PARCC

Partnership for Assessment of
Readiness for College and Careers

Test Administrator Training

Most screenshots are from the Training Site (brown theme). The Live Site (blue theme) will have the same steps.

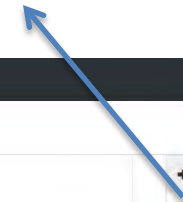# Avocet is a site that places all testing manuals in a searchable format

- http://avocet.pearson.com/PARCC/Home

ADMINISTERING THE ONLINE TEST

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Navigate to http://il.pearsonaccessnext.com and sign in with your credentials (talk to your Test Coordinator if you don't know your login info).

PearsonAccess Next

🏠 Home   ❓ Support

PARCC   **Partnership for Assessment of** Readiness for College and Careers

➡ Sign In

Sign In

Forgot Username | Forgot Password

📞 Contact Us

Customer Support
1-888-493-9888
Monday - Friday
5:00 am - 7:00 pm (CT)

E-mail
PARCC@support.pearson.com

🔗 Related Links

• PearsonAccess Next Training Site

★ Program Information

PARCC Assessment Program

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students,
- Creates high-quality assessments that measure the full range of the Common Core State Standards,
- Supports educators in the classroom,
- Makes better use of technology in assessments, and advances accountability at all levels.

Features

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.

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Make sure the test administration is correct (Op Spring PBA or Op Spring EOY).

Make sure the organization is correct.

Home   Setup   Testing   Reports   Support

Student Tests
Rejected Student Tests
Sessions
Students in Sessions

TESTING

REPORTS

Select an action ▾

Select an action ▾

Select an action ▾

Under "Testing," click "Sessions."

A session organizes testing, it is a group of students who are taking the E/la or math test (all units) together.

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You won't be able to see any sessions until you either search
for a specific session name or click the down arrow next to the
"search" button and click "Show all results."

Training PearsonAccess Next   PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ▼   ANALOG HIGH SCHOOL (IL-123451234512345-123456789098765) ▼

| 🏠 Home | ⚙ Setup | ☑ Testing | ≣ Reports | ❓ Support |

Sessions   Go to Students in Sessions »

≣ Tasks 0 Selected		▦ Sessions 0 Selected
Select Tasks ▾	Start ▾	Manage

Find Sessions

Name starts with	🔍 Search ▾

☐ Show all results

This action clears the search and filters

Filters	Clear Hide	No Results				⟳ Displaying 25 ▾	Manage Columns
Session Status							
Select one or more		☐	**Session**	**Session Status**	**Scheduled Start Date**	**Test**	**# Students**	**Actual Start Date**	**Organization**
Organization		❶Search or select a filter to view results.					
Select one or more							
Test							
Select one or more							
Form Group Type							
Select one or more							
Scheduled Start Date Range							
Select one 📅							
to							
Select one 📅							

Find your session and place a checkmark next to it.

Training PearsonAccess ^{Next}   PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ▾   ANALOG HIGH SCHOOL (IL-123451234512345-123456789098765) ▾   👤 ▾

🏠 Home   ⚙ Setup   ☑ Testing   ❓ Support

Sessions   Go to Students in Sessions »

☰ Tasks 0 Selected		📋 Sessions 1 Selected
Select Tasks ▾	Start ▾	Manage ▾

Find Sessions

Name starts with	🔍 Search ▾

Filters   Clear Hide
Session Status
Select one or more
Organization
Select one or more
Test
Select one or more
Form Group Type
Select one or more
Scheduled Start Date Range
Select one   📅
to
Select one   📅

14 Results   ⟳ Displaying 25 ▾   Manage Columns ▾

☐	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
☐	BRAINIAC ALG ℹ	Not Started	2014-12-29	Algebra I	20		ANALOG HIGH SCHOOL (IL-12345123451
☐	ECKERT ALG SEC 7 ℹ	Not Started	2014-12-16	Algebra I	32		ANALOG HIGH SCHOOL (IL-12345123451
☐	BOOLE ALG 2 & TRIG ℹ	Not Started	2014-12-16	Algebra II	33		ANALOG HIGH SCHOOL (IL-12345123451
☐	TURING GEOMETRY ℹ	Not Started	2014-12-16	Geometry	32		ANALOG HIGH SCHOOL (IL-12345123451
☐	GATES ENG 1 ℹ	Not Started	2014-12-16	Grade 9 ELA/Literacy	32		ANALOG HIGH SCHOOL (IL-12345123451
☐	FORTRESS OF SOLITUDE ℹ	Started	2015-03-09	Grade 10 ELA/Literacy	3		ANALOG HIGH SCHOOL (IL-12345123451
☐	JOBS COMPOSITION ℹ	Not Started	2014-12-16	Grade 10 ELA/Literacy	32		ANALOG HIGH SCHOOL (IL-12345123451
☐	BACKUS ENG 3 PER 1 ℹ	Not Started	2014-12-16	Grade 11 ELA/Literacy	32		ANALOG HIGH SCHOOL (IL-12345123451
☐	LITCHFIELD 4 ℹ	Not Started	2014-12-29	Grade 4 Mathematics	20		ANALOG HIGH SCHOOL (IL-12345123451
☐	BABBAGE PRE ALG ℹ	Not Started	2014-12-16	Grade 8 Mathematics	32		ANALOG HIGH SCHOOL (IL-12345123451
☑	BATCAVE ELA 7 ℹ	Started	2015-01-21	Grade 7 ELA/Literacy	25		ANALOG HIGH SCHOOL (IL-12345123451
☐	HOPPER PERIOD 3 ℹ	Not Started	2014-12-16	Grade 7 ELA/Literacy	32		ANALOG HIGH SCHOOL (IL-12345123451
☐	LOVELACE ENG 8 ℹ	Not Started	2014-12-16	Grade 8 ELA/Literacy	32		ANALOG HIGH SCHOOL (IL-12345123451

After checking the session, click "Go to Students in Sessions."

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You must click the name of the session here to see the list of students.

This is where you can view/print student test tickets and seal codes.

Training PearsonAccess Next   PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ▾   ANALOG HIGH SCHOOL (IL-123451234512345-123456789098765) ▾

Home | Setup | Testing | Reports | Support

Students in Sessions   Go to Sessions »

Tasks 0 Selected
Select Tasks ▾   Start ▾

Students in Sessions 0 Selected
Manage ▾

Session List
Add
1 Selected | Clear
BATCAVE ELA 7   ×

● BATCAVE ELA 7 ⓘ
Start | Download Resources ▾ | Update Cache | ⟳ Refresh

STUDENT TESTS (25)

25

- Ready ■ - Resumed, Resumed Upload ■ - Active ■ - Exited ■ - Completed, Marked Complete

Find Students   In the selected session(s) above ▾

Last or Surname starts with   Search ▾

Filters   Clear Hide
Organization
Select one or more

State Student Identifier
Starts with

Local Student Identifier
Starts with

UIN
Starts with

Class
Select one or more

Toggle secondary filters

25 Results   Displaying 25 ▾   Manage Columns ▾

	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
☐	19741581010854568859846764829 ⓘ	STUDENT	NEW		5268059897	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	23236979466130236885850247172 ⓘ	STUDENT	NEW		3976999021	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	24462108707737232087262669165 ⓘ	STUDENT	NEW		9608905911	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	99029479267534914011404888027 ⓘ	STUDENT	NEW		0767829915	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	21409271739193667920133408651 ⓘ	STUDENT	NEW		2255381816	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	09428671478324851969625043190 ⓘ	STUDENT	NEW		8688360456	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	30715646248365343491020214732 ⓘ	STUDENT	NEW		3513142295	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	23540515274732309866231834385 ⓘ	STUDENT	NEW		6707692518	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	67458062124463781801772786024 ⓘ	STUDENT	NEW		4833038732	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	84510429715738233567251939669 ⓘ	STUDENT	NEW		8777196482	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	51201180182780741088349006388 ⓘ	STUDENT	NEW		0259859886	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	
☐	00562585126495548332805499631 ⓘ	STUDENT	NEW		4582839865	BATCAVE ELA 7 (Grade 7 ELA/Literacy)	■ Ready	

In order for students to log in, the TA MUST start the session. You won't hit stop until all students are complete or marked complete (could be days later).

This is where you can see each student's status. The color-coded key can be found at the top and the descriptions in section 6.3 of the TA Manual.

Student Testing Ticket

Student Name	STUDENT, NEW
Session Name	BATCAVE ELA 7
Location	
Test	Grade 7 ELA/Literacy

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:

http://parcctrng.testnav.com

You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username	0560415599
Password	67523a

The Student Testing Ticket allows the student to log in to TestNav8 (the testing platform). It is handed to the student and contains the URL, the student's username, and their password. This test ticket will stay the same as long as the student is in the session. It should be kept secure.

*Be sure you know your local technology plans. If using an iPad or a Chromebook, students won't use the above URL but instead will use an app. Ask your test coordinator for specifics.

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Seal Codes

Session Name	BATCAVE ELA 7
Test	Grade 7 ELA/Literacy
Start Date	2015-01-28T15:30:16.000Z
Location	

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.

Each sealed section requires a different Seal Code

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

Order	Seal Code
1	1344
2	6088
3	0038

The Seal Codes are what prevent the student from going on to the next unit before it is time to do so. When it is time to go on to the next unit, the Test Administrator can give the seal code to the entire class. The students will then enter the code and be given permission to move forward.

Student Test & Item Progress

STUDENT, NEW (19741581010854568859846764 8298)

as of 2015-01-28 09:30 AM

Refresh

Session Name:	BATCAVE ELA 7
Test Name:	Grade 7 ELA/Literacy
Test Status:	Ready - 0%

Total Items (23)

23

- Answered - No Reponse Required - Visited - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1			
2	1	2			
3	1	3			
4	1	4			
5	1	5			
6	1	6			
7	1	7			
8	1	8			
9	1	9			
10	1	10			
11	1	11			
12	1	12			
13	1	13			

After starting the session, you can click on the student's
status "bar" to see a breakdown of where they are in the test.

You'll have various tasks you can complete by using the "Select Tasks" dropdown. You'll need to place a checkmark by the student first to make changes for them.

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When students log off or are exited from the system, you'll need to resume them in order for them to log back in next time.

Home   **Setup**   **Testing**   **Support**

Students in Sessions   Go to Sessions »

Tasks 0 Selected

Select Tasks   ▾   **Start** ▾

☐ Student Test Statuses
☐ Resume Student Tests
☐ Student Tests
  ☐ Manage Student Tests

1 Selected | Clear

BATCAVE ELA 7

BATCAVE ELA 7 ⓘ ✎

Start   Download Resources ▾   ⟳ Refresh
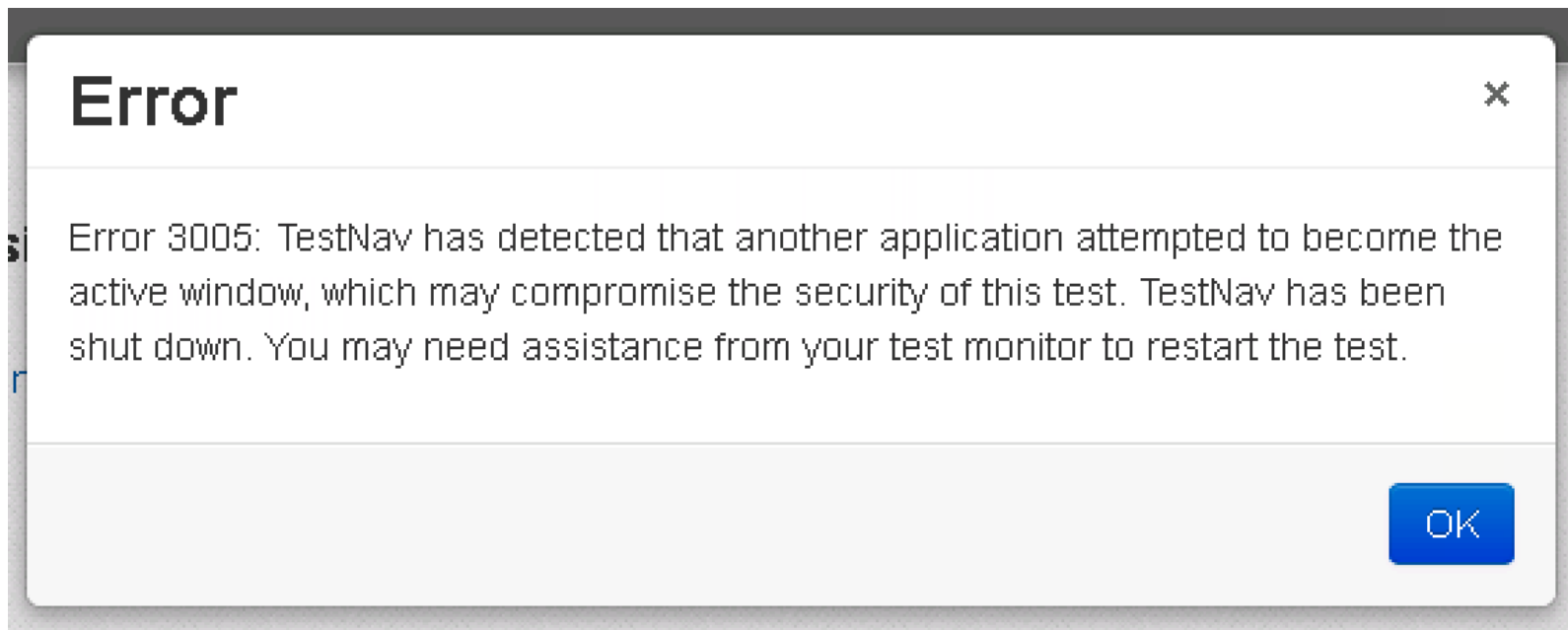
STUDENT TESTS (25)

This is where you can see a specific student's information (accommodations, etc.).

Who do you resume?
1. Students who get exited during a test unit.
2. **All** students before they can start Unit 2, etc.

If a student is exited from a test unit, you must "resume" them before they can log back in. The error message below will occur on their screen in certain situations (e.g. the student hits ctrl+alt+delete).

Error   ×

Error 3005: TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.

OK

Guidance for Troubleshooting Computer-Based Testing can be found in section 6.8.1 for the TA manual. Additional error codes can be found here:

https://support.assessment.pearson.com/display/TN/Error+Codes

Once you resume them, you will get a message indicating your action was successful.

Resume Student Tests

‹Previous Task Next Task› Exit Tasks✖

1 Resume Student Tests ⊕

Success
Changes saved

✕

STUDENTS IN SESSIONS (1)	DETAILS	
☐ **STUDENT NAME (CODE)**	**SESSION (STUDENT TEST)**	**STUDENT TEST STATUS**
☐ STUDENT, NEW (008592952385723840793688480167) ⓘ	MORIS_ELA_7 (Grade 7 ELA/Literacy)	Resumed

To return to the "Students in Sessions" screen, click "Exit Tasks."

Timekeeping

- The tests are not timed by the system, but instead by the TA.

- Unit Testing Time is the total amount of time (minutes) that students are allowed without an accommodation.

- Times can be found in section 1.5.2 of the TA manual.

After a student's test has been submitted and all secure materials have been collected

- Local (District) Decision from options below:
  - After student has checked his or her work, the student must sit quietly until the session has ended.
  - After student has checked his or her work, the TA dismisses the student.
  - After student has checked his or her work, the student may sit quietly and use allowable materials (list on next slide).

Materials allowed ONLY AFTER a student's test has been submitted and after all secure materials have been collected

- Recreational books (subject matter of recreational books must be unrelated to content being assessed).

- Textbooks for subjects other than the one being tested.

- Pamphlets, magazines, or periodicals (subject matter must be unrelated content being assessed).

- Notebooks or papers of any kind (subject matter must be unrelated to content being assessed).

- Pens or colored pencils.

Calculator Policy

http://www.isbe.state.il.us/assessment/pdfs/parcc/parcc-calc-policy1014.pdf

Allowable Calculators
- Grades 3-5: No calculators allowed, except for students with an approved calculator accommodation
- Grades 6-7: Four-function with square root and percentage functions
- Grade 8: Scientific calculators
- High school: Graphing calculators (with functionalities consistent with TI -84 or similar models)

- **For students who need a calculation device accommodation, refer to the PARCC Calculator Policy and the PARCC Accessibility Features and Accommodations Manual page 38-40 for additional guidance.**

Where to find additional topics (section numbers from TA manual)

- Make-up Testing: 1.5.3
- Test Security: 2.0
- Testing Irregularities: 2.5.2
- Prohibited Materials: 3.7
- Prohibited Classroom Resources: 3.8
- Supervising the Test: 6.8
- Breaks: 6.9
- All scripts (verbal directions) are found in the TA manual.

2015 PARCC Communication Plan

PARCC Communication Plan

http://www.isbe.state.il.us/assessment/pdfs/2015/parcc/parcc-comm-plan-15.pdf

We have identified four points of contact for you based on your needs. Some of the topics below are also hyperlinked to useful documents.

Topic	Point of Contact
• Shipping • Placing additional orders • PANext (PearsonAccess Next) • TestNav8 • Technology issues related to PANext or TestNav8 • Setting up proctor caching • Setting up and managing test sessions	**Pearson's PARCC Help Desk** Phone: 888-493-9888 Email: parcc@support.pearson.com Online Chat: Available in PANext Website: http://parcc.pearson.com/#
• Connection, network, or server issues • Basic technology troubleshooting	**Learning Technology Centers (LTC)** (see page 2 of this document)
• Test administration • Test irregularities • Administering accommodations • Users in PANext • Scheduling • Approval of additional orders • Unique Accommodations	**ISBE Assessment Division** Phone: 866-317-6034 Email: assessment@isbe.net Fax: 217-782-6097 Website: http://www.isbe.state.il.us/assessment/
• Student data uploads • Accommodation and PNP uploads • New students • Assessment Session Location upload	**ISBE Student Information System (SIS)** Phone: 217-558-3600 Website: http://www.isbe.net/sis/

Additional Resources:

- PARCC.pearson.com
- Pearson Avocet Site (containing all manuals)
- PearsonAccess Next
- Illinois Assessment Key Dates Calendar
- Who May Administer the PARCC Assessments?
- PARCC FAQ

- Test Administrator Scripts (Verbal Directions)
- Calculator Policy
- Math Reference Sheets
    - Grades 5-8
    - High School
- Math Blueprints, Test Specs, & Evidence Tables
- ELA Blueprints, Test Specs, & Evidence Tables