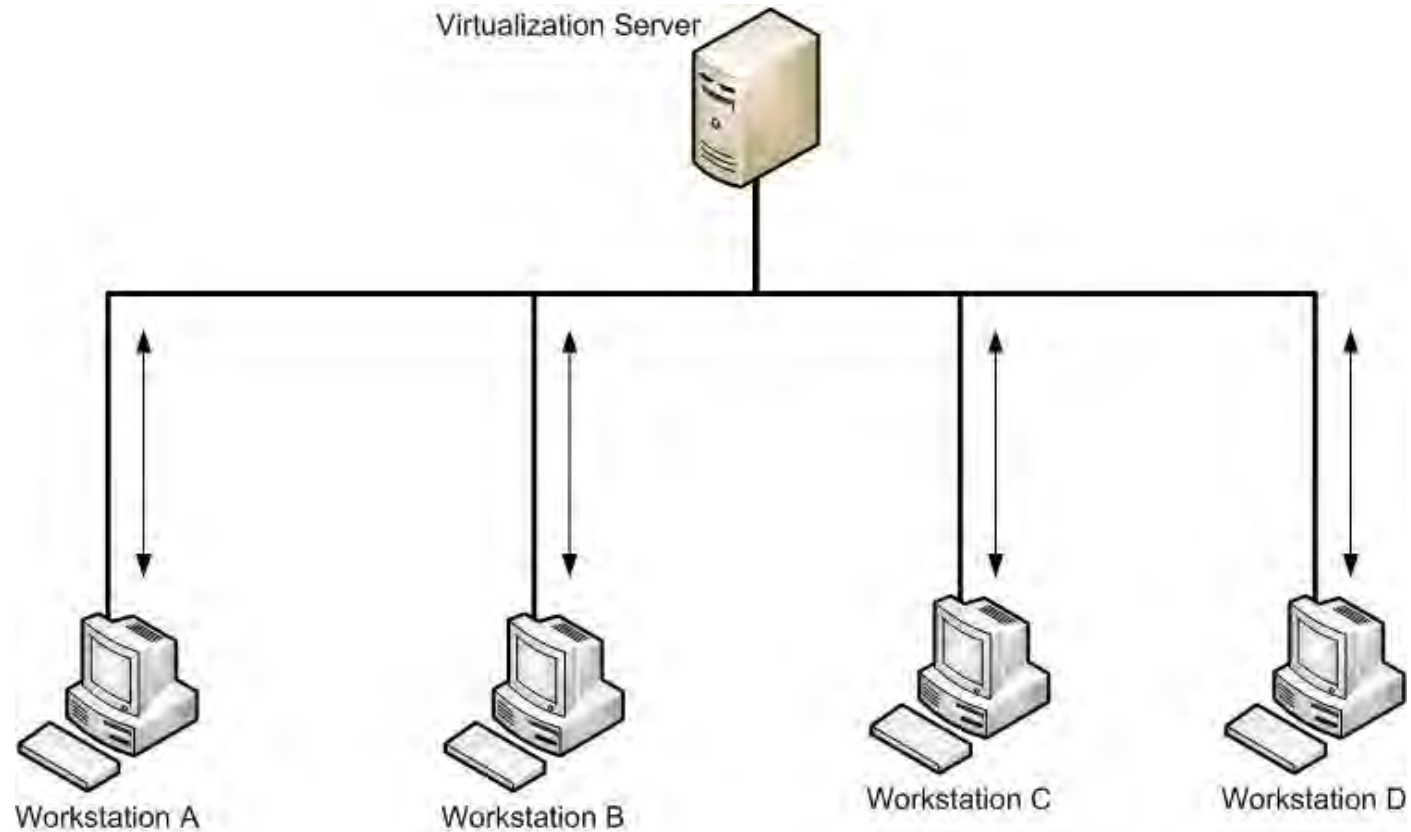
What is Virtualization?

- Using your monitor/keyboard/mouse to look at and run software on some other computer



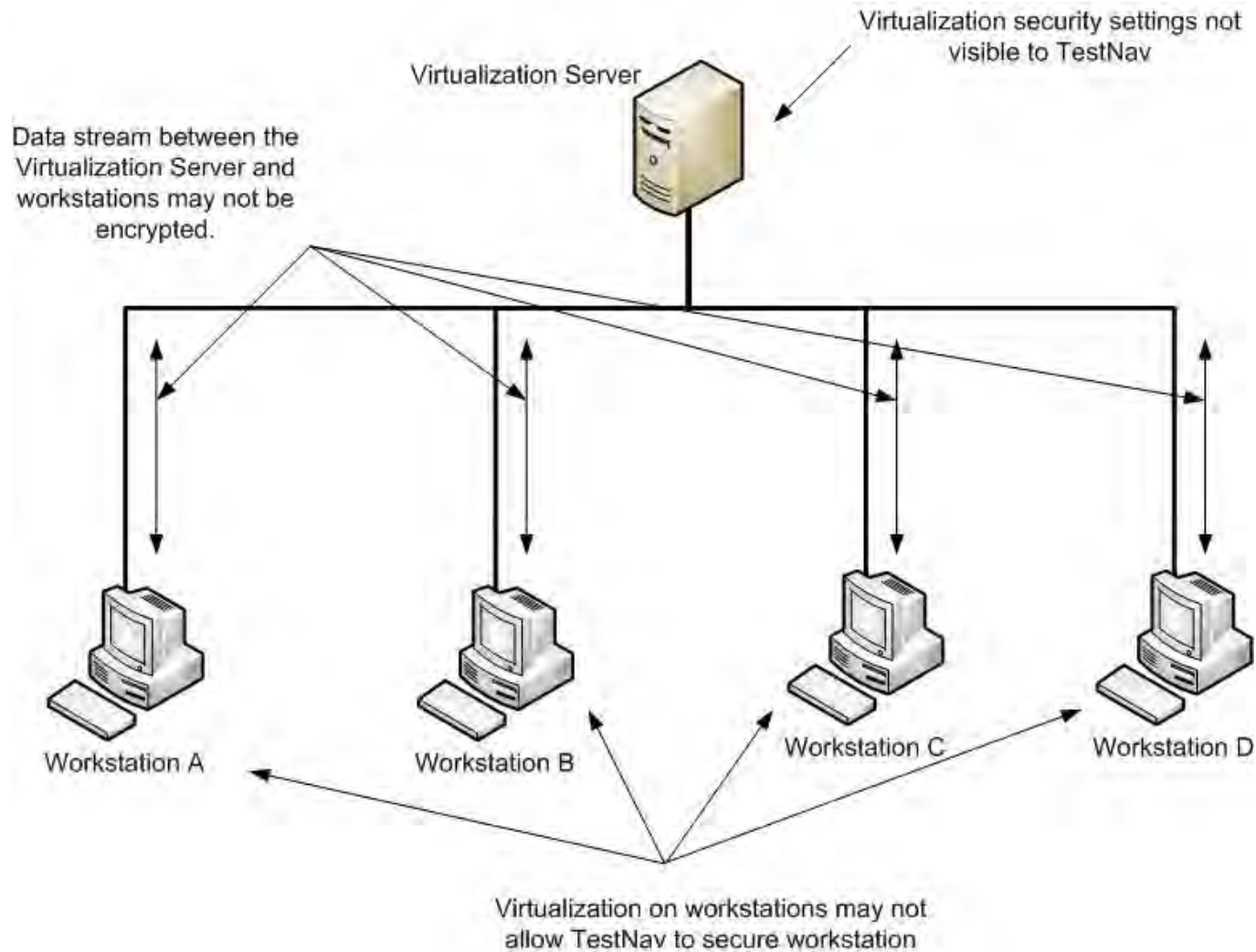
- “Thin Clients” are one type of virtualization
- VDI (Virtual Desktop Infrastructure) is becoming popular as a way of turning aging computers into terminals, instead of retiring them

Virtualization Network



A Virtualized environment runs on a central server and streams the user interface to workstations.

Virtualization Security Concerns





TestNav and Virtualization

Pearson is working with individual virtualization vendors to qualify their solutions for use with TestNav

Approved virtualization solutions will be listed on:

www.TestNavQualified.com

Non-approved virtualization solutions may expose secure content of computer-based tests to unauthorized individuals and is not recommended.



Other Technology Considerations

Additional Training Modules for Technology Setup:

SystemCheck for TestNav

- Evaluating device readiness
- Evaluating network readiness

Setting up an Infrastructure Trial ([available December 2013](#))

- Purpose and description of Infrastructure Trial
- Infrastructure trial readiness checklist

Technical Setup ([available December 2013](#))

- Components of computer-based testing
- Minimum requirements and technology setup tasks

Emerging Technologies and Security with Computer-Based Testing

([available January 2014](#))

- Using thin clients and virtual desktops
- Computer-Based testing on iPads and Chromebooks
- Security and room layout considerations for computer-based testing



Part II: Test Administration Training

Part II: Test Administration Training



Agenda

- Accessing PearsonAccess
- Resources in PearsonAccess
- PearsonAccess Functionality
 - Administrative Management
 - Student Data
 - Test Setup
 - Test Management and test results
- Training Center
- Additional Resources

How Do I Access PearsonAccess?

The PARCC PearsonAccess website may be accessed at

<http://PARCC.Pearson.com>

The image shows a screenshot of the PARCC PearsonAccess website. The main header includes the PARCC logo and the text "Partnership for Assessment of Readiness for College and Careers". A navigation bar contains links for "Home", "Support", and "Training Center". A "Powered by PearsonAccess" logo is in the top right. A large sign-in overlay is centered on the page. This overlay contains the PARCC logo, a "User ID:" field, a "Password:" field, and a "SIGN IN" button. Below the password field, a red box highlights four links: "Unlock User?", "Reset your password?", "Need help signing in?", and "Forgot your User ID?". A red arrow points from the "SIGN IN" button on the right side of the overlay to the "SIGN IN" button on the main page. The right side of the main page features a "SIGN IN TO YOUR ACCOUNT" section with a "SIGN IN" button, a "CONTACT US" section with call center and email information, and a "RELATED LINKS" section.

PARCC Partnership for Assessment of Readiness for College and Careers

Powered by **PearsonAccess**

[Home](#) [Support](#) [Training Center](#)

SIGN IN TO YOUR ACCOUNT

Sign in to access district and school services.

SIGN IN

CONTACT US

Call Center
1-888-493-9888
Monday - Friday
8:00 am - 6:00 pm (ET)

E-mail
PARCC@support.pearson.com

RELATED LINKS

PARCC Partnership for Assessment of Readiness for College and Careers

User ID:

Password:

[Unlock User?](#) [Reset your password?](#)
[Need help signing in?](#) [Forgot your User ID?](#)

SIGN IN **CANCEL**

PearsonAccess Home Page

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Organizations](#) | [Student Data](#) | [Test Setup](#) | [Test Management](#) | [Test Results](#)

Welcome, Sample Coordinator

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** [change organization](#)

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Organizations	Student Data	Test Setup	Test Management	Test Results
View Organizations <ul style="list-style-type: none">View Organizations	Send Student Data <ul style="list-style-type: none">Send student files to the systemCheck for problems with sent files Student Data Information <ul style="list-style-type: none">Filter and sort studentsView total student countsChange student dataCreate rostered classes	Enter Administration Details <ul style="list-style-type: none">Submit supplemental test administration information Manage Participation Counts <ul style="list-style-type: none">Enter student counts to order test materials Order Additional Materials and Tracking <ul style="list-style-type: none">Order additional materialsTrack orders and shipment	Register Students <ul style="list-style-type: none">Assign students to paper & online testsUpdate student demographic data before testingView student counts by administration Manage Test Sessions <ul style="list-style-type: none">View online test sessionsAdd registered students to a test sessionProctor test sessions	View Published Reports <ul style="list-style-type: none">View, download and print access to daily published reports and extracts by organization

[Home](#) > [Change Organization](#)

Change Organization

[Return to Home](#)

View By: ☐ Districts ☒ Schools

[Show Search](#) [Clear All Filters](#)

Results: 1 to 2 of 2

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Organization Code	<input checked="" type="checkbox"/> Parent Organization	<input checked="" type="checkbox"/> Closed
<input type="radio"/> OLT SCHOOL	OLT	PARCC SAMPLE PUBLIC DISTRICT	No
<input type="radio"/> PARCC SAMPLE Public School	IA99325800001	PARCC SAMPLE PUBLIC DISTRICT	No

Results: 1 to 2 of 2

Resources

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | **[Support](#)** | [Logout](#)

Home Organizations Student Data Test Setup Test Management Test Results

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** [change organization](#)

Help << ?

Support

The Support screen provides a range of system support materials, including frequently asked questions (FAQs) about different functions, how to contact Pearson if you have a question, and various downloadable resources, such as product manuals, templates, and tutorials.

Resources

Top Resources

- PARCC 2013 Item Tryout SDU File Layout
- TestNav 7 Proctor Caching Verification QuickStart
- PARCC 2013 Item Tryout SDU Template
- TestNav 7 Proctor Caching Quick Start
- TestNav 7 Proctor Caching User Guide
- User Roles and Permissions

[View All Resources...](#)

Resource Categories

- Technology Information
- Manuals and Documents
- Training
- Templates
- ePATs

FAQs

Key FAQs

- Editing Organizational Data
- Changing Organizations
- Login/Logout
- Tracking Orders
- Sending Student Data Files
- Entering Participation Counts

[View More FAQs...](#)

FAQ Categories

- Getting Started
- Training

CONTACT US

Call Center
1-888-493-9888
Monday - Friday
8:00 am - 6:00 pm (ET)
E-mail
PARCC@support.pearson.com
RELATED LINKS
[About PARCC](#)

PEARSON

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[Trademarks](#) | [Terms and Conditions of Use](#) | [Privacy Policy](#)


Training

The *Training* section helps you locate tutorials, manuals, documents, etc.

Resources









[Return to Support](#)

[Technology Information](#) [Manuals and Documents](#) [Templates](#) [Training](#) [ePATs](#)



Training

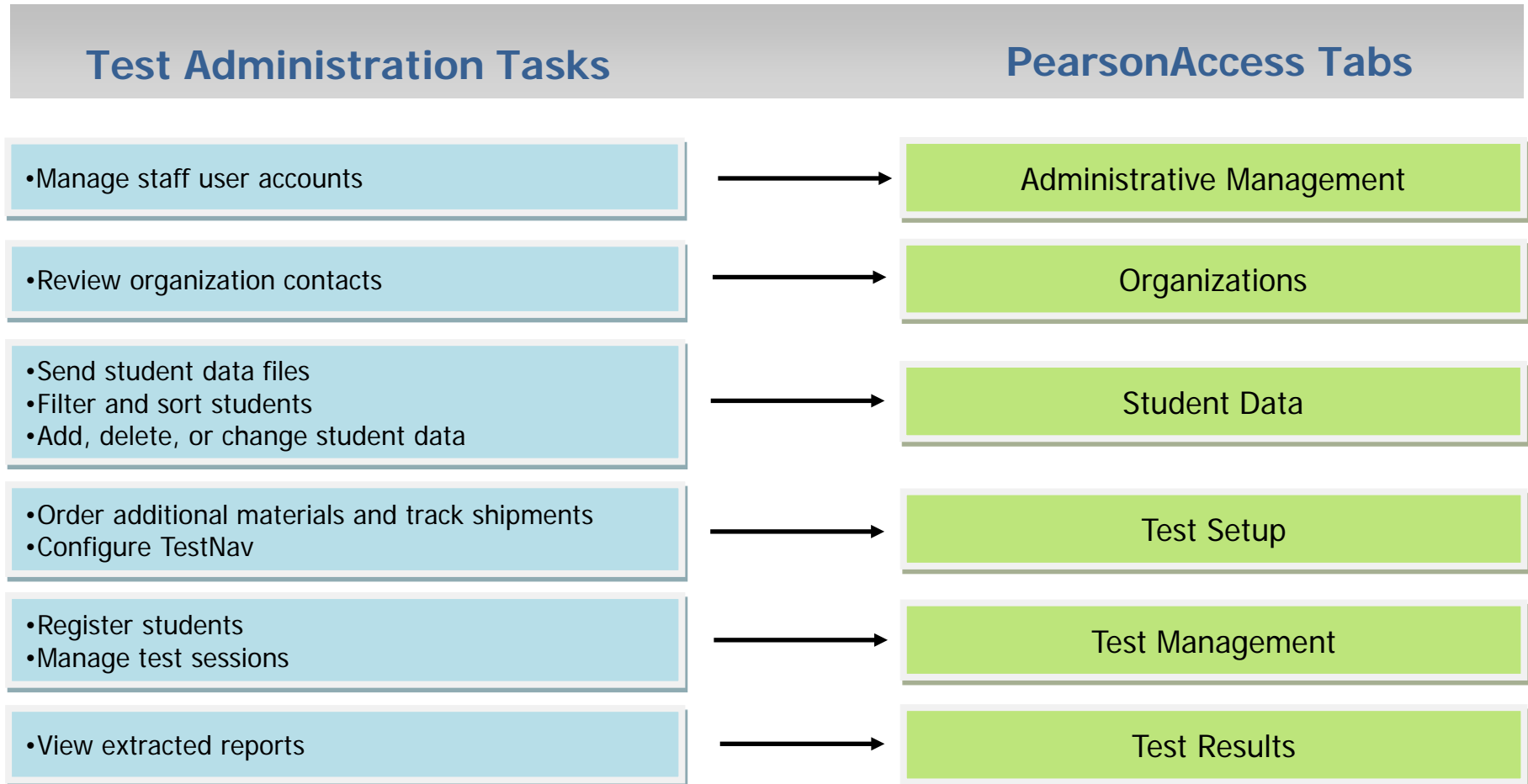
Results: 1-8 of 8

<input checked="" type="checkbox"/> Document Name	<input checked="" type="checkbox"/> Publication Date
 PARCC Item Tryout Site Readiness Training	05/31/2013
 PARCC Item Tryout Test Administrator Training	05/31/13
 Click this link to launch the module: Introduction	-
 Click this link to launch the module: Organizations Overview	-
 Click this link to launch the module: Student Data Management Overview	-
 Click this link to launch the module: Setting Up Online Testing Environment (TestNav 7.x)	-
 Click this link to launch the module: Test Setup Overview	-
 Click this link to launch the module: Test Management Overview	-

Results: 1-8 of 8

Page 1

PearsonAccess Tabs





Administrative Management

User Roles and Permissions

User accounts must be created before personnel can login to PearsonAccess; the user's role will determine the functionality they can access.

Roles							
<input type="checkbox"/> Check All							
<input type="checkbox"/> LEA/District Test Coordinator							
<input type="checkbox"/> School/Institution Test Coordinator							
<input type="checkbox"/> Test Administrator							
<input type="checkbox"/> Technology Coordinator							
	Organization Role	State	LEA/District Test Coordinator	Non-School/ Institution Test Coordinator	School/ Institution Test Coordinator	Test Administrator	Technology Coordinator
Administrative Management							
Send User Account File		■	■	■	■		
Search/View User Account		■	■	■	■		

View and Create Individual User Accounts

Authorized district and school personnel will be able to view and create staff user accounts within PearsonAccess manually or by submitting a file.

The screenshot displays the PearsonAccess web application interface. At the top, a navigation bar includes links for [Your Account](#), [Administrative Management](#) (highlighted with a red box), [Support](#), and [Logout](#). Below this is a secondary menu with buttons for Home, Organizations, Student Data, Test Setup, Test Management, and Test Results. The main content area is titled "Administrative Management" and includes a "Return to Home" link. A "Security" section contains two links: [View User Accounts](#) (highlighted with a red box) and [Send User Account File](#). On the left, a "Help" sidebar for "Administrative Management" explains that many program-level administrative functions are accessed from this section, such as organizations, user accounts, roles, reports, and system status. A note at the bottom of the sidebar states: "Note: You see only those".

View User Accounts





View User Accounts lets authorized personnel view and update existing accounts, as well as create new accounts manually.

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** [change organization](#)

[Home](#) > [Administrative Management](#) > View User Accounts


View User Accounts


[Return to Administrative Management](#)


 New User |  Mark User As▼ |  Reset Password |  Export to Excel |


Users Selected

☒ PA CAT EP
[View Account](#)
[Activity](#)

 [Locked](#)

 [Unlocked](#)

 [Deleted](#)

 [Not Deleted](#)

Results: 1-8 of 8					
<input checked="" type="checkbox"/> User ID	<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/> Roles	<input checked="" type="checkbox"/> Organizations	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Deleted? Not Deleted
		Examiner / Proctor	PARCC SAMPLE PUBLIC DISTRICT (IA993258)	Unlocked	

Manually Create a New User Account

A user's role and organization will determine the functionality they can access.

[Home](#) > [Administrative Management](#) > [View User Accounts](#) > New User Account

New User Account

[Return to View User Accounts](#)

Required

Demographic Information

▶ User ID: Start Date:

▶ First Name: End Date:

Middle Name:

▶ Last Name: ▶ E-mail Address:

User Locked: ☐

Roles

☐ Check All

☐ LEA/District Test Coordinator ☐ School/Institution Test Coordinator ☐ Test Administrator

☐ Technology Coordinator

Organizations

☐ TEST2

☐ ASCHOOLWE

Send User Account File

User Accounts can also be created or maintained by submitting a user account file; this is especially helpful when working with accounts in bulk.



The screenshot displays a web application interface for Administrative Management. On the left is a green sidebar with a 'Help' header and a question mark icon. Below it, the 'Administrative Management' section is titled, followed by a paragraph explaining that many program-level administrative functions are accessed from this area, such as organizations, user accounts, roles, reports, and system status. A 'Note' at the bottom of the sidebar states, 'Note: You see only those'. The main content area has a breadcrumb trail 'Home > Administrative Management' and a 'Return to Home' link with an upward arrow. The 'Administrative Management' title is prominently displayed. Below this, a 'Security' section header is visible. Under the 'Security' header, there are two links: 'View User Accounts' with a padlock icon, and 'Send User Account File' with a document icon. The 'Send User Account File' link is highlighted with a red rectangular box.

Help << ?

Administrative Management

Many program-level administrative functions are accessed from Administrative Management, such as organizations, user accounts and roles, reports, and system status.

Note: You see only those

Home > Administrative Management

Administrative Management

↑ [Return to Home](#)

Security

[View User Accounts](#)

[Send User Account File](#)

User Account File



By using the **Export to Excel** button on the *View User Accounts* page, a template is created for submitting a User Account file.

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** [change organization](#)

[Home](#) > [Administrative Management](#) > View User Accounts

View User Accounts

[Return to Administrative Management](#)

 New User |  Mark User As▼ |  Reset Password |  Export to Excel |

0 Users Selected Results: 1-8 of 8

<input type="checkbox"/>	<input checked="" type="checkbox"/> User ID	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> E-mail Address	<input checked="" type="checkbox"/> Roles	<input checked="" type="checkbox"/> Organizations	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Deleted? Not Deleted
<input type="checkbox"/>	PA CAT EP View Account Activity	Dogra Exam, Pranshu		Examiner / Proctor	PARCC SAMPLE PUBLIC DISTRICT (IA993258)	Unlocked	

User Account File fields

The User Account File template, and some important fields.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Action	User Id	First Name	Middle Name	Last Name	Email	Authorized Organizations	Roles	Locked	Start Date	End Date	Deleted
2												
3												
4												

Valid values are:
C (create)
U (update)

Contains the User ID. Must be unique.
If the User ID entered to create a new account is already taken, an error message will be received upon upload.

Optional field. This field is required at the end of the file complete.

Valid values are:
TRUE
FALSE

An account marked as deleted "TRUE" cannot be accessed by the user. Because the account is only marked as deleted, you can revive the account by populating the Deleted field with "FALSE" (not deleted).

Colon-delimited field. Multiple roles must be delimited (i.e., separated) with a colon.

Valid values are:

mm
month
day
year
hour (24-hour clock)
minute.

For example, if a start date is March 31, 2011, at 5:00 PM (CT), it should be entered into this field as 3/31/2011 17:00.

Send User Account File

Submit your file for processing at Administrative Management > Send User Account File.

Home > [Administrative Management](#) > Send User Account File

Send User Account File

[Return to Administrative Management](#)

Send User Account File

File Status Notification

File
☐

File
☐

Send

File M

PAR

View File Details

File: PARCC User File Upload.csv [download file](#)
Size: 0.3 Kb
Sent By: Sample Coordinator
Sent Date: 08/29/2013 11:13 AM
Status: Data Problems in file

Results: 1-1 of 1

Records	Data Problems
<input type="checkbox"/> 1	Failed accounts
Line 2	End date (2/32/2014 12:30:00 PM) does not conform to required format (M/d/yyyy H:mm)

Results: 1-1 of 1



Agent Authorizations

- PARCC Customer Support agents may:
 - Reset passwords
 - Unlock accounts for LEA/District Test Coordinator accounts
 - Update email addresses for LEA/District Test Coordinator accounts
- Agents may not:
 - Create accounts
 - Lock/unlock accounts for non-LEA/District Test Coordinator accounts
 - Update email addresses for non-LEA/District Test Coordinator accounts
 - Delete/undelete accounts

Customer Support Requests

Customer Support Requests allow authorized staff to securely communicate with Pearson.

[Home](#) > Administrative Management

Administrative Management

[Return to Home](#)

Security

[View User Accounts](#)
[Send User Account File](#)

Reports

Order Reports
[Additional Order Material Summary](#)
[Additional Order Detail](#)
[Participation Count Totals](#)

Create Reports
[Create School Reports](#)

System Status

System Monitoring
[Students Currently Testing](#)
[Test Session Summary](#)
[View Test Progress](#)

Request Status
[Customer Support Requests](#)

Requester Name: Coordinator, Sample

User Id: snugsa02

E-mail: testing@sampleisd.com

Address:

Organization: PARCC SAMPLE PUBLIC DISTRICT

Administration:

Category:

Question/Concern:

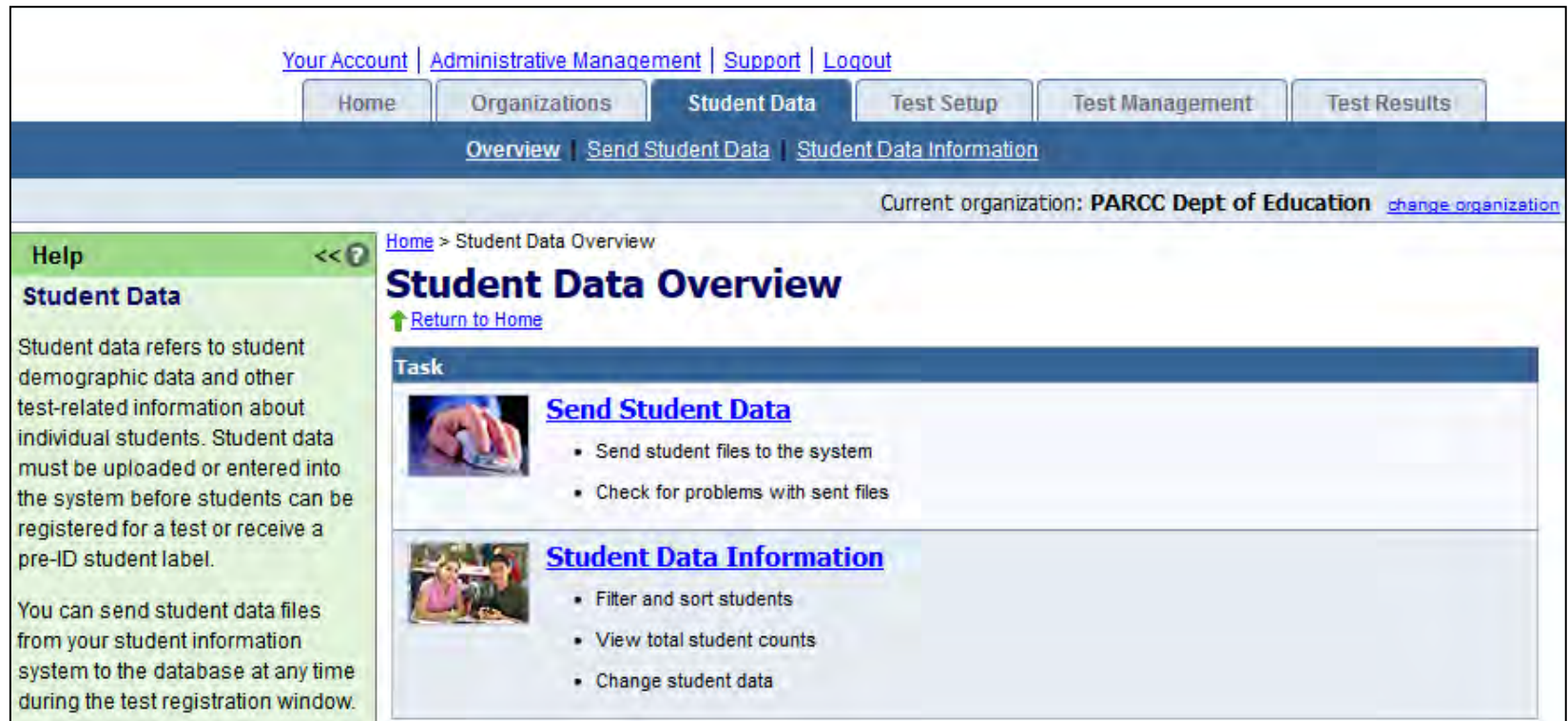
Attachments
(limit of 10 MB per file)



Student Data

Student Data

Student Data refers to student demographic data and other testing-specific information about individual students.



The screenshot displays the PARCC Student Data Overview page. At the top, there are navigation links: [Your Account](#), [Administrative Management](#), [Support](#), and [Logout](#). Below these are tabs for [Home](#), [Organizations](#), [Student Data](#) (which is active), [Test Setup](#), [Test Management](#), and [Test Results](#). A secondary navigation bar shows [Overview](#), [Send Student Data](#), and [Student Data Information](#). The current organization is listed as **PARCC Dept of Education** with a [change organization](#) link.

Help << ?

Student Data

Student data refers to student demographic data and other test-related information about individual students. Student data must be uploaded or entered into the system before students can be registered for a test or receive a pre-ID student label.


You can send student data files from your student information system to the database at any time during the test registration window.

[Home](#) > Student Data Overview


Student Data Overview

[Return to Home](#)

Task

 [Send Student Data](#)

- Send student files to the system
- Check for problems with sent files

 [Student Data Information](#)

- Filter and sort students
- View total student counts
- Change student data

Student Data Information

Student Data Information allows you to search for students, add or delete students, update enrollment, and view reports.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Student Data](#) > Student Data Information

Student Data Information

[Return to Student Data](#)

View By: ☐ Schools ☒ Students

Search: ☒ Current Organization Only ☐ Unenrolled Students

0 Students Selected Results: 0 to 0 of at least 100

Name starts with

PA Unique ID starts with

Student Identifier starts with

School starts with

School Code starts with

☐ Show All Students

| | | |

<input checked="" type="checkbox"/>	Name	<input checked="" type="checkbox"/> PA Unique ID	<input checked="" type="checkbox"/> Student Identifier	<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/> School Code
Search Required					

Results: 0 to 0 of at least 100

Student Data Information – Search Results

After executing a search, selecting an individual student provides the *Student Details* with the student record and enrollments.

The screenshot displays a web application interface for student data. The top section, titled "Student Data Information", includes a breadcrumb trail "Home > Student Data > Student Data Information", a "Return to Student Data" link, and "View By" radio buttons for "Schools" and "Students" (selected). The "Search" section has radio buttons for "Current Organization Only" (selected) and "Unenrolled Students". Below this is a search bar with "last" entered, and buttons for "Hide Search" and "Clear All Filters". The results bar shows "0 Students Selected" and "Results: 1 to 2 of 2".

The bottom section, titled "Student Details", has a "Return to Student Data Information" link and two tabs: "Student Details" (selected) and "Enrollments". The "Student Master Record" section contains the following information:

Student Identifier:	090909090
Last Name:	LASTNAMESAMPLE
First Name:	FIRSTNAMESAMPLE
Middle Name:	
Student State:	TX

At the top right of the "Student Master Record" section are three buttons: "Edit", "Change History", and "Go back to Student List".

Enrollments

The *Enrollments* tab shows current enrollment for a student, and allows you to manually update enrollment as needed.

Home > Student Data > Student Data Information > Student Details



Student Details

[Return to Student Data Information](#)

Student Details | **Enrollments**

LAST NAME BA, FIRST NAME BA
PA Unique ID: 000000002
Student ID: IA111111111111111111

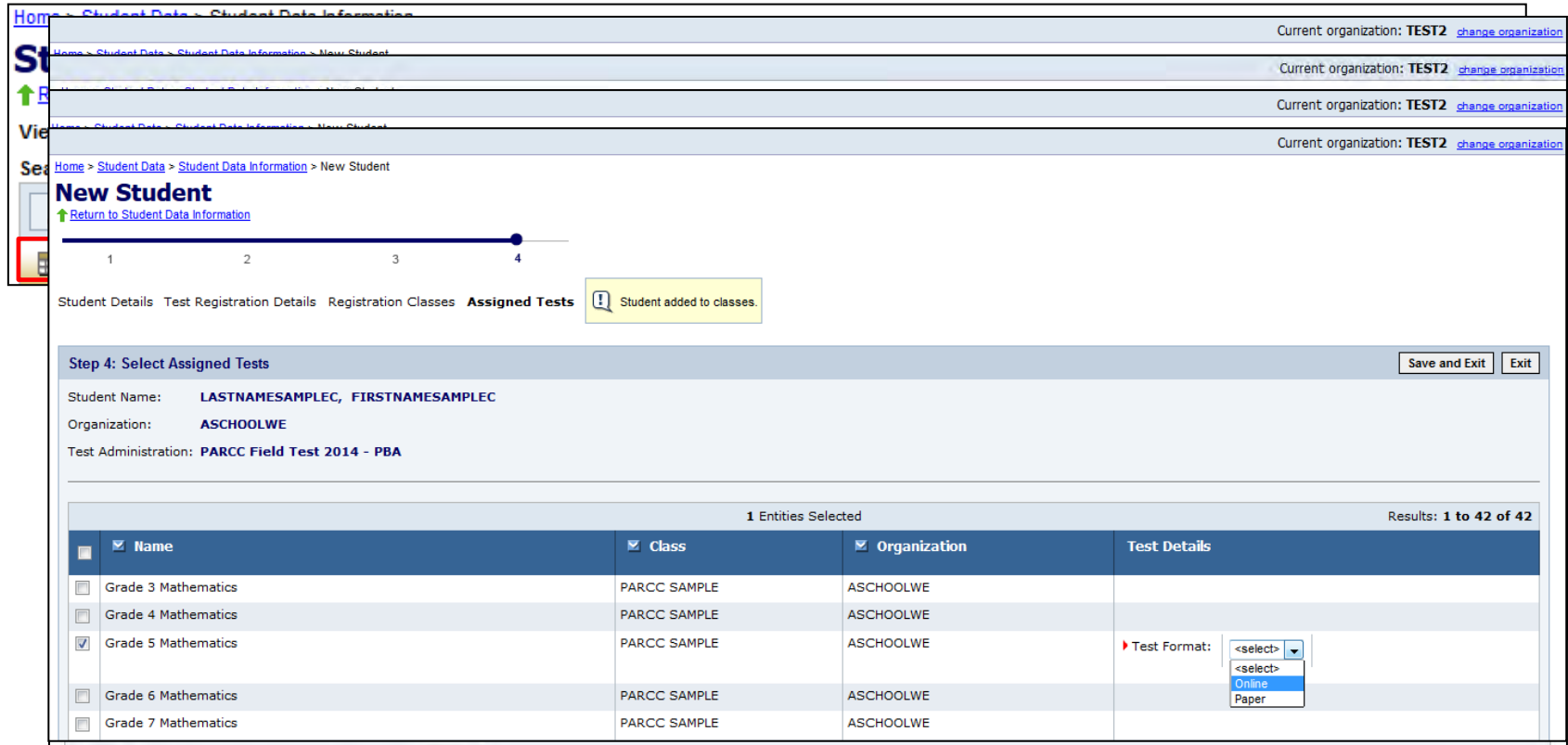
0 Entities Selected Results: 1 to 1 of 1

 Add Enrollment |  Remove Enrollment

	Name	Organization Code	Type
<input type="checkbox"/>	PARCC SAMPLE Public School	IA99325800001	Schools

Results: 1 to 1 of 1

Adding a New Student



Home > Student Data > Student Data Information > New Student

Current organization: TEST2 [change organization](#)

Current organization: TEST2 [change organization](#)

Current organization: TEST2 [change organization](#)

Current organization: TEST2 [change organization](#)

Home > Student Data > Student Data Information > New Student

New Student

[Return to Student Data Information](#)

1 2 3 4

Student Details Test Registration Details Registration Classes **Assigned Tests** Student added to classes.

Step 4: Select Assigned Tests Save and Exit Exit

Student Name: LASTNAMESAMPLEC, FIRSTNAMESAMPLEC

Organization: ASCHOOLWE

Test Administration: PARCC Field Test 2014 - PBA

1 Entities Selected Results: 1 to 42 of 42

<input type="checkbox"/>	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Organization	Test Details
<input type="checkbox"/>	Grade 3 Mathematics	PARCC SAMPLE	ASCHOOLWE	
<input type="checkbox"/>	Grade 4 Mathematics	PARCC SAMPLE	ASCHOOLWE	
<input checked="" type="checkbox"/>	Grade 5 Mathematics	PARCC SAMPLE	ASCHOOLWE	▶ Test Format: <div><select> <select> Online Paper</div>
<input type="checkbox"/>	Grade 6 Mathematics	PARCC SAMPLE	ASCHOOLWE	
<input type="checkbox"/>	Grade 7 Mathematics	PARCC SAMPLE	ASCHOOLWE	

When adding new students, remember:

- 1) Students are **enrolled** to a school.
- 2) Students are **registered** for a test administration.
- 3) Students are **assigned** to a registration class.
- 4) Students are **assigned** to a test.

Enrollment Changes Report

The Enrollment Changes report shows students who have changed enrollments within your organization.

[Home](#) > [Student Data](#) > Student Data Information

Student Data Information

[Return to Student Data](#)

[Home](#) > [Student Data](#) > [Student Data Information](#) > Student Data Reports

Student Data Reports

[Return to Student Data Information](#)

Enrollment Changes

Transferred: in the last 30 days - Required

[View Results](#)

Results: 1 to 2 of 2

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> PA Unique ID	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> School	DOB	Gender	Enrollment Date
LAST NAME ZZ, FIRST NAME ZZ	900000101	IA987654321	PARCC SAMPLE Public School		-	2013-08-30 10:45:21
LASTNAMESAMPLE, FIRSTNAMESAMPLE	000000081	IA224093	PARCC SAMPLE Public School		-	2013-08-19 13:39:57

Results: 1 to 2 of 2



Test Setup

Test Setup

Test Setup activities help you to prepare for both paper and online testing.

The screenshot shows the 'Test Setup Overview' page for the 'PARCC Field Test 2014 - EOY' administration. The page has a navigation bar with tabs: Home, Organizations, Student Data, Test Setup (selected), Test Management, and Test Results. Below the navigation bar is a sub-navigation bar with links: Overview, Enter Administration Details, Order Additional Materials and Tracking, Manage Participation Counts, and Configure TestNav. The current organization is 'TEST2' with a 'change organization' link.

The main content area is titled 'Test Setup Overview' and includes a 'Return to Home' link. A sidebar on the left lists tasks: 'Enter Administration Details' (Submit supplemental materials), 'Order Additional Materials and Tracking' (Order additional materials, Track orders and receipts), 'Manage Participation Counts' (Enter student counts), and 'Configure TestNav' (Manage proctor caching and TestNav client settings).

The main content area features a 'Select Administration:' dialog box. The dialog box has a table with the following data:

Test Administration	Default
<input type="radio"/> PARCC Field Test 2014 - PBA	
<input checked="" type="radio"/> PARCC Field Test 2014 - EOY	
<input type="radio"/> PARCC 2013 Item Tryout	

The dialog box also includes 'Save', 'Cancel', and 'Save and Make Default' buttons. The results of the selection are shown as 'Results: 1 - 3 of 3'.



Order Additional Materials

Use *Order Additional Materials and Tracking* to order additional paper materials than originally provided in your initial distribution.

- Orders can be submitted by users with the following roles:
 - LEA/District Test Coordinator
 - Non-School/Institution Test Coordinator
 - School/Institution Test Coordinator.
- Ordering additional materials is a three-step process.
 - Verify the shipping information is correct. If it is not correct, contact your State Field Test Contact.
 - Enter a quantity in the *Quantity* column for each type of material that you want to order.
 - Review the order, and then click **Save** to complete the ordering process.

Order Additional Materials

Review orders carefully; quantities should take into account if materials are packaged singly or in packs of 5 or more.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Setup](#) > Order Additional Materials and Tracking

Order Additional Materials and Tracking

[Return to Test Setup](#)

PARCC Field Test 2014 - PBA [Change](#)

Select Test Administration Materials < Back Next > Cancel

[Show Search](#) 0 Test Administration Materials Selected [show selected](#) Results: 1 - 23 of 23

Quantity	<input checked="" type="checkbox"/> Test Administration Material	<input checked="" type="checkbox"/> Type
<input type="text"/>	ANS DOC, PK5	ANSWER DOCUMENTS- PACKS OF 5
<input type="text" value="5"/>	SEC TB, PK5	TEST BOOKS IN PACKS OF 5
<input type="text"/>	SEC TB, SNG	TEST BOOKS - SINGLES

Shipment Tracking

Order Additional Materials and Tracking is also used to check on the status of existing orders and track order shipments.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Setup](#) > Order Additional Materials and Tracking

Order Additional Materials and Tracking

[Return to Test Setup](#)

PARCC Field Test 2014 - PBA [Change](#)

View By: ☒ Orders from Pearson ☐ Shipments to Pearson

Order Additional Materials | Delete | Reports▼

Results: 1 to 3 of 3

<input checked="" type="checkbox"/> Order	<input checked="" type="checkbox"/> Sales Order Number	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Organization Code	<input checked="" type="checkbox"/> Submission Date ▲	<input checked="" type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Delivery Date	<input checked="" type="checkbox"/> Confirmation
Test Administration Materials (952222)	3752339/1	Delivered	TEST2	TX-000003	06/14/2013		06/17/2013	
Test Administration Materials (952223)	3752339/2	Delivered	ASCHOOLWE	TX-000003-456632	06/14/2013		06/17/2013	
Additional Order (956243)	956243/956243	Delivered	TEST2	TX-000003	06/17/2013	06/17/2013	06/18/2013	

Results: 1 to 3 of 3

Shipment Tracking - Reports

Multiple order and shipment reports are available for review by selecting **Reports**.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Setup](#) > Order Additional Materials and Tracking

Order Additional Materials and Tracking

[Return to Test Setup](#)

PARCC Field Test 2014 - PBA [Change](#)

View By: ☒ Orders from Pearson ☐ Shipments to Pearson

[Delete](#) **Reports**

- [Additional Order Material Summary](#)
Summary of material quantities ordered
- [Additional Order Detail](#)
Details of materials ordered by each organization
- [Total Material Summary](#)
Summary of all material quantities
- [Total Order Detail](#)
Details of all materials for each organization
- [Security Checklist](#)
Summary of material serial numbers
- [Security Checklist Download](#)
Summary of material serial numbers
- [Security Checklist Detail](#)
Detailed list of material serial numbers
- [Shipment Problem Detail](#)
Details of all shipment problems

[Show Search](#)

<input checked="" type="checkbox"/> Order	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Organization Code	<input checked="" type="checkbox"/> Submission Date ▲	<input checked="" type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Delivery Date	<input checked="" type="checkbox"/> Confirmation
No records were found						

Results: **None Found**

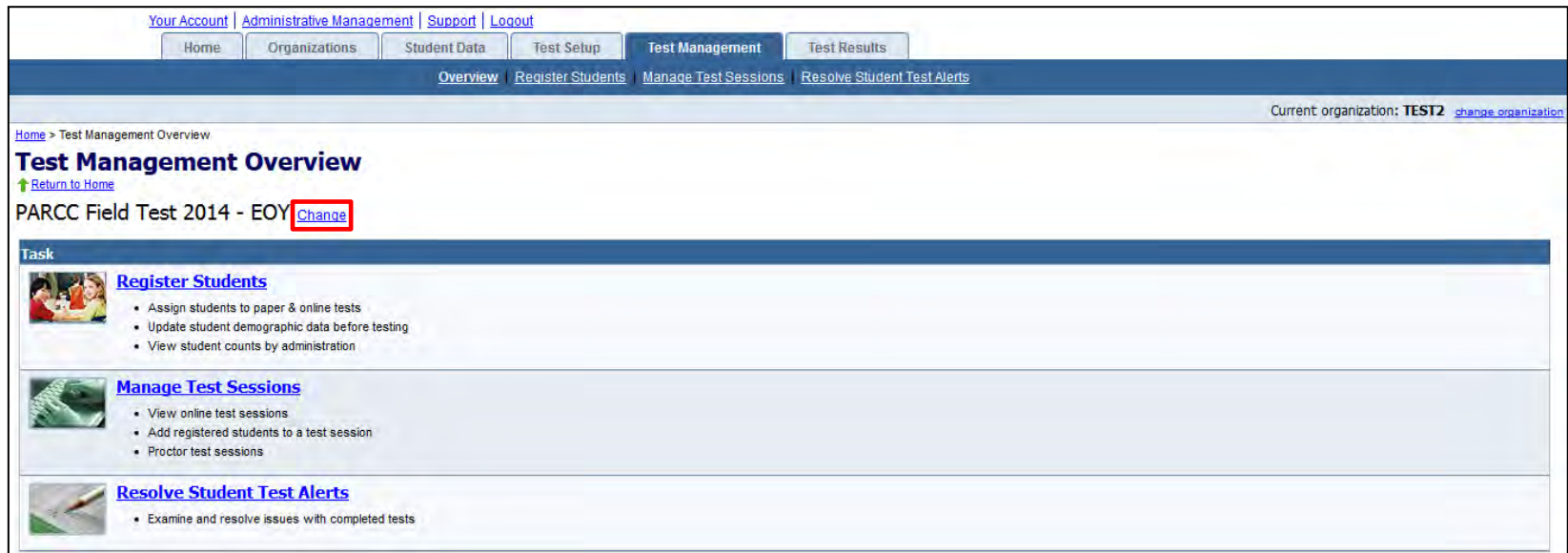
Results: **None Found**



Test Management

Test Management

The primary test management activities are registering students and managing test sessions.



The screenshot shows a web application interface for Test Management. At the top, there is a navigation bar with links: [Your Account](#), [Administrative Management](#), [Support](#), and [Logout](#). Below this is a secondary navigation bar with tabs: [Home](#), [Organizations](#), [Student Data](#), [Test Setup](#), [Test Management](#) (selected), and [Test Results](#). Under the [Test Management](#) tab, there are sub-links: [Overview](#), [Register Students](#), [Manage Test Sessions](#), and [Resolve Student Test Alerts](#). The main content area shows the **Test Management Overview** page. It includes a breadcrumb trail: [Home](#) > Test Management Overview. Below the title, there is a [Return to Home](#) link. The current organization is displayed as **TEST2** with a [change organization](#) link. The main task area is titled **Task** and lists three tasks:
1. **Register Students** (with an icon of students):
• Assign students to paper & online tests
• Update student demographic data before testing
• View student counts by administration
2. **Manage Test Sessions** (with an icon of a computer keyboard):
• View online test sessions
• Add registered students to a test session
• Proctor test sessions
3. **Resolve Student Test Alerts** (with an icon of a pencil):
• Examine and resolve issues with completed tests

- *Register Students* allows you to manually assign students to paper & online tests, update student demographic data before testing, and view student counts by administration.
- *Managing Test Sessions* is one of the main activities for computer-based testing.

Register Students – Manual Registration

Students are typically registered via an SDU file, but can be registered manually.

The screenshot displays the 'Register Students' web interface for the PARCC Field Test 2014 - EOY. The top navigation bar shows the current organization as 'TEST2' with a 'change organization' link. The breadcrumb trail is 'Home > Test Management > Register Students'. The main heading is 'Register Students' with a 'Return to Test Management' link. Below this, the page title is 'PARCC Field Test 2014 - EOY' with a 'Change' link. The 'Registered Students' section includes a 'Return to Register Students' link and a list of registered students. A red box highlights the 'View' button next to a student record. The 'Student Registration Record' form is shown with the following details:

- Student Information:** LASTNAME SAMPLE, FIRSTNAME SAMPLE; PA Unique ID: 100000041; Student Identifier: 090909090.
- Registered for this Test Administration at:** ASCHOOLWE (TX-000003-456632).
- Grade Level When Assessed:** <select>
- Birthdate (YYYY-MM-DD):** [text input] [calendar icon]
- Sex:** <select>

Buttons for 'Register Student' and 'Cancel' are located at the top right of the form. A red arrow points to the 'Required' field label.

Register Students – Manual Steps

After manually registering a student, a registration class and test(s) need to be added.

The screenshot displays the 'Registered Students' interface for the 'PARCC Field Test 2014 - EOY'. The current organization is 'TEST2'. The interface shows a list of registered students, with the first student highlighted: 'LASTNAME SAMPLE, FIRSTNAME SAMPLE' with a student identifier of '090909090'. The 'Assigned Tests' tab is selected, showing a table of unassigned tests. The table has three columns: Name, Class, and Organization. The results show 1 to 20 of 42 tests.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Organization
Grade 3 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 4 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 5 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 6 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 7 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 8 Mathematics	SMITH CLASS A	ASCHOOLWE
Algebra I	SMITH CLASS A	ASCHOOLWE
Algebra II	SMITH CLASS A	ASCHOOLWE

Register Students

Register Students also allows you to run reports to help you manage student registrations.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Management](#) > Register Students

Register Students

[Return to Test Management](#)

PARCC Field Test 2014 - EOY [Change](#)

View By: ☐ Groups ☒ Registered Students ☐ Unregistered Students

Search: ☒ Current Organization Only

[Hide Search](#) [Clear All Filters](#) 1 Students Selected Results: 1 to 1 of 1

Name starts with

PA Unique ID starts with

Student Identifier starts with

School starts with

School Code starts with

☒ Show All Students

[Remove Registration](#) [Request Registration File](#) [Request Registration Summary](#) [Request Test Summary](#) [Request Attempt File](#)

<input checked="" type="checkbox"/>	Name	<input checked="" type="checkbox"/> PA Unique ID	<input checked="" type="checkbox"/> Student Identifier	<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/> School Code
<input checked="" type="checkbox"/>	LASTNAMESAMPLE, FIRSTNAMESAMPLE	100000041	090909090	ASCHOOLWE	TX-000003-456632

Results: 1 to 1 of 1

- The report includes only schools that are participating in the selected test administration.

Send Student Data – Resources

Resources for creating a student data upload (SDU) file can be located on the Support > Resources > Templates page.

Home > [Support](#) > Resources


Resources

[Return to Support](#)

Technology Information | Manuals and Documents | **Templates** | Training | ePATs

Templates

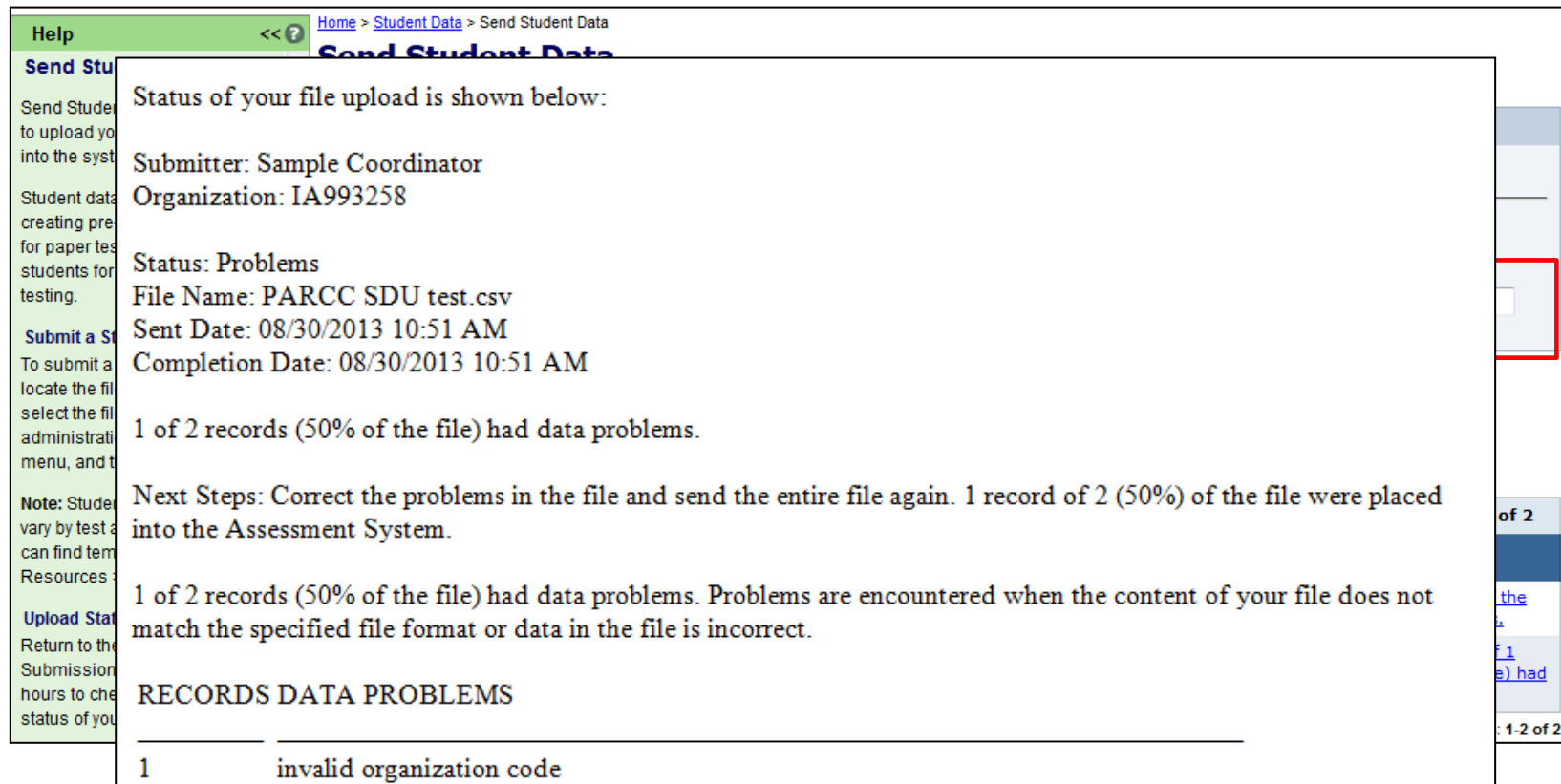
Results: 1-2 of 2

<input checked="" type="checkbox"/> Document Name	<input checked="" type="checkbox"/> Publication Date
 PARCC SDU File Layout	05/28/13

PARCC STUDENT DATA UPLOAD LAYOUT														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	State	Responsible	School/Insti	State						Grade Level	Demographi		American	
1	Abbreviation	District	ution	Student	Last or	First Name	Middle	Birthdate	Sex	When	c Race Two	Hispanic or	Indian or	
2		Identifier	Identifier	Identifier	Surname		Name			Assessed	or More	Latino	Alaska	Asian
											Races	Ethnicity	Native	

Send Student Data

Submitting an SDU file to mass upload students for testing is the most common way students are registered.



The screenshot displays a web application interface for sending student data. The top navigation bar includes a 'Help' link and a breadcrumb trail: 'Home > Student Data > Send Student Data'. The main content area is titled 'Send Student Data' and provides the following information:

Status of your file upload is shown below:

Submitter: Sample Coordinator
Organization: IA993258

Status: Problems
File Name: PARCC SDU test.csv
Sent Date: 08/30/2013 10:51 AM
Completion Date: 08/30/2013 10:51 AM

1 of 2 records (50% of the file) had data problems.

Next Steps: Correct the problems in the file and send the entire file again. 1 record of 2 (50%) of the file were placed into the Assessment System.

1 of 2 records (50% of the file) had data problems. Problems are encountered when the content of your file does not match the specified file format or data in the file is incorrect.

RECORDS DATA PROBLEMS

Record Number	Problem Description
1	invalid organization code

The interface also features a left sidebar with links for 'Send Student Data', 'Submit a Student', and 'Upload Student Data'. A red rectangle highlights a button in the right sidebar, and a pagination indicator shows '1 of 2' records.

Send Student Data - Status

Once an SDU is submitted, PearsonAccess provides detailed status updates, along with applicable error information.

Help << ? Home > Student Data > Send Student Data

Send Student Data Send Student Data

View File Details

File: PARCC SDU test2.csv [download file](#)

Size: 0.1 Kb

Sent By: Sample Coordinator

Test Administration: PARCC 2013 Item Tryout

Sent Date: 08/30/2013 10:57 AM

Status: Data Problems in file

Message: 1 of 1 record (100% of the file) had data problems. Problems are encountered when the content of your file does not match the specified file format or data in the file is incorrect.

Export errors to Excel |

Results: 1-1 of 1

Records	Data Problems
<input type="checkbox"/> 1	value is not in the set of values
IA9.87654E+11	The Student Identifier field contains a value that is not in the following set of values 0-9,A-Z (Upper only),No embedded spaces.

Results: 1-1 of 1

Register Students – View/Update/Remove Registrations

From the *Register Students* screen, you can also view, update, or remove registrations.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Management](#) > Register Students

Registered Students

[Return to Register Students](#)

PARCC Field Test 2014 - EOY [Change](#)

[Registered Students Record](#) [Assigned Groups](#) [Assigned Tests](#)

Student Registration Record [Edit](#) [Change History](#)

LASTNAMESAMPLE, FIRSTNAMESAMPLE
PA Unique ID: 100000041
Student Identifier: 090909090

Registered for this Test Administration at:

☒ ASCHOOLWE (TX-000003-456632)

Grade Level When Assessed: **10 - Tenth grade**

Birthdate (YYYY-MM-DD): **1997-01-01**

Sex: **Female**

Manage Test Sessions

Most activities associated with computer-based test sessions will be performed on *Manage Test Sessions*.

The screenshot shows the 'Manage Test Sessions' web interface. At the top right, it says 'Current organization: TEST2' with a 'change organization' link. The breadcrumb trail is 'Home > Test Management > Manage Test Sessions'. The main heading is 'Manage Test Sessions' with a 'Return to Test Management' link. Below that is 'PARCC Field Test 2014 - PBA' with a 'Change' link. The 'View By:' section has radio buttons for 'Test Sessions' (selected) and 'Students'. A toolbar contains a 'Clear All Filters' link, '0 Selected Test Sessions', and 'Results: 0-0 of 0'. Below the toolbar is a row of action links: 'New Session' (with a plus icon), 'Delete' (with an X icon), 'Currently Scheduled Sessions' (with a calendar icon), 'Students not assigned to session' (with a person icon), and 'Session List Download' (with a download icon). Below these is a table header with columns: 'Session Name' (with a dropdown arrow), 'Status', 'Start Date', 'Test', 'Students', 'School', and 'Test Location'. The table body contains the text 'There are no sessions to display.'

- To view or edit an existing session, click on the session name.
- To create a new session, click **New Session**.
- To delete a session, place a check mark next to the session name and then click **Delete**.
- To view details about currently scheduled test sessions, click **Currently Scheduled Sessions**.
- To view a CSV file with students registered to test but not in a session, click **Students not assigned to session**.
- To download the session list as a CSV file, click **Session List Download**.



Create Test Sessions

Before students can take a computer-based test, test sessions must be created.

- Click the **New Session** button.
- Enter a session name and select a school.
- Enter the remaining session details. Required fields are designated with a red arrow.
- If applicable, select “No” from the Read Aloud by Test Examiner drop-down menu.
- For administrations in which there is only one form, “Main” must be selected from the Form Group Type drop-down menu.
- If applicable, a proctor caching computer should be selected from the Proctor Caching Computer drop-down menu.
- To grant school-level users the ability to assign district-level proctor caching computers to test sessions, select the “Include caching computers defined for the District” checkbox.
- You may add students now, or you can add students later.
- Click the **Save** button after completing all session details.



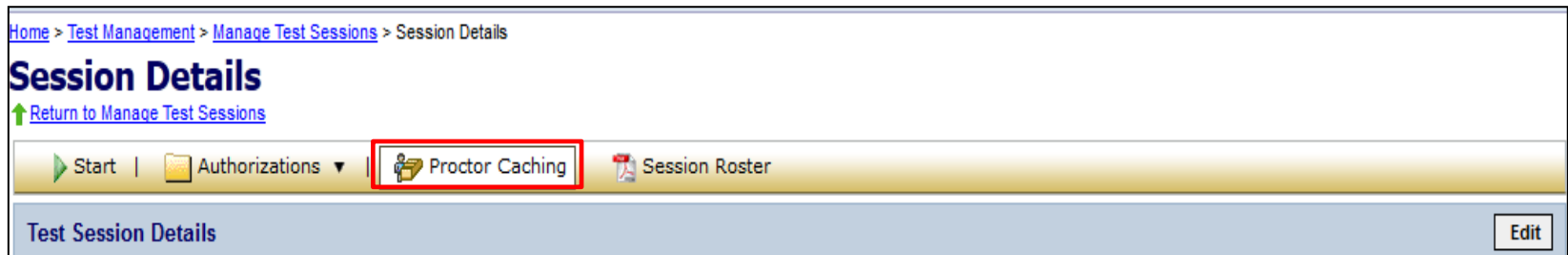
Session Details

The *Session Details* screen allows you to manage the details of each test session.

- In the Session Details screen, you can:
 - start and stop a test session,
 - print Student Authorizations and/or seal codes,
 - print Proctor Authorizations (for Read Aloud administrations),
 - proctor cache test content,
 - print a session roster,
 - update TestNav configurations,
 - monitor individual student's tests,
 - resume a student's test,
 - mark a test complete, and
 - add/remove/move students.

Proctor Caching Test Content

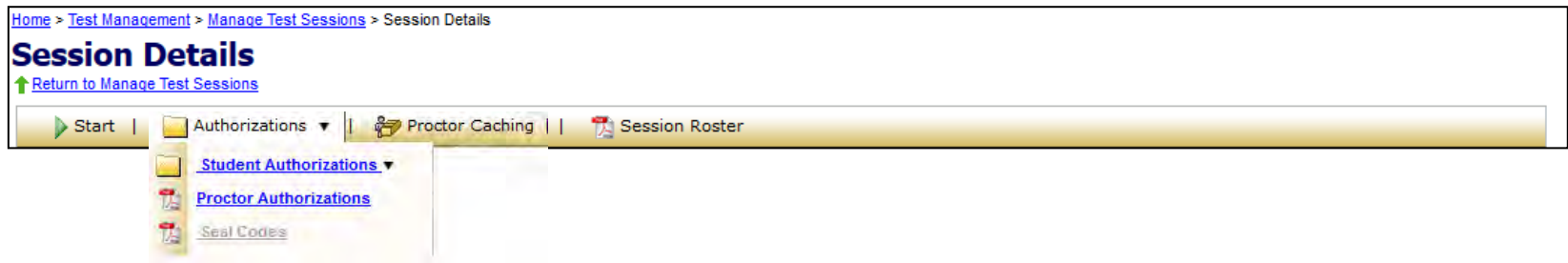
Proctor caching refers to downloading encrypted test content from the Pearson testing server to a secure local computer prior to starting a test session.



- Proctor caching is completed at the session level, on the *Session Details* screen.
 - The **Proctor Caching** button will be disabled and you will not be able to cache the test content for the test session if you do not have access to proctor caching or if you are not within the proctor caching window.
- Proctor caching is available up to one week before an administration; districts will receive notification when it is available.

Student and Proctor Authorizations

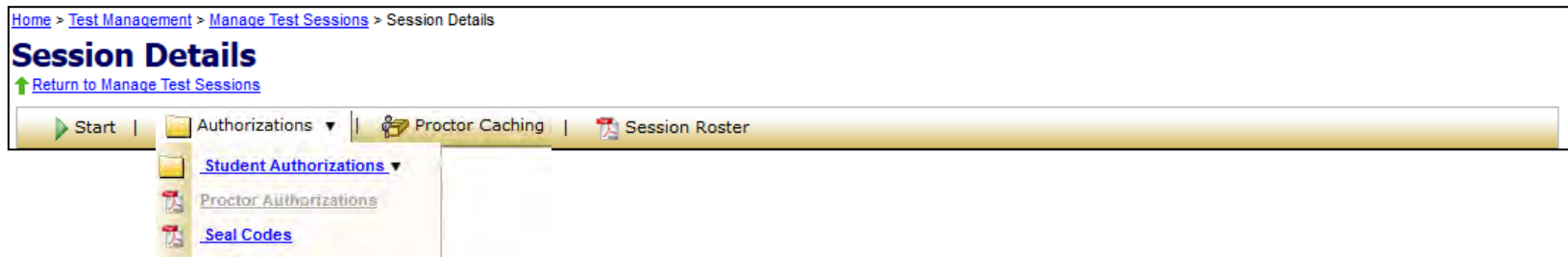
Student and Proctor authorizations are needed to perform certain functions at the session level.



- Each student must have an authorization in order to log in to a test.
- Proctor authorizations (log in for test administrator) are only for Read Aloud Administrations.
- Authorizations contain:
 - the URL to access tests through the browser-based TestNav,
 - a unique login ID, and
 - the test code needed to log in.
- Student authorizations also contain the keystrokes available for navigating through TestNav.

Authorizations - Seal Codes

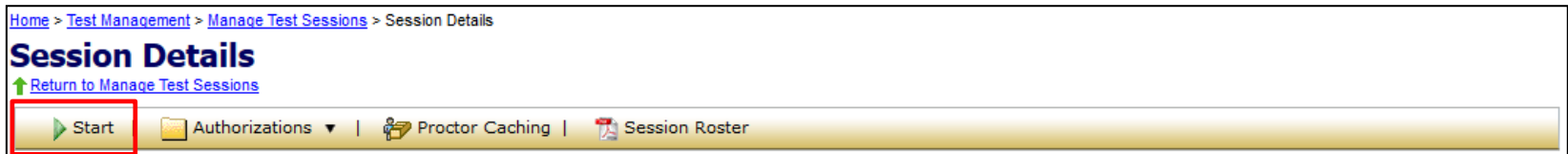
Seal codes are the electronic equivalents of the adhesive tabs that are used to seal sections of paper test booklets.



- There will be one set of seal codes assigned to each test session.
- Before students in a test session can go to the next sealed section of an electronic test, they must enter the appropriate four-digit seal code.
- Seal codes for a specific test session are listed on the seal codes document.

Starting Test Sessions

A test session must be started before students can begin testing.



- Scheduling a date and time for a new test session is intended primarily for planning purposes.
- A test session will not start until you click the **Start** button on the *Session Details* screen, regardless of the scheduled start date and time.

NOTE: If you do not have access to start a test session, the **Start** button will be disabled and you will not be able to start the test session. Users with Organization and Technology Coordinator Roles only do not have access to start or stop sessions.



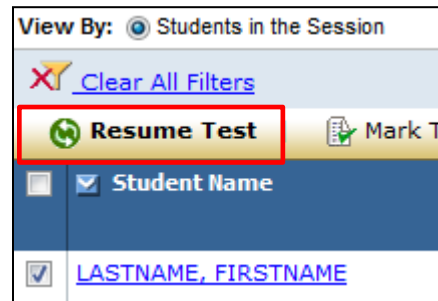
Monitoring Test Sessions

The table below gives an explanation of the possible statuses for students as they test.

Status	Meaning
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited TestNav but has not submitted test responses, e.g. took a break. (Student must be resumed by a test administrator to continue testing.)
Resumed	The student has been authorized by a test administrator to resume the test.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student has exited TestNav and will not resume the same test, e.g left due to illness.

Resuming a Student's Test

A test administrator must resume an Exited student's test in order for the student to complete testing.

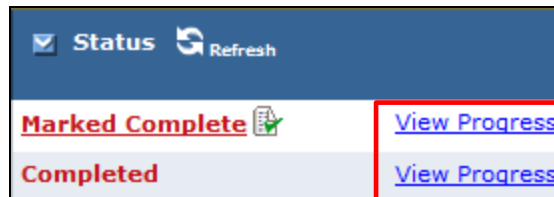


- Select the checkbox for the student on the *Session Details* screen.
- Click the **Resume Test** button. The student's status will change to "Resumed" (if the student was in "Exited" status) or "Resumed-Upload" (if the student was in "Active" status).
 - The student's test will be resumed from the point at which it was exited or interrupted. Any saved test responses that the student entered will be uploaded when the connection to the Pearson testing server is reestablished.
- Have the student log in using their original student authorization.

View Test Progress

The Status column in the *Session Details* allows administrators to view test progress.

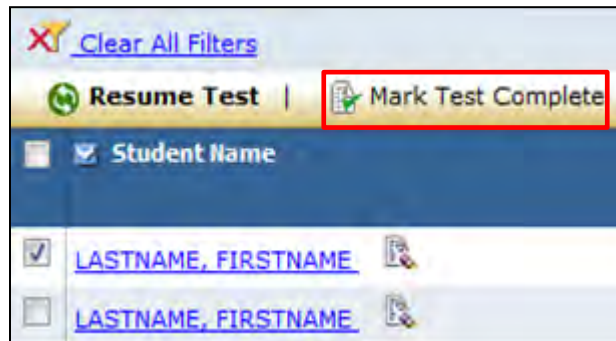
- When available, select the student's *View Progress* link to review test progress. Users with Organization and Technology Coordinator Roles only do not have access to view progress.



Status	Meaning
Visited/No Response Required	Student has visited the item but no response is required.
Visited/Answered	Student has visited the item and entered a response.
Visited/Not Answered	Student has visited the item but has not entered a response.
Not Visited	Student has not visited the item.

Mark Test Complete

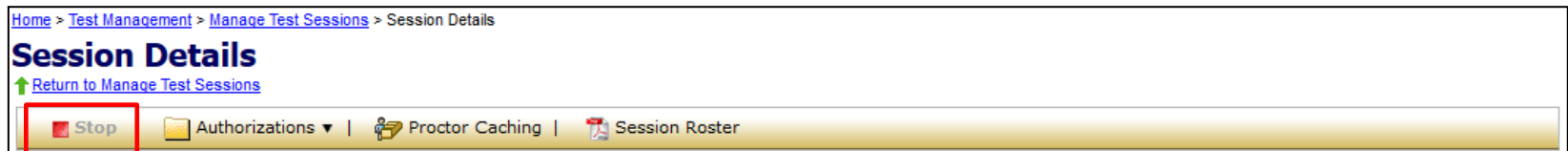
If a student has exited a test and **will not resume testing**, the test can be manually marked “complete.”



- Select the checkbox for the student on the *Session Details* screen.
- Click the **Mark Test Complete** button. You will be prompted to enter the reason for marking the test “complete.”
- Click the **Save** button.
- The student’s status will change to “Marked Complete.”

Stopping Test Sessions

You cannot stop a test session until all students in the session are in “Completed” or “Marked Complete” status.



- After all students have completed the test and submitted their responses, or been marked “complete,” you should stop the session.
- Click the **Stop** button.
- **NOTE:** A session does not stop until you click the **Stop** button. The system will **NOT** automatically start or stop a session. Once a session has been stopped, it can no longer be modified.

Test Results – View Published Reports

Reports in Spring 2014 include data extracts that are available for viewing, downloading, and printing.

The screenshot shows a web application interface for viewing test results. The top navigation bar includes links for 'Your Account', 'Administrative Management', 'Support', and 'Logout'. Below this, a menu bar contains 'Home', 'Organizations', 'Student Data', 'Test Setup', 'Test Management', and 'Test Results'. The 'Test Results' tab is active, showing a sub-menu with 'Overview' and 'View Published Reports'. The current organization is 'TEST2', with a 'change organization' link. The breadcrumb trail is 'Home > Test Results > View Published Reports'. The main heading is 'View Published Reports'. Below this, there's a section for 'Organization Reports' with a 'Return to Published Reports' link. A list of reports is shown, including 'PARCC Field Test 2014 - EOY' with a 'Change' link. A 'View Organization Reports' section follows, showing the organization 'TEST2' and a table of reports. The table has columns for 'Report Name', 'File Size', and 'Date Published'. One report is listed: 'Registration Summary Report' (1 KB, 11/11/2013 1:41 PM). The results are numbered '1-1 of 1'.

Report Name	File Size	Date Published
Registration Summary Report	1 KB	11/11/2013 1:41 PM

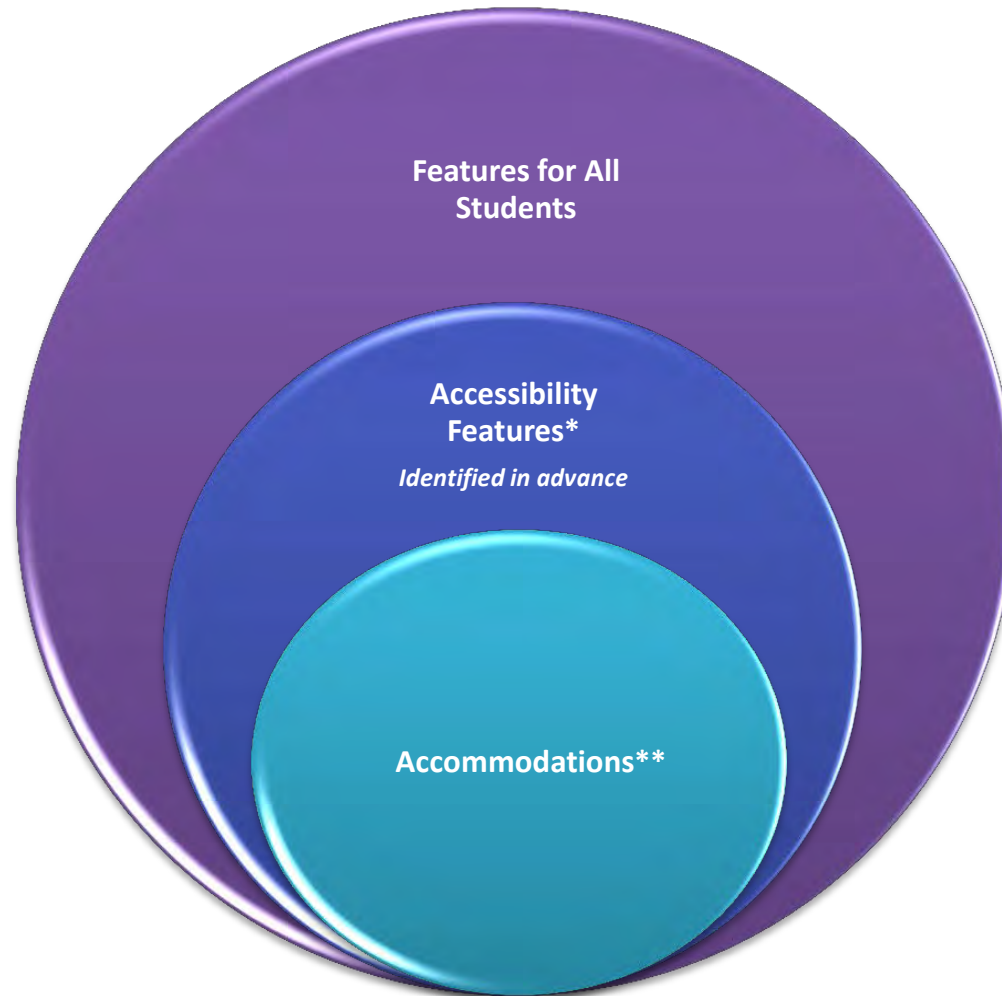
- Go to Test Results > View Published Reports to see a list of available reports.
- If necessary, click the *Change* link and select the correct administration.
- From the **View by** options set, select the correct organization type.
- Click on the organization link in the available list.
- Open the desired report(s); icons designate the report's format.



Part III: Accessibility Features and Accommodations

Accessibility Features and Accommodations with Computer-Based Testing

Types of Accessibility Features and Accommodations





2014 PARCC Field Test Accessibility Features and Accommodations

Computer-Based Accessibility Features and Embedded Accommodations

During the PARCC field test administration, some accessibility features and accommodations will not be available due to ongoing development and research that is required to ensure that all accessibility features and accommodations provide a valid reflection of what students know and can do. In addition, some specific accessibility features and accommodations may not be available on specific devices such as Chromebooks, and Android and Linux devices.

The following slides will summarize which accessibility features and computer-based accommodations by operating system that will be supported for the PARCC Field Test versus the 2014-2015 operational assessment.

More detailed information about PARCC accessibility can be found in the PARCC Accessibility Features and Accommodations Guidelines (<http://www.parcconline.org/parcc-draft-accommodations-manual>).

Accessibility Features and Accommodations: Tools

<http://parconline.org/field-test-technology> - *Full Technology Specifications* document

Accessibility Features and Accommodations Enabled for Computer-Based Test Administration in PARCC													
Field Test and Operational Administration													
	Windows		Mac		iOS		Chrome OS		Android		Linux		
	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	
TOOLS – Available for All Students													
Always Available													
Eliminate Answer Choice	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes	
Flag Items for Review	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Magnification/Enlargement Device	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Notepad	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes	
Available by Test Form Selection													
Calculator - Scientific	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Calculator - Four function with square root	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Compass	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Graphic Organizer tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Pencil tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Protractor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Ruler Inches/Centimeters	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Available by Item/Passage													
Audio with Volume Control	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Highlight tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Pop-up Glossary	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Spell Check	Yes	Yes	Yes	Yes	Yes	Yes	TBD	Yes	NA	Yes	NA	Yes	
Video Playback	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Writing Tools (Cut/Copy/Paste)	Yes	Yes	Yes	Yes	Yes	Yes	TBD	Yes	NA	Yes	NA	Yes	

Accessibility Features and Accommodations for PARCC Field Test

<http://parconline.org/field-test-technology> - Full Technology Specifications document

Accommodations and Accessibility Features <i>[Can be selected by local test administrator according to a student's 504, IEP, or English Learner Plan (if applicable) for Spring 2014 Field Test. Will be turned on/off by the test platform according to students' personal needs profiles (PNP) for 2014-2015 operational assessment]</i>												
	Windows		Mac		iOS		Chrome OS		Android		Linux	
	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014
Answer Masking	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
ASL Video of Human Interpreter	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
External Assistive Technology**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Closed Captioning	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
Color Contrast Settings	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Descriptive Video	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
General Masking	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
Internal Assistive Technology	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Line Reader	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Refreshable Braille displays (ELA only)	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
Reverse Color Contrast	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Text-to-Speech	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Word Prediction for ELA	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
*As Chrome is a relatively new OS, the range of Tools/Accommodations is being evaluated and will be updated no later than late October 2013.												
**External Assistive Technology does not require comparability with the online platform. PARCC is researching software and hardware devices that will be compatible with the online platform for the first year of operational testing.												
YES = Development Complete												
TBD = Currently in Development												
NA = Not Applicable												



Part III: Accessibility Features and Accommodations

Assigning Accommodated Test Forms



Read Aloud Administrations

A Read Aloud administration is an accommodation for eligible students.

- A separate test session must be created for each test subject that will be Read Aloud.
- You may add multiple students to the session, as long as they are all receiving a Read Aloud administration.
- Students receiving a Read Aloud administration should be tested separately from students who are not receiving this accommodation.
- To create a Read Aloud administration testing session, select “Yes” in the Read Aloud by Test Examiner drop down on the *New Test Sessions* screen.

NOTE: If the drop down is unavailable (grayed out) then the Read Aloud accommodation is not valid for the test to be administered.

Other Accommodations

Assigning Alternate Forms Groups for Other Accommodations

- A separate test session must be created for each test subject where an accommodation applies.
- You may add multiple students to the session, as long as they are all receiving an the same accommodation.
- To assign an accommodated form, select the appropriate Form Group Type from the dropdown during the “Create New Session” activity.

Home > Test Management > Manage Test Sessions > New Test Sessions

New Test Sessions

[Return to Manage Test Sessions](#)

Test Session Details Save Cancel

▶ Session Name:

▶ School:

▶ Test to be Administered:

▶ Read Aloud by Test Examiner:

▶ Default Form Group Type: Select a Form Group Type

▶ Proctor Caching Computer: ▶ - Required

☐ Include caching computers defined for the .

▶ Scheduled Start Date:

Scheduled Start Time:

Location/Room:

View By: ☒ Groups ☐ Students

0 Selected Groups

Results: 0-0 of 0

<input checked="" type="checkbox"/> Group Name ▲	Student Count	<input checked="" type="checkbox"/> School Name	ID
There are no groups to display. All students have already been placed in test sessions.			

Save Cancel



Resources & Additional Support

PARCC Support Center

888-493-9888

PARCC@support.pearson.com