

Scheduling PARCC Assessments

The Illinois State Board of Education (ISBE) has resources to assist your school in scheduling the PARCC assessments this spring.

The following page on the ISBE website is devoted exclusively to assessment of the Illinois Learning Standards and related Teacher Resources: <http://www.isbe.net/assessment/htmls/teacher-resources.htm>. If your school would like to participate in training and receive weekly assessment updates, please subscribe to the ISBE Assessment Division listserv by sending an email to assessment@isbe.net with the word "SUBSCRIBE" in the subject line.

The Partnership for Assessment of Readiness for College and Careers (PARCC) has "Frequently Asked Questions about Scheduling PARCC Assessments" available at <http://www.parcconline.org/sites/parcc/files/FAQ%20about%20Scheduling%2010-3-14%20v4.pdf>.

The Test Administrator and Test Coordinator Manuals for PARCC assessments to be administered in spring 2015 are available at <http://avocet.pearson.com/PARCC/Home>.

Lessons Learned From the PARCC Field Tests

Considerations Prior to Testing:

- Feedback from schools that administered the PARCC Field Tests strongly recommends that teachers and students take sample tests prior to the administration of PARCC assessments in the spring of 2015. Getting familiar with the tests and its features helps reduce apprehension and increases the likelihood of success. In addition, <http://parconline.org/parcc-assessment>, offers a wide range of PARCC resources for teachers to read and use in their classrooms; Practice Tests and Sample Questions are just a couple of options on this link.
- Know your school's ratio of paper test administration to online test administration. The window for paper test administration is only two weeks. Paper tests can be given to all students at one time versus the need for computer lab space and an adequate number of devices.
- By mid-January, determine the number of functioning devices your school has available for testing in March. (This might mean devices will not be available for use in all classrooms on PARCC test days.)
- Conduct an Infrastructure Trial at your school to test Internet connectivity. Infrastructure Trial training is available at http://parconline.org/sites/parcc/files/PARCCCapacityPlanningTool_3-5-13_Printablev1.0.pdf.

Also, ISBE has archived a webinar entitled, "Setting up an Infrastructure Trial". It can be accessed at http://www.isbe.state.il.us/asx/2014/PARCC_Infra_Walk_121614.asx.

- Have Plan B ready in-case a proctor is sick on a PARCC test day.
- It is a school district’s decision to issue a policy regarding students who finish testing before others. For a complete explanation of options, refer to the state specific section of the Test Coordinator Manual. The options for students who finish testing before others are:
 1. Sit quietly.
 2. Read a book or do homework on a subject not related to the content of the test.
 3. Students may be dismissed and allowed to leave the testing room.

Scheduling Considerations:

- Build buffer time between testing sessions.
- Reserve computer lab space in advance of test dates to ensure that your school has enough space to accommodate all PARCC test takers.
- Some schools plan to reserve all computer labs on testing days and schedule testing in the morning so that if there is a technical issue, the test can be launched again in the afternoon in an alternate lab.

For guidance when scheduling computer labs for PARCC tests, consult the PARCC UNIT TIMES charts at <http://www.isbe.net/assessment/pdfs/2015/parcc/parcc-unit-times14-15.pdf>.

(Sample test schedules provided at end of document.)

Considerations for Test Day:

- Have a technical support person available at each testing site.
- Have a second staff person in each testing lab to assist the proctor.

A variety of planning and inventory tools can be found at http://parconline.org/sites/parcc/files/PARCCCapacityPlanningTool_3-5-13_Printablev1.0.pdf.

Training Manuals: How to Administer PARCC Assessments

For guidance on testing students with IEPs and 504 Plans, refer to the PARCC Accessibility Features and Accommodations Manual which is now available at <http://parconline.org/parcc-accessibility-features-and-accommodations-manual>.

Pearson’s PARCC site has training manuals and modules for Test Administrators and Test Coordinators at <http://parcc.pearson.com/manuals-training/>. Once you have selected the link and are on the Manuals and Training page, select your role and then select the “View Available Training” button. From there, a list of training modules will appear. Begin with the “Introduction to PARCC Training Modules” and follow with the “PearsonAccess Next” module. After viewing both, you will know the modules that are most pertinent to you and your role on test day. All modules with a “Launch” button are complete and ready for viewing. If a module is not ready for viewing, it will be labeled with “Coming Soon” on the button.

The Test Administrator Manuals and the Test Coordinator Manual for spring administration will be released in January 2015 and can be accessed at the above-mentioned link. Districts will also receive paper copies of the manuals.

ISBE offers frequent webinars on all aspects of PARCC testing. The listserv announces webinar dates and archives webinars for future review. To view all assessment related information, visit <http://www.isbe.net/assessment/parcc.htm?col3=open#CollapsiblePanel3>.

The following sample PARCC PBA schedules for elementary, middle and high school, were provided to ISBE from school districts within Illinois.

SAMPLE PARCC SCHEDULE 2015
ELEMENTARY

Date	Time (approx.)	Location	Test	Teacher
March 9, 2015	9:00 am – 10:30 am	Lab	ELA Unit 1	ELA Teacher A
	10:30 am – 12:00 pm	Lab	ELA Unit 1	ELA Teacher B
	12:30 pm – 2:00 pm	Lab	ELA Unit 1	ELA Teacher D
	2:00 pm – 3:30 pm	Lab	ELA Unit 1	ELA Teacher E
March 10, 2015	9:00 am – 10:30 am	Lab	ELA Unit 2	ELA Teacher A
	10:30 am – 12:00 pm	Lab	ELA Unit 2	ELA Teacher B
	12:30 pm – 2:00 pm	Lab	ELA Unit 2	ELA Teacher C
	2:00 pm – 3:30 pm	Lab	ELA Unit 2	ELA Teacher D
March 11, 2015	9:00 am – 10:30 am	Lab	ELA Unit 3	ELA Teacher A
	10:30 am – 12:00 pm	Lab	ELA Unit 3	ELA Teacher B
	12:30 pm – 2:00 pm	Lab	ELA Unit 3	ELA Teacher C
	2:00 pm – 3:30 pm	Lab	ELA Unit 3	ELA Teacher D
March 12, 2015	9:00 am – 10:30 am	Lab	ELA Unit 1	ELA Teacher A
	10:30 am – 12:00 pm	Lab	Math Unit 1	Math Teacher A
	12:30 pm – 2:00 pm	Lab	Math Unit 1	Math Teacher A
	2:00 pm – 3:30 pm	Lab	Math Unit 1	Math Teacher A
March 13, 2015	9:00 am – 10:30 am	Lab	ELA Unit 2	ELA Teacher B
	10:30 am – 12:00 pm	Lab	Math Unit 2	Math Teacher B
	12:30 pm – 2:00 pm	Lab	Math Unit 2	Math Teacher C
	2:00 pm – 3:30 pm	Lab	Math Unit 2	Math Teacher D

SAMPLE PARCC SCHEDULE 2015
MIDDLE SCHOOL

Date	Time (approx.)	Location	Test	Students	Teacher
March 10, 2015	8:00 am – 9:30 am	Lab	ELA Unit 1	6 th – Group A	English Teacher
	9:40 am – 11:25 am	Lab	ELA Unit 1	6 th – Group B	English Teacher
March 11, 2015	9:40 am – 11:25 am	Lab	ELA Unit 1	7 th – Group A	English Teacher
	12:00 pm – 1:00 pm	Lab	ELA Unit 1	7 th – Group B	English Teacher
March 12, 2015	8:00 am – 9:30 am	Lab	ELA Unit 1	8 th – Group A	English Teacher
	9:40 am – 11:25 am	Lab	ELA Unit 1	8 th – Group B	English Teacher
March 13, 2015	8:00 am – 9:30 am	Lab	Math Unit 1	6 th – Group A	Math Teacher
	9:40 am – 11:25 am	Lab	Math Unit 1	6 th – Group B	Math Teacher
March 17, 2015	8:00 am – 9:30 am	Lab	Math Unit 1	7 th – Group B	Math Teacher
	9:40 am – 11:25 am	Lab	Math Unit 1	7 th – Group A	Math Teacher
March 18, 2015	8:00 am – 9:30 am	Lab	Math Unit 1	8 th – Group B	Math Teacher
	9:40 am – 11:25 am	Lab	Math Unit 1	8 th – Group A	Math Teacher
March 19, 2015	8:00 am – 9:30 am	Lab	ELA Unit 2	6 th – Group A	English Teacher
	9:40 am – 11:25 am	Lab	ELA Unit 2	6 th – Group B	English Teacher
	12:30 pm – 1:20 pm	Lab	ELA Unit 2	8 th – Group A	English Teacher
	1:30 pm – 3:20 pm	Lab	ELA Unit 2	8 th – Group B	English Teacher
March 20, 2015	8:00 am – 9:30 am	Lab	ELA Unit 2	7 th – Group B	English Teacher
	9:40 am – 11:25 am	Lab	ELA Unit 2	7 th – Group A	English Teacher
March 24, 2015	8:00 am – 9:30 am	Lab	Math Unit 2	6 th – Group A	Math Teacher
	9:40 am – 11:25 am	Lab	Math Unit 2	6 th – Group B	Math Teacher
March 25, 2015	8:00 am – 9:30 am	Lab	Math Unit 2	7 th – Group B	Math Teacher
	9:40 am – 11:25 am	Lab	Math Unit 2	7 th – Group A	Math Teacher
March 26, 2015	8:00 am – 9:30 am	Lab	Math Unit 2	8 th – Group A	Math Teacher
	9:40 am – 11:25 am	Lab	Math Unit 2	8 th – Group B	Math Teacher

SAMPLE PARCC PBA SCHEDULE 2015
High School

Date	Lab	Time	Test/Unit	Teacher
March 17	B202	8:15 AM – 9:30 AM	ELA Unit 1	Mrs. Teacher – 112-3 (19)
	B204	9:30 AM – 11:00 AM	ELA Unit 2	Ms. Teacher – 112-1 (15)
	B202	11:00 AM – 12:15 PM	ELA Unit 1	Mrs. Teacher – 112-5 (16)
	B204	12:45 PM – 2:15 PM	ELA Unit 2	Ms. Teacher – 112-6 (19)
March 18	C201	8:15 AM – 9:30 AM	ELA Unit 1	Mrs. Teacher - Accommodations
	B202	9:30 AM – 11:00 AM	ELA Unit 2	Mr. Teacher – 112-4 (22)
	B204	11:00 AM – 12:30 PM	ELA Unit 3	Mr. & Ms. Teachers – 113 -1&2
	C201	1:00 PM – 2:30 PM	ELA Unit 2	Mrs. Teacher – Accommodations
	B202	1:00 PM – 2:30 PM	ELA Unit 2	Mr. Teacher 114-1 (15)
	B204	2:30 PM – 3:30 PM	ELA Unit 3	Ms. Teacher – 112-2 (11)
March 19	B202	8:15 AM – 9:30 AM	ELA Unit 1	Ms. Teacher – 111-1 (22)
	B204	9:30 AM – 11:00 AM	ELA Unit 2	Mr. Teacher – 111-2 (21)
	B202	11:00 AM – 12:15 PM	ELA Unit 1	Ms. Teacher – 111-3 (18)
	B204	12:45 PM – 2:15 PM	ELA Unit 2	Mr. Teacher – 111-4 (22)
March 20	B204		ELA Make-up	ELA Make-up
March 24	B202	8:15 AM – 9:45 AM	Math Unit 1	Mrs. Teacher – 223-1 (22)
	B204	9:45 AM – 10:45 AM	Math Unit 2	OPEN
	B202	10:45 AM – 12:15 PM	Math Unit 1	Mrs. Teacher – 223-2 (27)
	B204	12:45 PM – 1:45 PM	Math Unit 2	Mr. Teacher – 222-5 (19)
March 25	B202	8:15 AM – 9:45 AM	Math Unit 1	Mr. Teacher – 222-1 (26)
	B204	9:45 AM – 11:45 AM	Math Unit 2	Mr. Teacher - 222-2 (24)
	B202	11:45 AM – 1:15 PM	Math Unit 1	Mr. Teacher – 222-3 (22)
	B204	1:15 PM – 2:15 PM	Math Unit 2	Mr. Teacher – 222-4 (22)
March 26	B202	8:15 AM – 9:45 AM	Math Unit 1	Mr. Teacher – 222-6 (21)
	B202	11:45 AM – 12:45 PM	OPEN	OPEN
March 27	B204	8:15 AM – 9:45 AM	Math Make-up	Math Make-up