



LOUISIANA DEPARTMENT OF EDUCATION

District Test Coordinators/SIS Coordinators:

Thank you for agreeing to participate in the **Computer-Based field test (CBT)** this spring. This document contains information and instructions for the next steps in the field test process

To ensure students who are participating in the field test are pre-loaded in the PARCC online testing system, the Department is asking your help to identify the students that will be participating. As you review the steps outlined below, please don't hesitate to let us know how the Department can support you.

In order to share the names of the students participating, please use these guidelines to submit your district's information by noon on February 5. *Please note that social security numbers will never be sent by LDE to PARCC for any purpose.*

1. Identify the schools that are participating in the field test. These are included in an email your district received on December 20th. If you need help identifying which schools are participating or which grade levels/subject areas are participating, please email Susan.Kahn@la.gov.
2. Use this list to randomly select the appropriate number /type of classes at each school (For more guidance see the section below titled *Class Selection Instructions*)
3. For the selected schools/classes, create a single class file for submission to LDE (See attachment: [2013 CBT Class File Layout.xlsx](#)). This file will indicate which classes will be tested.
4. Upload completed class file to LDE (See file upload instructions at <https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx>)
5. LDE will match this class file with your spring teacher and student roster data (Spring Roster File) submission that is due February 10 to populate the PARCC online testing system with your class and student data. *We request that this spring roster file include data for teachers and students in grades 3-12 for all tested subjects. This file will be used to pregrid EOC tests and field tests.*

Thank you in advance for your support. If you need assistance selecting the classes, please contact Susan.Kahn@la.gov. For assistance with FTP, email Andrea.Dabney@la.gov or Sherry.Randall@la.gov.

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Class Selection Instructions

Classroom Selection Guidance for PARCC Computer-Based Field Test

(For questions regarding selecting classes, please contact Susan.Kahn@la.gov.)

It is important that classrooms are randomly selected for the PARCC Field Test. The following are guidelines for selecting classes to participate in the PARCC Field Test for a given grade/course test.

Guidelines

- Refer to your district's list of schools and classes for the number of classes (i.e. classrooms) selected in each grade/course for each school. This information was sent to the PARCC field test contact for your district on December 20th.
- If a class/grade was selected for "PBA & EOY," students selected must take both the PBA and the EOY field tests. In other words, the *same* students must take both components.
- A class must include a minimum of 10 students in order to participate in the field test. Please see instructions on the following page for including students from classes with fewer than 10 students. Guidance regarding accommodations and modifications will follow.
- Specialized classes in a subject/grade with *10 or more* students, such as those with students with disabilities, English language learners, or gifted and talented, *should be included* in the list of classes for the random selection. Do not include such classes if the students take the alternate assessment rather than regular state assessments.
- All classes should be randomly selected for participation in the field test. If the number of classes designated by PARCC for participation equals the actual number of classes in that grade/subject, all classes will participate and no selection is necessary. A suggestion for random selection is included in the example below.
- Two district and/or school officials should be present during the classroom selection process to ensure that the appropriate process for random selection is carried out (e.g., DTC, Principal and School Test Coordinator, School Test Coordinator and Technology Coordinator, etc.).

Example of Random Class Selection Process

Step 1: Determine the classes and grades designated for the field test:

School	School ID	Grade	Subject	# of Classes	Component	# of Test Sessions
Smith Elementary School	99999	3	Mathematics	4	PBA	2
Smith Elementary School	99999	4	ELA	3	EOY	2

- From the example above, 4 classes of 3rd grade math and 3 classes of 4th grade ELA have been designated for the field test. The 3rd grade classes will take the Performance-Based-Assessment (PBA) field test and the 4th grade classes will take the End-of-Year (EOY) field test. The number of test sessions for each test is listed in the last column.

Step 2: Assign a number to each class in each grade/subject. In our example, we will say that Smith Elementary School has a total of 6 classes of 3rd grade math and 5 classes of 4th grade ELA. Number the 3rd grade math classes 1-6 and the 4th grade ELA classes 1-5.

- Note: Any classes in a subject/grade with fewer than 10 students, such as those with students with disabilities, English language learners, or gifted and talented, *should not be included* in this list of classes for the random selection. Instructions follow below for these classes.

Step 3: Use the random class selection generator provided by PARCC at <http://www.parcconline.org/random-number-generator> to randomly select the classes to participate in the field test. The screenshot below shows the random selection for Smith Elementary School's 3rd grade math classes. Repeat for other classes and grade levels.

Random Number Generator

Grade/Course:

Number of Classrooms Selected to Participate:

Total Number of Classrooms:

Sampled Classrooms:

6, 2, 3, 1

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True randomness by RANDOM.ORG

Step 4: The randomly selected classes from step #3 will be that school's class participation list for the field test.

Step 5: Add classes in a subject/grade with fewer than 10 students, such as those with students with disabilities, English language learners, or gifted and talented to the list in step #4. Do not include classes that contain only LAA1 alternate assessment students.

Step 6: Add the classes from step #4 and #5 to the included spreadsheet ([School Level Class List](#)) and forward to the appropriate district staff for inclusion in the district upload to the Department of Education.