

PARCC STUDENT MOBILITY GUIDANCE

SPRING 2016

Students who transfer out of your School (see #2 below)

Students who transfer in from within your District (page 2)

Students who transfer in from outside your District (page 3)

Each school is allowed to establish their own PARCC test window of up to 30 consecutive school days (not including days off for spring break or other non-attendance days), regardless of testing format (computer-based or paper-based). This test window should occur after roughly 75% to 90% of instruction has been completed. The earliest date schools may schedule testing to begin is March 7, 2016. The latest date for paper-based testing is May 27, 2016, and the latest date for computer-based testing is June 10, 2016.

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

1. **ISBE's Student Information System (SIS) and PearsonAccess^{next} (PAN):** SIS will stop sending automatic student update transmissions to PAN after the weekend of March 4, 2016. Districts should continue to enroll new students in SIS and, beginning on March 7, must carefully enter new students directly into PAN for testing as needed. See "STUDENT REGISTRATION/PERSONAL NEEDS PROFILE TRAINING MODULE" for guidance, linked from <https://parcc.tms.pearson.com/>, or contact PARCC Support at 1-888-493-9888. If your district has a significant number of students to transmit to PAN on or after March 7, contact the SIS Helpdesk for assistance at 217-558-3600, option 3.
2. **Students who transfer OUT of your school:** If a student is in an online test session in Pearson Access^{next} and transfers OUT of your school before starting testing (i.e., is in "Ready" status), REMOVE that student from the session so the student is available for the new school to test.
3. **Test Window Adjustments:** Each school's test window (start date and end date) must be entered into SIS and will be used to populate students into the Correction file after the test window end date. Districts may choose to keep any school's test windows open until the originally-scheduled end of the 30-day test window. Or, if your school's test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school's test window in SIS to reflect the actual start date and end date.
4. **Attemptedness Criteria:** Students will receive a scale score in a content area (mathematics or ELA/L) if they answer at least one item in the majority of units for a content area (i.e., one or more items are answered in at least 2 out of 3 units, one or more items are answered in at least 3 out of 4 units).
5. **Test Format:** Students must complete all units of PARCC testing within a content area (ELA/L or Mathematics) using the same test format (paper based or computer based). Within a content area, no mixed-mode testing is allowed. If a student who has transferred into your school has partially completed a PARCC test using a different format in his or her previous school, use discretion as to whether it is feasible for your school to complete testing in one or both content-area tests. If needed, contact the ISBE Student Assessment for guidance at 1-866-317-6034.

PARCC STUDENT MOBILITY GUIDANCE, SPRING 2016
STUDENTS WHO TRAFER IN FROM WITHIN YOUR DISTRICT

Test Window Adjustments: Districts may choose to keep any school’s test windows open until the originally-scheduled end of the 30-day test window. Or, if your school’s test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school’s test window in SIS to reflect the actual start date and end date.

SCHOOLS ADMINISTERING PARCC COMPUTER-BASED TESTING

If a new student transfers into your school from within your district on or after March 7, 2016, follow these protocol:

If your school’s test window has ENDED*: Follow your district’s protocol. ISBE does not require the student to be tested.

*For computer-based testing, this means that all students are in “complete” or “marked complete” status and all sessions are stopped.

If your school’s test window has NOT YET STARTED or is IN PROGRESS, ask the previous school:

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

If the student...

- **Completed Testing:** Do NOT test the student in the content area(s) they have completed. During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did NOT Start Testing Yet:** Contact your local test coordinator to move the student to your school in PAN for testing, and make sure online format is identified. See “TRANSFER STUDENTS BETWEEN ORGANIZATIONS TRAINING MODULE” for guidance, linked from <https://parcc.tms.pearson.com/>, or contact PARCC Support at 1-888-493-9888.
- **Started But Did Not Yet Complete Testing (OPTIONAL TO COMPLETE STARTED CONTENT AREA):** Contact your local test coordinator to move the partially-completed PARCC student test to your school for testing in PAN. If the student started a paper-based test, follow protocol below for PARCC PAPER-BASED TESTING.

SCHOOLS ADMINISTERING PARCC PAPER-BASED TESTING

If a new student transfers into your school from within your district on or after March 7, 2016, follow these protocol:

If your school’s test window has ENDED*: Follow your district’s protocol. ISBE does not require the student to be tested.

*For paper-based testing, this means that all materials have been packaged for return to Pearson.

If your school’s test window has NOT YET STARTED or is IN PROGRESS, ask the previous school:

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

If the student...

- **Completed Testing:** Do NOT test the student in the content area(s) they have completed. During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet:** Obtain the paper-based materials from the previous school, use paper-based overage materials if your school has extra available, or place an additional order via PAN if needed. Contact your local test coordinator to move the student to your school in PAN, and make sure paper format is identified. See “TRANSFER STUDENTS BETWEEN ORGANIZATIONS TRAINING MODULE” for guidance, linked from <https://parcc.tms.pearson.com/>, or contact PARCC Support at 1-888-493-9888.
- **Started But Did Not Yet Complete Testing (OPTIONAL TO COMPLETE STARTED CONTENT AREA):** Contact your local test coordinator to coordinate the secure receipt the student’s partially-completed PARCC student test booklet(s) and answer document(s), if applicable, to your school for completion of testing. If the student started a computer-based test, follow protocol above for PARCC COMPUTER-BASED TESTING.

PARCC STUDENT MOBILITY GUIDANCE, SPRING 2016

STUDENTS WHO TRANSFER IN FROM OUTSIDE YOUR DISTRICT

Test Window Adjustments: Districts may choose to keep any school's test windows open until the originally-scheduled end of the 30-day test window. Or, if your school's test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school's test window in SIS to reflect the actual start date and end date.

IMPORTANT NOTE: Grades 9-12 students: If the student is not enrolled in a mapped course for the PARCC testing level administered by your district **do not test the student**. If the student is enrolled in a mapped course for the PARCC testing level administered by your district, follow the protocol below.

SCHOOLS ADMINISTERING PARCC COMPUTER-BASED TESTING

If a new student transfers into your school from outside your district on or after March 7, 2016, follow these protocol:

If your school's test window has ENDED*: Follow your district's protocol. ISBE does not require the student to be tested.

*For computer-based testing, this means that all students are in "complete" or "marked complete" status and all sessions are stopped.

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

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

If the student...

- **Completed Testing:** Do NOT test the student in the content area(s) they have completed. During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet:** Contact your local test coordinator to add the student to your school directly in PAN for testing, and make sure online format is identified. See "STUDENT REGISTRATION/PERSONAL NEEDS PROFILE TRAINING MODULE" for guidance, linked from <https://parcc.tms.pearson.com/>, or contact PARCC Support at 1-888-493-9888.
- **Started But Did Not Yet Complete Testing (OPTIONAL TO COMPLETE STARTED CONTENT AREA):** Contact ISBE Assessment Division for guidance at 1-866-317-6034.

SCHOOLS ADMINISTERING PARCC PAPER-BASED TESTING

If a new student transfers into your school from outside your district on or after March 7, 2016, follow these protocol:

If your school's test window has ENDED*: Follow your district's protocol. ISBE does not require the student to be tested.

*For paper-based testing, this means that all materials have been packaged for return to Pearson.

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

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

If the student...

- **Completed Testing:** Do NOT test the student in the content area(s) they have completed. During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet:** Use paper-based overage materials if your school has extra available or place an additional order via PAN if needed. Contact your local test coordinator to add the student to your school directly in PAN, and make sure paper format is identified. See "STUDENT REGISTRATION/PERSONAL NEEDS PROFILE TRAINING MODULE" for guidance, linked from <https://parcc.tms.pearson.com/>, or contact PARCC Support at 1-888-493-9888.
- **Started But Did Not Yet Complete Testing (OPTIONAL TO COMPLETE STARTED CONTENT AREA):** Contact ISBE Assessment Division for guidance at 1-866-317-6034.