



PARCC Field Test EOY Preparation

May 1, 2014

Illinois State Board of Education



Agenda

- Computer-Based Testing Prep
- Paper-Based Testing Prep
- On Test Day
- Q&A



COMPUTER-BASED TESTING



New Documents

- Quick Start Checklist for Computer-Based Testing
- Infrastructure Trial Guide
- Both are found at

<http://parcc.pearson.com/Support>

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



Infrastructure Trials

- Very strongly recommended
 - Especially for schools who were selected for EOY only
- Provides a “dress rehearsal” for EOY
- Set up in the **Training Center**
- “Guide” has been updated
- **DO NOT** create students on the live side to test the system



Test Sessions

- Sessions must be created before
 - Test content can be cached or
 - Students can test
- Pearson created EOY sessions for the students taking both PBA & EOY
- Schools must create sessions for EOY only students
 - (and those who did not complete PBA)



Create Test Sessions

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

Home Organizations Student Data **Test Setup** **Test Management** Test Results

Overview Register Students **Manage Test Sessions** Resolve Student Test Alerts

Current organization: SK-SCHOOL (IA-ADE-SK) [change organization](#)

[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:

▶ - Required

▶ Proctor Caching Computer:

Include caching computers defined for the System/District.

▶ Scheduled Start Date:

Scheduled Start Time:

Location/Room:

View By: Classes Students

0 Selected Classes

Results: 0-0 of 0

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

Save Cancel



Session Details

[Return to Manage Test Sessions](#)

[Start](#) |
 [Authorizations](#) |
 [Proctor Caching](#) |
 [Session Roster](#) |
 [Advanced Session Roster Download](#)

Test Session Details		Edit	
Test Session Status:	Not Started	TestNav Settings:	View Edit
Session Name:	Wes Test Session	Proctor Caching Computer:	District Cache 1
School:	SK-SCHOOL (IA-ADE-SK)	Scheduled Start Date:	03/24/2014
Test to be Administered:	Infrastructure Trial HS	Scheduled Start Time:	01:00 AM
Read Aloud by Test Examiner:	No	Actual Start Date:	
Default Form Group Type:	Main	Actual Start Time:	
Test Code:	6A2B33	Location:	No Required

View By: Students in the Session

[Clear All Filters](#)
0 Selected Students
Results: 0-0 of 0

[Resume Test](#) |
 [Mark Test Complete](#) |
 [Add Students](#) |
 [Remove](#) |
 [Move](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status	Refresh	Form/Form Group Type	Username
--------------------------	--	--	---	--	---------	----------------------	----------

No test assignments have been added to this session.



Add Students to Sessions

Test Session Details

Edit

Test Session Status: **Not Started**

Session Name: **Grade 3**

School: **SK-SCHOOL (IA-ADE-SK)**

Test to be Administered: **Infrastructure Trial Grade 3-5**

Read Aloud by Test Examiner: **No**

Default Form Group Type: **Main**

Test Code: **586EBF**

TestNav Settings: [View](#) | [Edit](#)

Proctor Caching Computer: **District Cache 1**

Scheduled Start Date: **03/24/2014**

Scheduled Start Time: **01:00 AM**

Actual Start Date:

Actual Start Time:

Location: **Not Required**

View By: Students in the Session

[Clear All Filters](#)

40 Selected Students

Results: 1-40 of 40

Resume Test |
 Mark Test Complete |
 Add Students |
 Remove |
 Move

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status	Form/Form Group Type	Username
<input checked="" type="checkbox"/>	STUDENT_NEW	495223699	SAMWFTEST	Ready	Main	5874071382
<input checked="" type="checkbox"/>	STUDENT_NEW	671440056	SAMWFTEST	Ready	Main	1026465820
<input checked="" type="checkbox"/>	STUDENT_NEW	401844060	SAMWFTEST	Ready	Main	2446744414
<input checked="" type="checkbox"/>	STUDENT_NEW	530477516	SAMWFTEST	Ready	Main	6260392920
<input checked="" type="checkbox"/>	STUDENT_NEW	060634660	SAMWFTEST	Ready	Main	2377858081



Proctor Caching

- PARCC test forms became available for download (caching) at 8:00 am CDT 4/30
- The specific tests needed must be cached on each proctor cache machine
 - A K-5 school testing only grade 4 math needs to cache only that grade and subject (no e/la, no 3 or 5)
 - You only need to cache the tests once per test form, grade and content area
 - Caching is done from the “Session Details” page
 - Make sure someone is going to do this!



Manage Test Sessions

[Return to Test Management](#)

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

View By: Test Sessions Students

[Clear All Filters](#) 0 Selected Test Sessions

[New Session](#) | [Delete](#) | [Currently Scheduled Sessions](#) | [Session List Download](#)

<input type="checkbox"/>	Session Name ▲	Status	Start Date	Test	Students	Sc
<input type="checkbox"/>	* Crippen Comm/Workplace	Not Started	04/08/2014	Grade 11 ELA/Literacy	3	SHERF 49081
<input type="checkbox"/>	* Crippen Comm/Workplace Text to Speech	Not Started	04/08/2014	Grade 11 ELA/Literacy	1	SHERF 49081
<input type="checkbox"/>	* Felt 8th Math	Not Started	04/01/2014	Grade 08 Mathematics	4	SHERF 49081
<input type="checkbox"/>	* Gagliardo English I	Not Started	04/03/2014	Grade 09 ELA/Literacy	4	SHERF 49081
<input type="checkbox"/>	* Hirschfeld Geometry	Not Started	04/01/2014	Geometry	4	SHERF 49081
<input type="checkbox"/>	* Hirschfeld Prac Geometry	Not Started	04/01/2014	Geometry	2	SHERF 49081
<input type="checkbox"/>	03 MATH Curtiss	Not Started	03/24/2014	Grade 03 Mathematics	17	STOCK 08043
<input type="checkbox"/>	03 MATH Posey	Not Started	03/24/2014	Grade 03 Mathematics	3	STOCK 08043
<input type="checkbox"/>	03 MATH Powell	Not Started	03/24/2014	Grade 03 Mathematics	19	STOCK 08043
<input type="checkbox"/>	06 Cline Period 5	Not Started	05/19/2014	Grade 06 ELA/Literacy	0	BERW 06016
<input type="checkbox"/>	06 ELA Accom Miller	Not Started	03/24/2014	Grade 06 ELA/Literacy	5	STOCK 08043
<input type="checkbox"/>	06 ELA Offenheiser	Not Started	03/24/2014	Grade 06 ELA/Literacy	18	STOCK 08043

Different Forms, Same Grade and Content - must cache both sessions

Same Form, Grade and Content - only need to cache 1 session



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Current organization: **PEARSON - SAMPLE CA**

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[Advanced Session Roster Download](#)

Test Session Details

Test Session Status: **Not Started**

Session Name: **666**

School: **PEARSON - SAMPLE CAT SCHOOL (IA-001-1234)**

Test to be Administered: **Infrastructure Trial HS**

Read Aloud by Test Examiner: **No**

Default Form Group Type: **Main**

Test Code: **CDCE4C**

TestNav Settings: [View](#) | [Edit](#)

Proctor Caching Computer: **Caching Maachine**

Scheduled Start Date: **03/06/2014**

Scheduled Start Time: **01:00 AM**

Actual Start Date:

Actual Start Time:

Location: **testing classroom pea**

View By: Students in the Session

[Clear All Filters](#)

0 Selected Students

[Resume Test](#)

[Mark Test Complete](#)

[Add Students](#)

[Remove](#)

[Move](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status Refresh	Form/Form Group Type
<input type="checkbox"/>	STUDENT_NEW	192290643	666	Ready	Infrastructure Trial HS - INF14T
<input type="checkbox"/>	STUDENT_NEW	653502862	666	Ready	Infrastructure Trial HS - INF14T



Starting Test Sessions

- The Test Administrator **MUST** “Start” a test session before students can log into the test
 - Done from the “Session Details” page
 - Log into PearsonAccess “Live” site
 - Select “Mange Test Sessions”
 - Click on the link for your specific session
 - Click the green “Start” button
 - Click “Yes-Start Session”
 - You will not click “Stop” until all testing for that session is complete



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Current organization: **PEARSON - SAMPLE**

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Test Session Details

Test Session Status: **Not Started**

Session Name: **666**

School: **PEARSON - SAMPLE CAT SCHOOL (IA-001-1234)**

Test to be Administered: **Infrastructure Trial HS**

Read Aloud by Test Examiner: **No**

Default Form Group Type: **Main**

Test Code: **CDCE4C**

TestNav Settings: [View](#) | [Edit](#)

Proctor Caching Computer: **Caching Maachine**

Scheduled Start Date: **03/06/2014**

Scheduled Start Time: **01:00 AM**

Actual Start Date:

Actual Start Time:

Location: **testing classroom**

View By: Students in the Session

[Clear All Filters](#)

0 Selected Students

[Resume Test](#) | [Mark Test Complete](#) | [Add Students](#) | [Remove](#) | [Move](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status Refresh	Form/Form Group Type
<input type="checkbox"/>	STUDENT, NEW	192290643	666	Ready	Infrastructure Trial HS - INF14T
<input type="checkbox"/>	STUDENT, NEW	653502862	666	Ready	Infrastructure Trial HS - INF14T
<input type="checkbox"/>	STUDENT, NEW	631698681	666	Ready	Infrastructure Trial HS - INF14T
<input type="checkbox"/>	STUDENT, NEW	348515126	666	Ready	Infrastructure Trial HS - INF14T
<input type="checkbox"/>	STUDENT, NEW	446760145	666	Ready	Infrastructure Trial HS - INF14T




[Home](#) > [Test Management](#) > [Manage Test Sessions](#) > Session Details

Session Details

[Return to Manage Test Sessions](#)

Session Start Confirmation

 This will start the session. Are you sure you wish to do this?

Yes-Start Session **No-Cancel**



Resuming Test a Session

- There are two different times when a Test Administrator will “Resume” a test
 - All students must be “resumed” between test sessions (twice for Ela Literacy, once for math)
 - Individual students who have been “exited”, kicked out, etc
 - Done from the “Session Details” page
 - Log into PearsonAccess “Live” site
 - Select “Mange Test Sessions”
 - Click on the link for your specific session
 - Select student(s) to be resumed
 - Click the “Resume Test” button
 - Click “Yes-Resume Test”



Do not stop session until all students have completed the test

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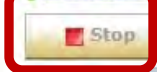
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Current organization: **PEARSON - SAMPLE CAT STATE** [change organization](#)

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Session Details

[Manage Test Sessions](#)



Stop

Authorizations | Proctor Caching | Session Roster | Advanced Session Roster Download

Test Session Details

Edit

Test Session Status: **Started**

Session Name: **35_Test2**

School: **PEARSON - SAMPLE CAT SCHOOL (IA-001-1234)**

Test to be Administered: **Infrastructure Trial Grade 3-5**

Read Aloud by Test Examiner: **No**

Default Form Group Type: **Main**

Test Code: **55E625**

TestNav Settings: [View](#) | [Edit](#)

Proctor Caching Computer: **None**

Scheduled Start Date: **01/31/2014**

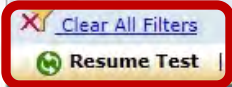
Scheduled Start Time: **01:00 AM**

Actual Start Date: **01/31/2014**

Actual Start Time: **02:37 AM**

Location:

View By: Students in the Session



1 Selected Students

Results: 1-1 of 1

[Clear All Filters](#) | [Mark Test Complete](#) | [Add Students](#) | [Remove](#) | [Move](#)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status	Form/Form Group Type	Username
<input checked="" type="checkbox"/>	STUDENT_NEW	076547226	TRENT'S CLASS	Active View Progress	Infrastructure Trial Grade 3-5 - INF12T	9516522835

Results: 1 - 1 of 1



[Home](#) > [Test Management](#) > [Manage Test Sessions](#) > [Session Detail](#) > Resume Test Confirmation

Resume Test Confirmation

[Return to Session Detail](#)

Resume Test Confirmation



You are attempting to resume the tests of one or more students who are in Active status. Please verify that these students are no longer logged in/testing before proceeding.

Are you sure you wish to resume the following test(s)?

STUDENT, NEW

Yes- Resume Tests

No-Cancel



Student Authorization Tickets

- Contains a Username and Password for each student
- These must be printed and distributed prior to testing
- Located in “Manage Test Sessions”
“Session Details”



Seal Codes - EOY

- Seal codes are used to access the next test “session”
 - the 2 sessions in Ela require 1 seal code
 - 1st for Session 1 and 2nd for Session 2
 - the 2 sessions in math require 1 seal code
 - 1st for Session 1 and 2nd for Session 2
 - Students log in to TestNav and will enter at screen that asks for the seal code
 - Same 4 digit number for all students in a session
 - Seal codes are printed from “Authorizations” tab



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Test Session

- [Student Authorizations](#)
- [Proctor Authorizations](#)
- [Seal Codes](#)

Test Session **666** [View](#)

Session Name: **666**
 School: **PEARSON - SAMPLE CAT SCHOOL (IA-001-1234)**
 Test to be Administered: **Infrastructure Trial HS**
 Read Aloud by Test Examiner: **No**
 Default Form Group Type: **Main**
 Test Code: **CDCE4C**

TestNav Settings: [View](#)
 Proctor Caching Computer: **Caching**
 Scheduled Start Date: **03/06**
 Scheduled Start Time: **01:00**
 Actual Start Date:
 Actual Start Time:
 Location: **testing**

View By: Students in the Session

[Clear All Filters](#)

0 Selected Students

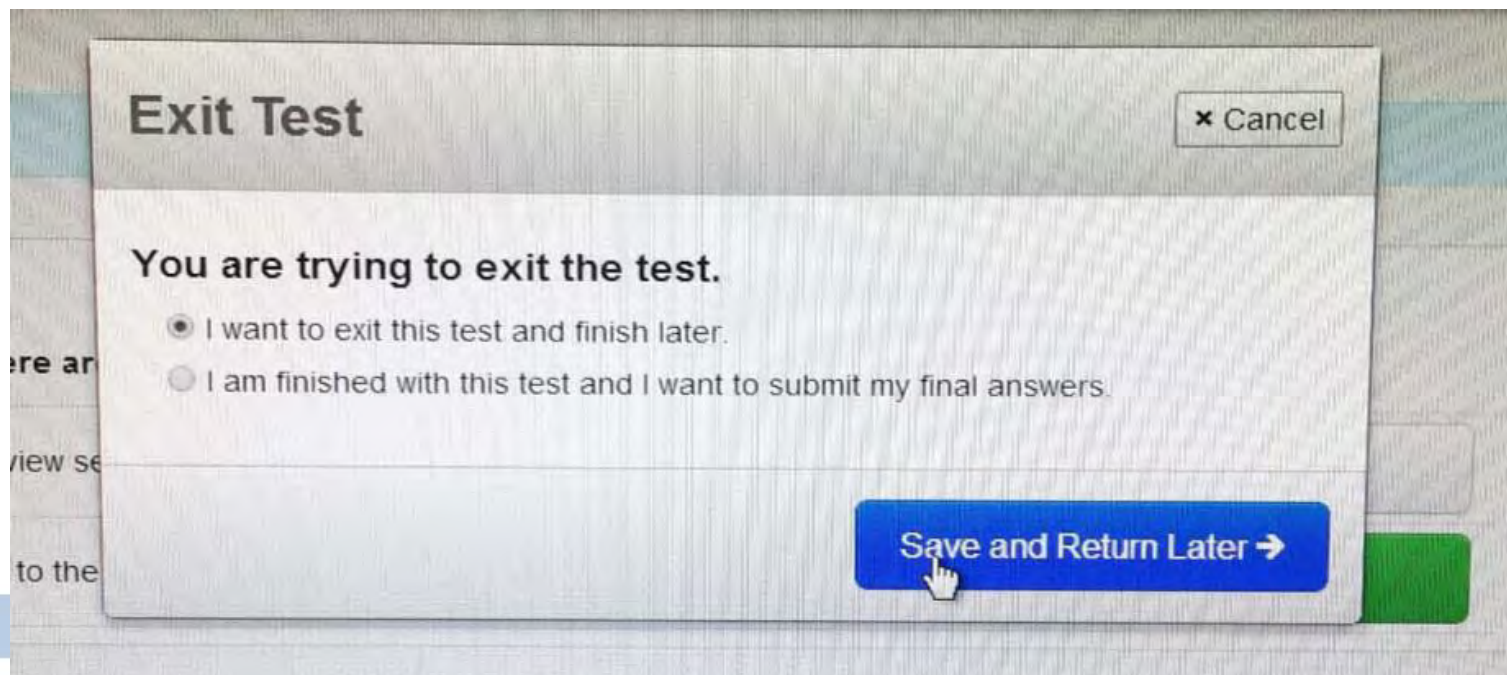
[Resume Test](#) |
 [Mark Test Complete](#) |
 [Add Students](#) |
 [Remove](#) |
 [Move](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status Refresh	Form/Form Group Type
<input type="checkbox"/>	STUDENT, NEW	192290643	666	Ready	Infrastructure Trial HS - INF14T
<input type="checkbox"/>	STUDENT, NEW	653502862	666	Ready	Infrastructure Trial HS - INF14T



Saving or Submitting Student Answers

- End of Session 1
 - "...exit and finish later..."
- End of Session 2
 - "...I want to submit..."





PAPER-BASED TESTING



Ordering Additional Materials

- Must be at the school level, not the district level

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Help



Order Additional Materials and Tracking

Use Order Additional Materials and Tracking to order additional paper materials (short shipments, etc.), check on the status of existing orders, and track order shipments.

Note: The main method for

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

Order Additional Materials and Tracking

[Return to Test Setup](#)

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

View By: Orders from Pearson Shipments to Pearson

[Delete](#) | [Reports](#)

[Show Search](#)

[Order](#) [Sales Order Number](#) [Status](#) [Organization](#) [Organization Code](#)



Return Shipping

- Return labels should be included in box 1 of your shipment
- Materials should be shipped within a week after completion of testing



Both CBT and PBT

TEST DAY



Communication Plan

Issue	Contact
<ul style="list-style-type: none">• PearsonAccess• TestNav8• Proctor Caching Problems• Software Glitches• Error Codes• Additional Orders	PARCC Support Center 888-493-9888 parcc@support.pearson.com
<ul style="list-style-type: none">• Connection, network, or server issues• Operating systems or browser questions• Caching server setup• Basic technology troubleshooting	LTC Netspecs
<ul style="list-style-type: none">• Test Administration• State Policy• Accommodations• Irregularities• ISAT Waiver	ISBE Student Assessment 866-317-6034 parccft@isbe.net



Important Resources

- ISBE PARCC Field Test
<http://www.isbe.state.il.us/assessment/parcc-field-test.htm>
- PARCC Official
<http://www.parcconline.org>
- PearsonAccess & Field Test Support Documents
<http://www.parcc.pearson.com>



Irregularities/Security Breaches

- Form is found in Appendix B of the Test Coordinator Manual
- Call ISBE at 866-317-6034
- Fax the form to 217-782-6097



Feedback

- Student survey at the end of the test
- Test Administrator Survey:
<https://www.surveymonkey.com/s/3ZJSXH3>
- Test Coordinator and Technology Coordinator Survey:
<http://www.surveymonkey.com/s/PARCC-field-test-feedback>





Contact

- PARCC Support Center 1-888-493-9888
 - parcc@support.pearson.com
- ISBE Field Test 1-866-317-6034
 - parccft@isbe.net
 - Dan Frederking at dfrederk@isbe.net
- PARCC Technology
 - Wes Bruce at ilassesstech@gmail.com
 - Jamey Baiter at jbaiter@isbe.net
- PARCC General Information
 - Dan Long at ilparcc@gmail.com