



PARCC Field Test Update

March 21, 2014

Illinois State Board of Education



Agenda

- Field Test Updates
- PearsonAccess
 - Caching Test Content
 - Starting Test Sessions
 - Resuming a Test Session
 - Seal Codes
 - Ordering Additional Paper Test Materials
- Anticipated Issues
- Questions and Answers



PARCC

FIELD TEST UPDATES



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



Searchable FAQs

- Visit <http://parcc.pearson.com> and then click on *Search PARCC Field Test FAQs* on the bottom right-hand side of this page. To perform a word search or type in your question, click on the *Free Text Search* tab at the top of the page and then type your question in the text box. The articles will then pop up on the right-hand side of the page in order of relevance to your question. When going into an article, you can either read all the information on that topic or perform the “Find” function (Ctrl+F on PC or Cmd+F on Mac) to find a key word.



Irregularities

- Information on irregularities can be found in section 2.4 of the Test Coordinators Manual.
- Reporting an irregularity will require you to call ISBE Student Assessment at 866-317-6034.



PARCC

PEARSONACCESS



Caching Test Content

- PARCC test forms became available for download (caching) at 8:00 am CDT 3/21
- 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	School
<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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Session Details

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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 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

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


Session Details

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 Start

 Authorizations

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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 Machine**

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


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

Actual Start Date:

Actual Start Time:


Location: **testing classroom p**

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 	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	446750145	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

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

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

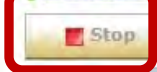
[Overview](#) | [Register Students](#) | **[Manage Test Sessions](#)** | [Resolve Student Test Alerts](#)

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

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

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**

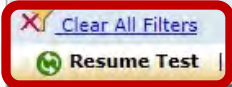
Scheduled Start Time: **01:00 AM**

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



Seal Codes

- Seal codes are used to access each secure test “session”
 - Students log in to TestNav and will enter a screen that identifies the session and asks for the seal code
 - the 3 sessions in Ela require 3 seal codes
 - the 2 sessions in math require 2 seal codes
 - Same 4 digit number for all students in a session
 - Seal codes are printed from “Authorizations” tab



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

Session Details

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

[Student Authorizations](#) ▾

[Proctor Authorizations](#)

[Seal Codes](#)

Test Session

Test Session

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



Seal Codes

You have requested Seal Codes for the Testing Session noted below.

Session Name: 666
Test: Infrastructure Trial HS
Start Date: Mar 6, 2014 1:00:00 AM
Location: testing classroom pearson nest

- Seal Codes are needed to "unseal" sealed 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.
- There are (9) Seal Codes listed below. 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.

To unlock the first sealed section, use Seal Code 7927.
To unlock the second sealed section, use Seal Code 6774.
To unlock the third sealed section, use Seal Code 6754.
To unlock the fourth sealed section, use Seal Code 5356.
To unlock the fifth sealed section, use Seal Code 8697.
To unlock the sixth sealed section, use Seal Code 8259.
To unlock the seventh sealed section, use Seal Code 6176.
To unlock the eighth sealed section, use Seal Code 4741.
To unlock the ninth sealed section, use Seal Code 1326.



Ordering Additional “Paper”

- Ordering opened March 19th 2013
- Done at the school level in PearsonAccess
 - [Test Setup](#) > [Order Additional Materials and Tracking](#)
> Order Additional Materials
 - A 5% overage was shipped – use it before ordering more
 - Remember most items are packaged in quantities of 5 or 10 so make sure you order the correct number



Illinois State Board of Education

<input type="checkbox"/>	GR 8 MATH REFERENCE SHEET, PACK OF 10	Ancillaries	
<input type="checkbox"/>	HIGH SCHOOL MATH REFERENCE SHEET, PACK OF 10	Ancillaries	
<input type="checkbox"/>	TEST BOOK, GR 3, ELA, PBA, PARCC FT, PACK OF 5	PBA Test Books	3
<input type="checkbox"/>	TEST BOOK, GR 3, MATH, PBA, PARCC FT, PACK OF 5	PBA Test Books	3
<input type="checkbox"/>	TEST BOOK, GR 3, ELA, PBA/EOY, PARCC FT, PACK OF 5	PBA Test Books	3
<input type="checkbox"/>	TEST BOOK, GR 3, MATH, PBA/EOY PARCC FT, PACK OF 5	PBA Test Books	3
<input type="checkbox"/>	TEST BOOK, GR 4, ELA, PBA, PARCC FT, PACK OF 6	PBA Test Books	4
<input type="checkbox"/>	ANSWER DOC, GR 4, ELA, PBA, PARCC FT, PACK OF 6	PBA Answer Documents	4
<input type="checkbox"/>	TEST BOOK, GR 4, MATH, PBA, PARCC FT, PACK OF 5	PBA Test Books	4
<input type="checkbox"/>	ANSWER DOC, GR 4, MATH, PBA, PARCC FT, PACK OF 5	PBA Answer Documents	4
<input type="checkbox"/>	TEST BOOK, GR 4, ELA, PBA/EOY PARCC FT, PACK OF 5	PBA Test Books	4
<input type="checkbox"/>	ANSWER DOC GR 4, ELA, PBA/EOY PARCC FT, PACK OF 5	PBA Answer Documents	4
<input type="checkbox"/>	TEST BOOK, GR 4, MATH, PBA/EOY, PARCC FT, PACK OF 5	PBA Test Books	4
<input type="checkbox"/>	ANSWER DOC, GR 4, MATH, PBA/EOY, PARCC FT, PACK OF 5	PBA Answer Documents	4
<input type="checkbox"/>	TEST BOOK, GR 5, ELA, PBA, PARCC FT, PACK OF 6	PBA Test Books	5
<input type="checkbox"/>	ANSWER DOC, GR 5, ELA, PBA, PARCC FT, PACK OF 6	PBA Answer Documents	5
<input type="checkbox"/>	TEST BOOK, GR 5, MATH, PBA, PARCC FT, PACK OF 5	PBA Test Books	5



PARCC Field Test

ANTICIPATED ISSUES



- **Forgot My Password**
 - PearsonAccess and reset your password w/ 1 click
- **Test not started**
 - Teacher must start the test before students can login
 - [Test Management](#) > [Manage Test Sessions](#) > Session Details
- **“Login”, User name” not found/incorrect**
 - Is session “started”
 - Recommend that students to try twice, if still unsuccessful call teacher to assist
 - Using school login, o not 0, l not 1
- **Test not “resumed”**
 - Before students can start next session, teacher must “resume” them and “Seal Code” must be entered





Contact

- Field Test 1-866-317-6034
 - parccft@isbe.net
 - Dan Frederking at dfrederk@isbe.net
- PARCC General Information
 - Dan Long at ilparcc@gmail.com
- PARCC Technology
 - Wes Bruce at ilassesstech@gmail.com
 - Jamey Baiter at jbaiter@isbe.net