Louisiana Believes

Spring 2014 Field Test
PARCC Regional Training

DEPARTMENT of
EDUCATION

WELCOME

14-15 Assessment Plan

Grade	Subject	13-14 Assessment	14-15 Assessment
Grades 3 to 8	ELA	LEAP and iLEAP	PARCC
	Math	LEAP and iLEAP	PARCC
	Science	LEAP and iLEAP	LEAP and iLEAP
	Social Studies	LEAP and iLEAP	LEAP and iLEAP
High School	All subjects	ACT Advanced Placement	ACT Advanced Placement
	ELA	English II EOC English III EOC	English II EOC English III EOC
	Math	Algebra I EOC Geometry EOC	Algebra I EOC Geometry EOC
	Science	Biology EOC	Biology EOC
	Social Studies	US History EOC	US History EOC
Alternate Assessments	ELA, Math, Science (varies by grade level)	LAA1	LAA1
	ELA, Math, Science, Social Studies (varies by grade level)	LAA2	LAA2 for eligible re-testers (high school)
	English Language	ELDA	ELDA

Why PARCC?

1. **Our students can demonstrate that they are on par with their peers across the country**, through scores that are comparable across 19 states.

2. **Students will be asked to think independently, not just fill in bubble tests.** PARCC is a "test worth taking" as it mirrors the demands of every day life.

3. **Our state's educators have been involved in test development**, including item reviews and policy making.

4. **Online testing allows increased accessibility features for all students and more comprehensive accommodations for students with disabilities.** Accessibility features include highlighters, adjusted font size, masking tool to block eliminated answer choices, line readers, etc. Accommodations include videos of human interpreters, closed captioning, word prediction, etc.

5. **The state will pay the same price for a higher-quality assessment.**

PARCC Testing Components

Component	Format and Administration
PHASE I Performance-Based Assessment (PBA) *Hand scored*	**Format** • Approximately 75% of the way through the year • 3 ELA sessions (40-80 min/session) • 2 math sessions (50-55 minutes/session) **Administration** • 20 day testing window for Computer Based Tests (CBT): **March 2-27, 2015** • 5 day testing window for Paper Based Tests (PBT): **March 16-20, 2015**
PHASE II End-of-Year Assessment (EOY) *Computer scored*	**Format** • Approximately 90% of the way through the year • 2 ELA sessions (40-70 minutes/session) • 2 math sessions (55-70 minutes/session) **Administration** • 20 day testing window for Computer Based Tests (CBT) : **April 27-May 22, 2015** • 5 day testing window for Paper Based Tests (PBT): **May 4-8, 2015**

For the first year only, results will not be available until early Fall 2015. Therefore, no summer retests for PARCC will be offered for Summer 2015. Please consider this in defining 4th and 8th grade promotion policies.

PARCC Spring 2014 Field Test Participation

The majority of districts will have exposure to PARCC prior to implementation.

- 65 traditional districts and 33 nontraditional schools/charters elected to participate (645 schools and approximately 50,000 students)
- Sampling eased the burden for participation
  - only 2-3 grade levels within a school
  - only selecting 1-2 classes within a grade level
- Students will participate in either the ELA or math component, not both
- Students will participate in either the PBA, EOY or both components ranging from 2-5 sessions

Testing dates: **PBA:** March 24-April 11, 2014 and **EOY:** May 5-June 6, 2014

Field Test District Support

Three **one-day sessions** will provide district test and technology coordinators with in-depth guidance on system usage and navigation for the PARCC Field Test:

- January 21, 2014- Jefferson Parish
- January 22, 2014- East Baton Rouge Parish
- January 24, 2014- Bossier Parish

Two **follow-up sessions** will provide further administration guidance:

- February 12, 2014-Technology Support (in person)
- February 18, 2014- Test Administration (webinar)

On-demand modules available on PearsonAccess:

- Technical Setup Training
- Test Administration for CBT Training
- Test Administration for PBT Training
- Emerging Technologies and Security with CBT
- Accessibility Features and Accommodations with CBT Training

District Planning Calls

Date	Topics
January 15	-District Planning Guide -Instructional Curriculum Reviews -2014-15 Assessment Calendar
January 29	-Preview Curriculum Guidebooks -Technology Footprint -Field test basics
February 19	-Math curriculum and training plan -ELA curriculum and training plan -Spending Flexibility
March 12	-Curriculum Guidebook Review -Final field test prep -Compass final evaluation information
April 2	-Assessment guides -Field test update -Updated EAGLE resources
May 7	-Unified Application -Field test update -Teacher Leader Conference preparation
June 11	-Streamlined district reporting -Field test wrap up -Summer support

Next Steps

Classroom Selection

1. Based on the school/class selections in your district, randomly select the required number /type of classes at each school
2. For the selected schools/classes, create a class/section
3. Upload completed file to LDOE
4. LDOE will create and upload student roster files to Pearson

Action	Date
Instructions for Class Selection Released via Newsletter	January 21, 2014
Additional Class Selection Information/QA	January 21,22, 24
Selection File Due LDOE	February 5, 2014

Contacts

Assessments: assessment@la.gov

Technology: EdTech@la.gov

Technology Readiness: Carol.Mosley@la.gov
Assessment Administration: Susan.Kahn@la.gov

Pearson

PARCC@support.pearson.com

Regional Workshop for PARCC Field Test

SPRING 2014

PARCC

Partnership for Assessment of
Readiness for College and Careers

Agenda

9:00 AM – 9:30 AM **Introduction**

9:30 AM – 10:30 AM **Part I: Technology Set Up**
- Introduction to computer-based testing
- Preparing your environment for computer-based testing

10:30 AM – 10:45 AM **Break**

10:45 AM – 11:30 AM **Part I: Technology Set Up (continued)**
- Preparing your environment for computer-based testing
- Providing technology support during testing
- Conducting an Infrastructure Trial
- New technologies – Virtualization, tablets

11:30 AM – 12:30 PM **Lunch on your own** (no lunch provided)

12:30 PM – 2:15 PM **Part II: Administrator Training**
- Overview of PearsonAccess
- User access and user roles
- Computer-based assessment
- Paper-based assessment

2:15 PM – 2:30 PM **Break**

2:30 PM – 3:30 PM **Part III: Accessibility Features & Accommodations with Computer-Based Testing**
- Types of accessibility features and accommodations
- Assigning accommodated test forms

Part I: Technology Set Up

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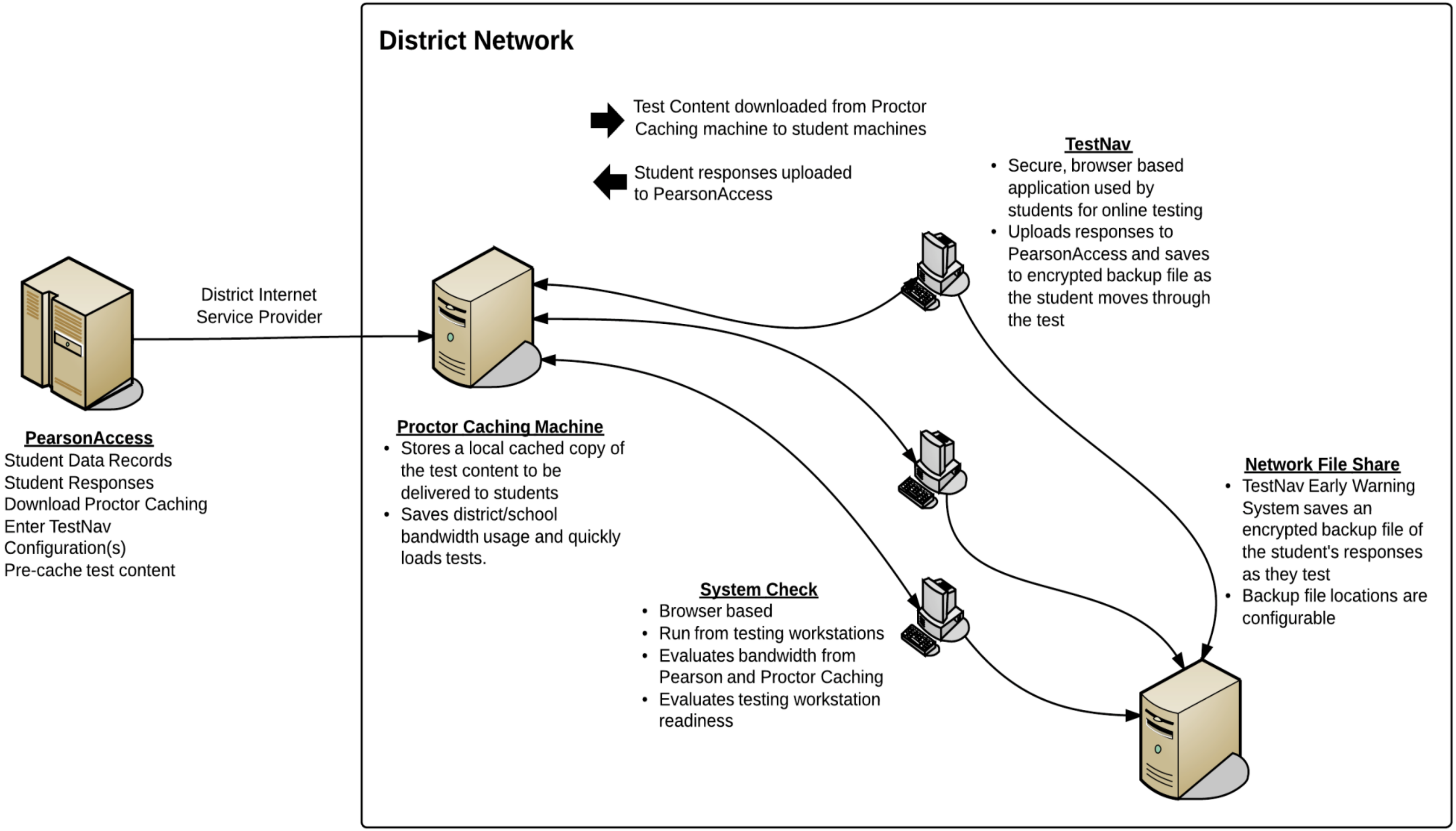
Readiness for College and Careers

Computer-Based Testing Components



District Network

➡ Test Content downloaded from Proctor Caching machine to student machines

⬅ Student responses uploaded to PearsonAccess

PearsonAccess

Student Data Records
Student Responses
Download Proctor Caching
Enter TestNav Configuration(s)
Pre-cache test content

District Internet Service Provider

Proctor Caching Machine

- Stores a local cached copy of the test content to be delivered to students
- Saves district/school bandwidth usage and quickly loads tests.

TestNav

- Secure, browser based application used by students for online testing
- Uploads responses to PearsonAccess and saves to encrypted backup file as the student moves through the test

System Check

- Browser based
- Run from testing workstations
- Evaluates bandwidth from Pearson and Proctor Caching
- Evaluates testing workstation readiness

Network File Share

- TestNav Early Warning System saves an encrypted backup file of the student's responses as they test
- Backup file locations are configurable

Technology Activities: Preparing your Environment

Phase 1: Bandwidth & Hardware Verification

Phase 2: Assessment Environment Configuration

Phase 3: TestNav Configuration in PearsonAccess

Phase 4: Infrastructure Trial

Phase 5: Pre-administration Checklist

Phase 1: Bandwidth & Hardware Verification

Phase 1: Bandwidth & Hardware Verification

The first phase is to verify bandwidth and hardware readiness.

- ✓ Set firewall and content filter permissions
- ✓ Install and setup proctor caching
- ✓ Complete SystemCheck verification on all assessment environments

Phase 2: Assessment Environment Configuration

Phase 2: Assessment Environment Configuration

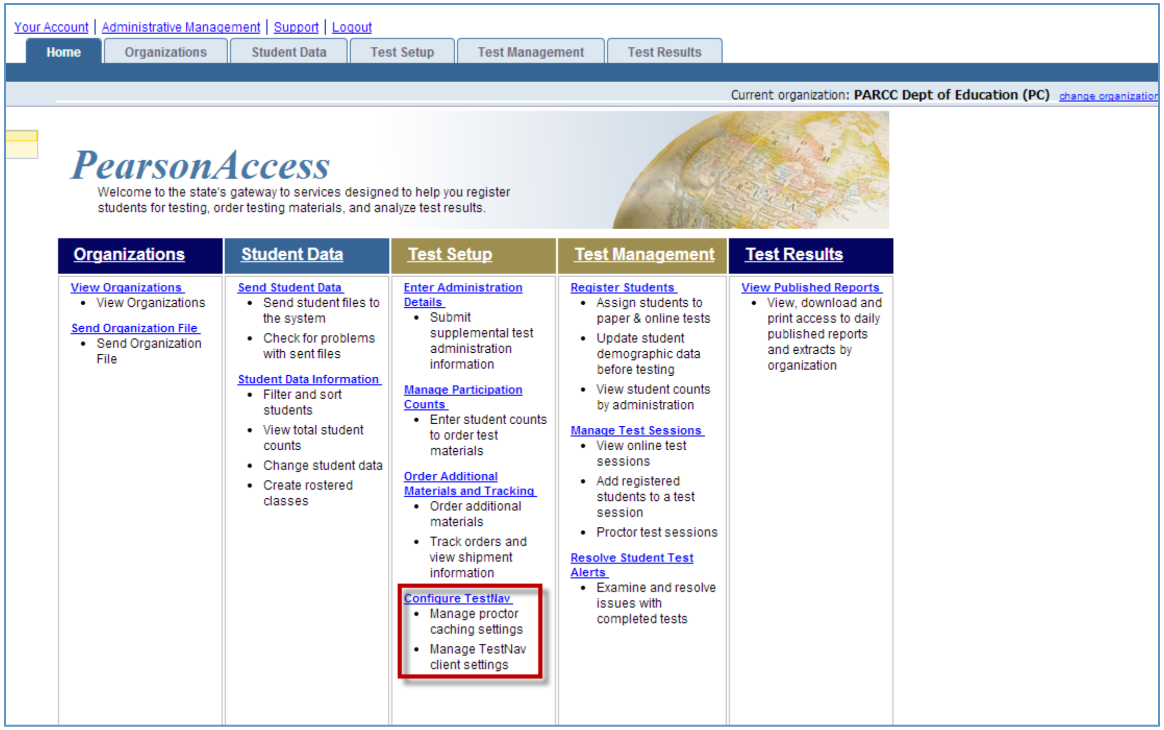
Phase 2 will verify device configurations and settings.

- ✓ Disable applications that could launch automatically
- ✓ Use SystemCheck to verify all test devices meet minimum system requirements
- ✓ Verify that the TestNav content and certificates are trusted on testing workstations.

Phase 3: TestNav Configuration in PearsonAccess

Phase 3: TestNav Configuration in PearsonAccess

Phase 3 focuses on TestNav configurations for designating proctor caching computers and student response file save locations



Current organization: **PARCC Dept of Education (PC)**

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Organizations

View Organizations
- View Organizations

Send Organization File
- Send Organization File

Student Data

Send Student Data
- Send student files to the system
- Check for problems with sent files

Student Data Information
- Filter and sort students
- View total student counts
- Change student data
- Create rostered classes

Test Setup

Enter Administration Details
- Submit supplemental test administration information

Manage Participation Counts
- Enter student counts to order test materials

Order Additional Materials and Tracking
- Order additional materials
- Track orders and view shipment information

Configure TestNav
- Manage proctor caching settings
- Manage TestNav client settings

Test Management

Register Students
- Assign students to paper & online tests
- Update student demographic data before testing
- View student counts by administration

Manage Test Sessions
- View online test sessions
- Add registered students to a test session
- Proctor test sessions

Resolve Student Test Alerts
- Examine and resolve issues with completed tests

Test Results

View Published Reports
- View, download and print access to daily published reports and extracts by organization

Phase 4: Infrastructure Trial

Phase 4:
Infrastructure Trial

The Phase 4 Infrastructure Trail will serve as a "dress rehearsal" of a computer-based assessment to ensure

- ✓ Proper configuration and setup of the TestNav system and testing devices
- ✓ Network capacity
- ✓ Participating staff are prepared

This phase can be repeated numerous times in order to address any gaps and deficiencies identified during the "dress rehearsal"

Phase 5: Pre-administration Checklist

**Phase 5:
Pre-administration
Checklist**

Phase 5 is the final step in your preparations for the live PARCC Field-Test Assessment

- ✓ Review Phase 1-3 Activities for final setup and configurations
- ✓ Communicate any final testing protocols
- ✓ Communicate with your ISP and other vendor resources
- ✓ Review technical and test administration support protocols
- ✓ Perform final setup and configurations

Technology Setup Checklist

1. Identify technology coordinators/staff
2. Configure firewall, content filter, proxy server and spam filter
3. Identify the testing rooms and the number of workstations to be used for testing
4. Identify location site(s) (schools and/or district data center) where Proctor Caching will be installed
5. Identify the Proctor Caching machine(s) and install Proctor Caching
6. Complete the SystemCheck tests to verify testing workstation readiness and the number of concurrent testers supported using Proctor Caching
7. Update testing workstations to comply with TestNav hardware/software requirements
8. Enter TestNav configuration(s) in PearsonAccess
9. Pre-cache test content from PearsonAccess site
10. Conduct an Infrastructure Trial
11. Support testing during the computer-based administration

PARCC Field Test Spring 2014

TestNav 8
Browser-Based Student Testing Platform

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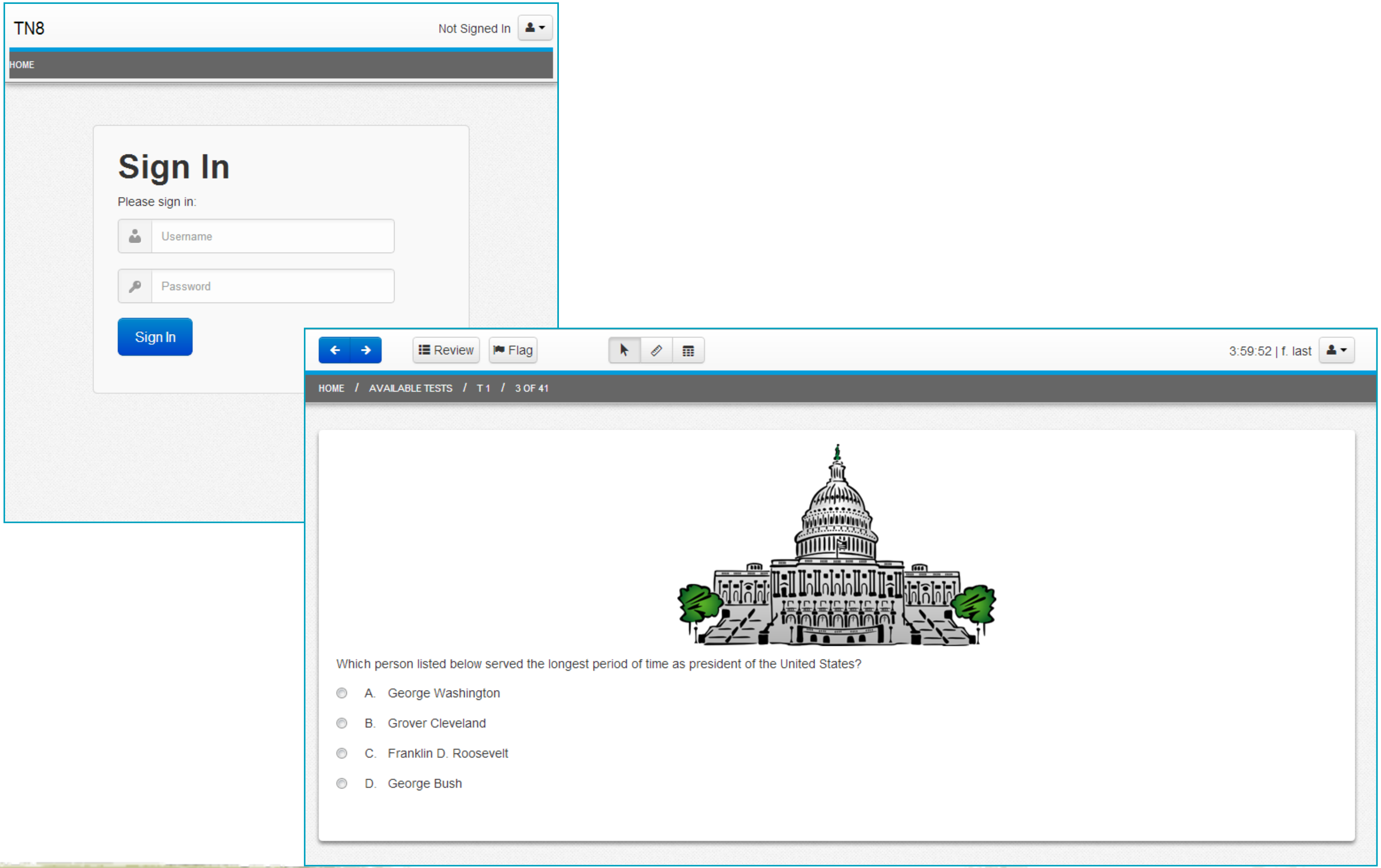
TestNav 8 Student Interface



TN8
Not Signed In
HOME
Review
Flag
HOME / AVAILABLE TESTS / T 1 / 3 OF 41

Sign In

Please sign in:

Username

Password

Sign In

3:59:52 | f. last

Which person listed below served the longest period of time as president of the United States?

○ A. George Washington

○ B. Grover Cleveland

○ C. Franklin D. Roosevelt

○ D. George Bush

TestNav Technology Requirements

- Firewalls, content, and spam filters must be set to allow access to Pearson domains
- Minimum screen resolution of 1024 x 768 is required
- Browser Requirements:
  - Java runtime plugin version 1.5 or higher
  - Windows firewall configured to allow javaw.exe to communicate
  - Accept Java applet
  - Allow pop-ups for Pearson sites
  - Allow local file access to home directory
- TestNav will save student responses to an encrypted backup file during testing and when the student exits the system to avoid losing response data.
  - TestNav, by default, saves student response data to: <home dir>/Pearson/<student>/SRF

Complete requirements for TestNav 8 can be found at: http://PARCC.Pearson.com/TN8Requirements

Firewalls, Content Filters & Spam Filters

The following domains and ports must be allowed to pass through your Internet firewalls, content filters, or spam filters.

*testnav.com	80, 443
*pearsonaccess.com	80, 443
*amazonaws.com	80, 443

NOTE: Districts using IP-based content filters must contact Pearson Technical Support to receive the allowed IP addresses and Pearson support agents will change a setting in PearsonAccess so that the correct URL prints on the Student Authorization Tickets.

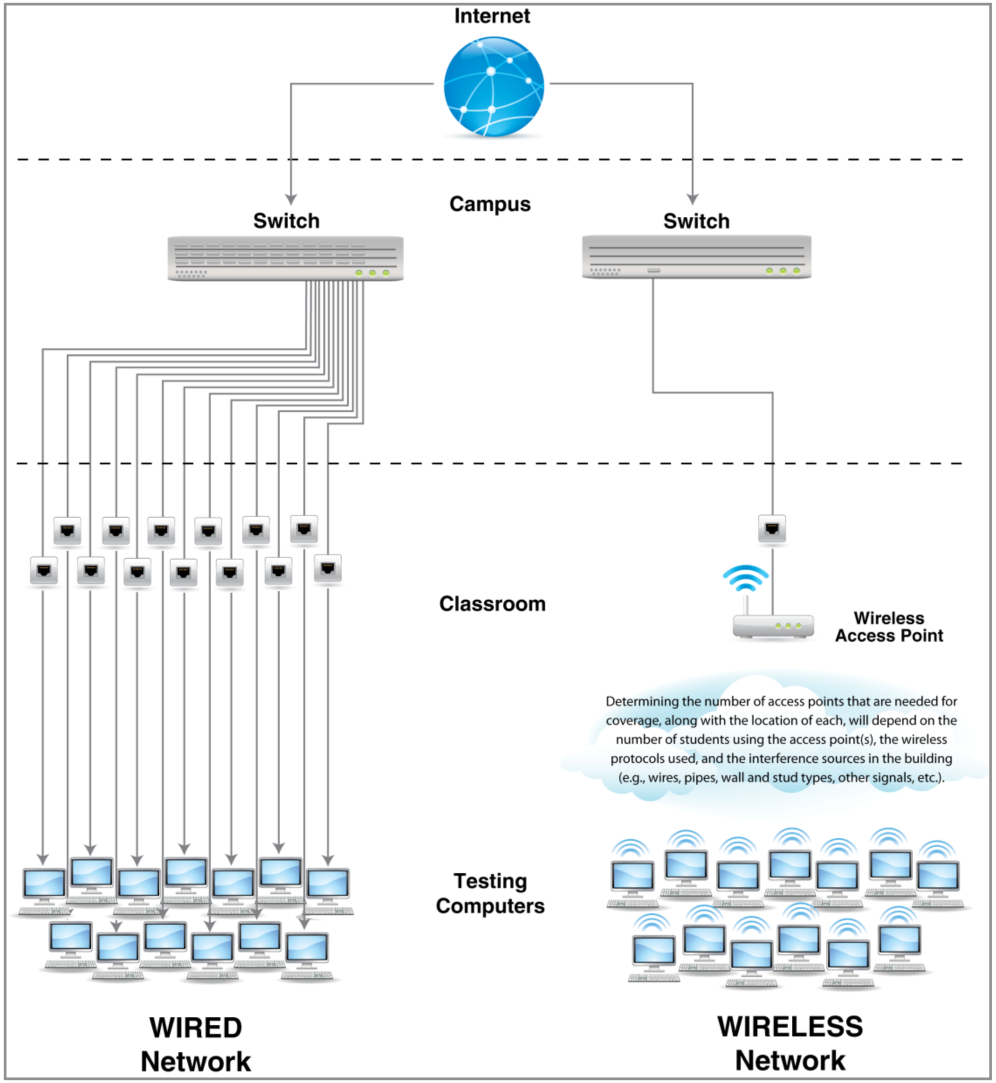
PARCC Call Center phone number: **1-888-493-9888**

PARCC Customer Support E-mail: **PARCC@support.pearson.com**

PARCC Customer Support Hours: **6:00 AM 8:00 PM CST, Monday–Friday**

Wireless Testing for Computer-Based Testing

Wireless networks are acceptable for computer-based testing


Internet
Campus
Switch
Switch
Classroom
Wireless Access Point
Testing Computers
WIRED Network
WIRELESS Network

Determining the number of access points that are needed for coverage, along with the location of each, will depend on the number of students using the access point(s), the wireless protocols used, and the interference sources in the building (e.g., wires, pipes, wall and stud types, other signals, etc.).

PARCC Field Test Spring 2014

PROCTOR CACHING

PARCC

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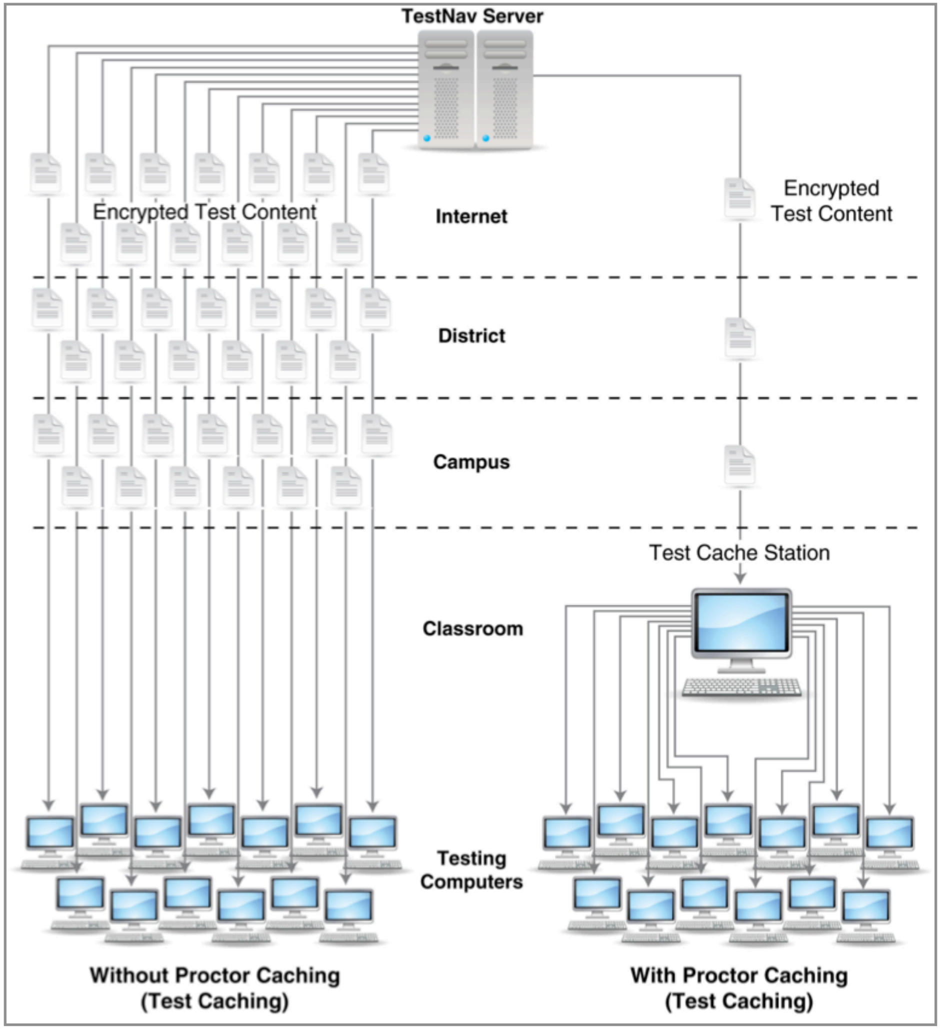
How Proctor Caching Works

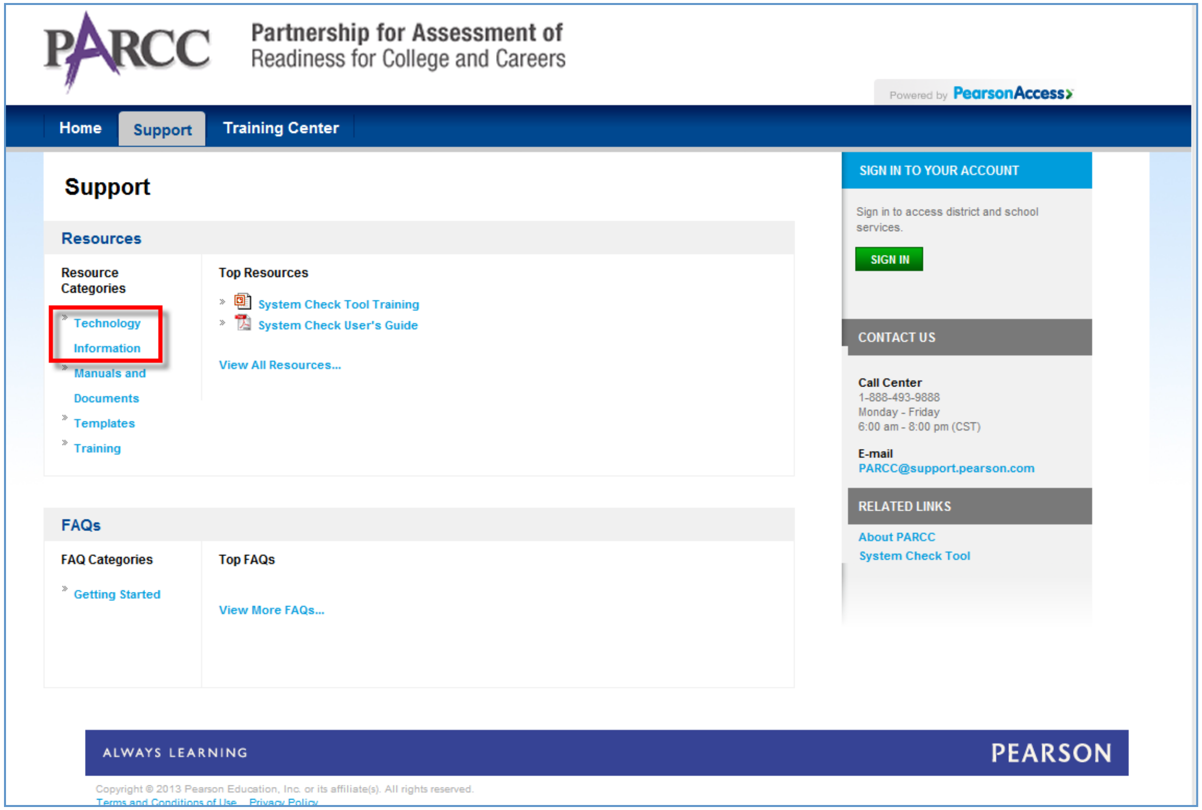

TestNav Server
Encrypted Test Content
Internet
Encrypted
Test Content
District
Campus
Test Cache Station
Classroom
Testing
Computers
Without Proctor Caching
(Test Caching)
With Proctor Caching
(Test Caching)

Where to Proctor Cache

- District Level
  - Proctor caching can be handled at the district level if the District's WAN connection and caching sever is able to handle the total connections from its combined school population
- School Level
  - Proctor caching can be done at the school level if a school does not have adequate WAN connectivity to the District's Data Center
- Classroom Level
  - Proctor caching can be done at the classroom level if a school does not have adequate LAN connectivity

Proctor Caching Setup

- Download Proctor Caching installer from PearsonAccess.
- Run the installer and Start Proctor Caching if it is not already started by the installer.
- Use SystemCheck from client computer to verify that Proctor Caching is functional.
- Create a Proctor Caching setup or add a Proctor Caching computer within PearsonAccess at the district or school level.



Partnership for Assessment of Readiness for College and Careers

Support

Resources

Resource Categories
- Technology Information
- Manuals and Documents
- Templates
- Training

Top Resources
- System Check Tool Training
- System Check User's Guide

View All Resources...

FAQs

FAQ Categories
- Getting Started

Top FAQs

View More FAQs...

SIGN IN TO YOUR ACCOUNT

Sign in to access district and school services.

CONTACT US

Call Center
1-888-493-9888
Monday - Friday
6:00 am - 8:00 pm (CST)

E-mail
PARCC@support.pearson.com

RELATED LINKS

About PARCC
System Check Tool

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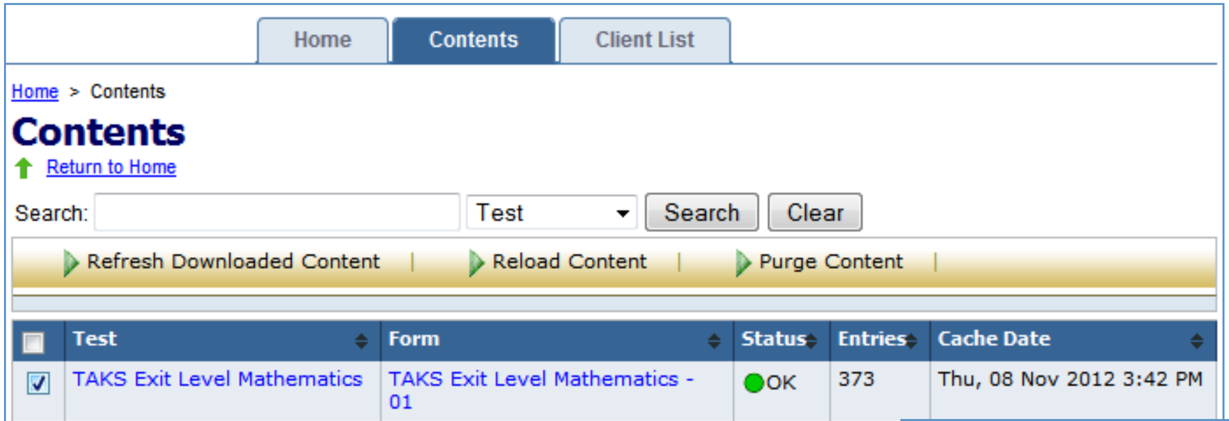
Terms and Conditions of Use Privacy Policy

Contents Tab



Home > Contents

Contents

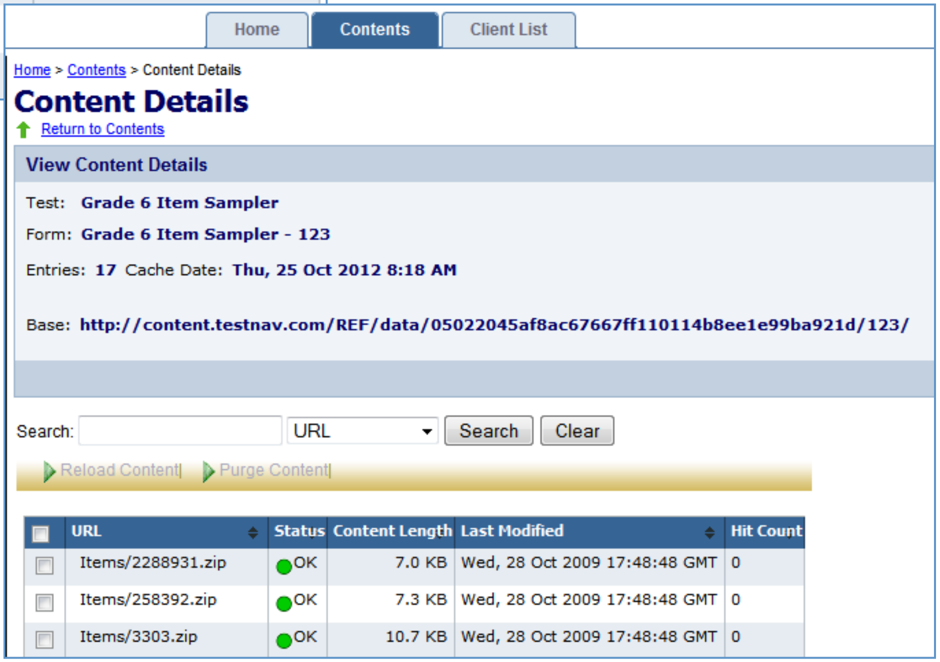
Return to Home

Search: ☐ Test ▾ Search Clear

Refresh Downloaded Content | Reload Content | Purge Content |

☐	Test	Form	Status	Entries	Cache Date
☑	TAKS Exit Level Mathematics	TAKS Exit Level Mathematics - 01	● OK	373	Thu, 08 Nov 2012 3:42 PM
☐	Grade 6 Item Sampler	Grade 6 Item Sampler - 123	● OK	17	
☐	Gr 3 Reading	Gr 3 Reading - 3001	● OK	448	

- Content is displayed at the Test and Form level.
- Functionality is available to Refresh, Reload, or Purge selected test content.
- Clicking on a test name will display the Content Details screen which displays individual items in a test.



Home > Contents > Content Details

Content Details

Return to Contents

View Content Details

Test: **Grade 6 Item Sampler**

Form: **Grade 6 Item Sampler - 123**

Entries: **17** Cache Date: **Thu, 25 Oct 2012 8:18 AM**

Base: **http://content.testnav.com/REF/data/05022045af8ac67667ff110114b8ee1e99ba921d/123/**

Search: ☐ URL ▾ Search Clear

Reload Content| Purge Content|

☐	URL	Status	Content Length	Last Modified	Hit Count
☐	Items/2288931.zip	● OK	7.0 KB	Wed, 28 Oct 2009 17:48:48 GMT	0
☐	Items/258392.zip	● OK	7.3 KB	Wed, 28 Oct 2009 17:48:48 GMT	0
☐	Items/3303.zip	● OK	10.7 KB	Wed, 28 Oct 2009 17:48:48 GMT	0

PARCC Field Test Spring 2014

SystemCheck for TestNav

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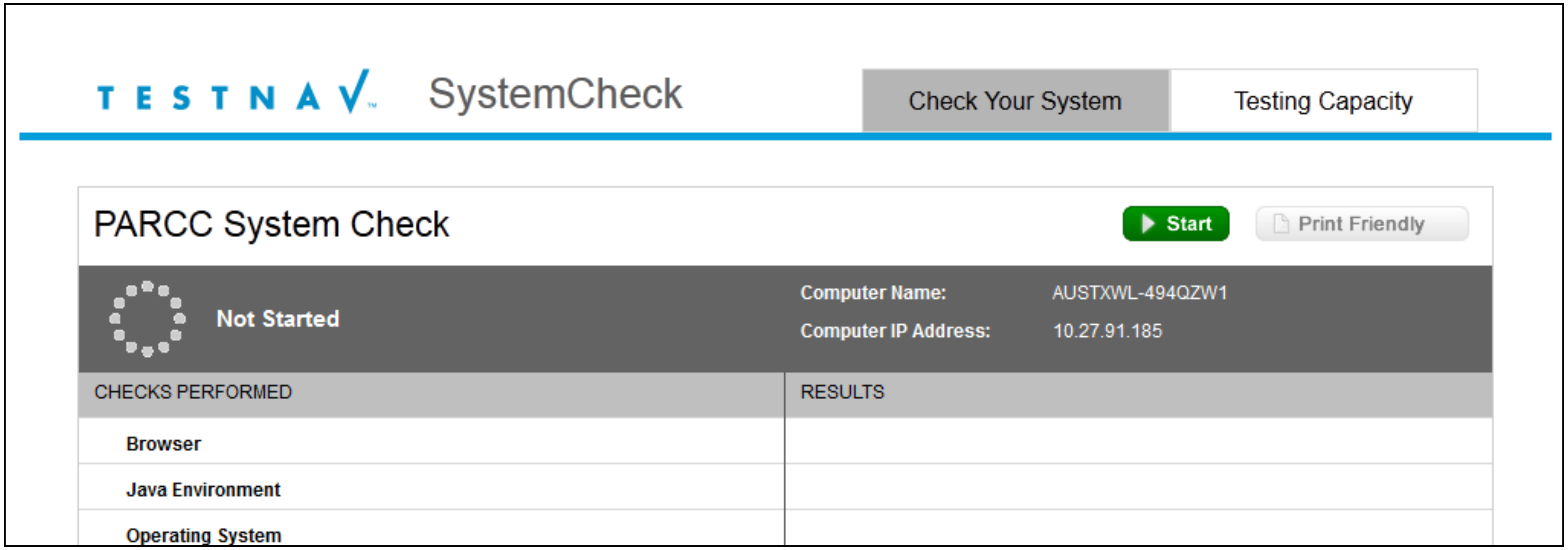
SystemCheck for TestNav Overview



PARCC System Check

Not Started

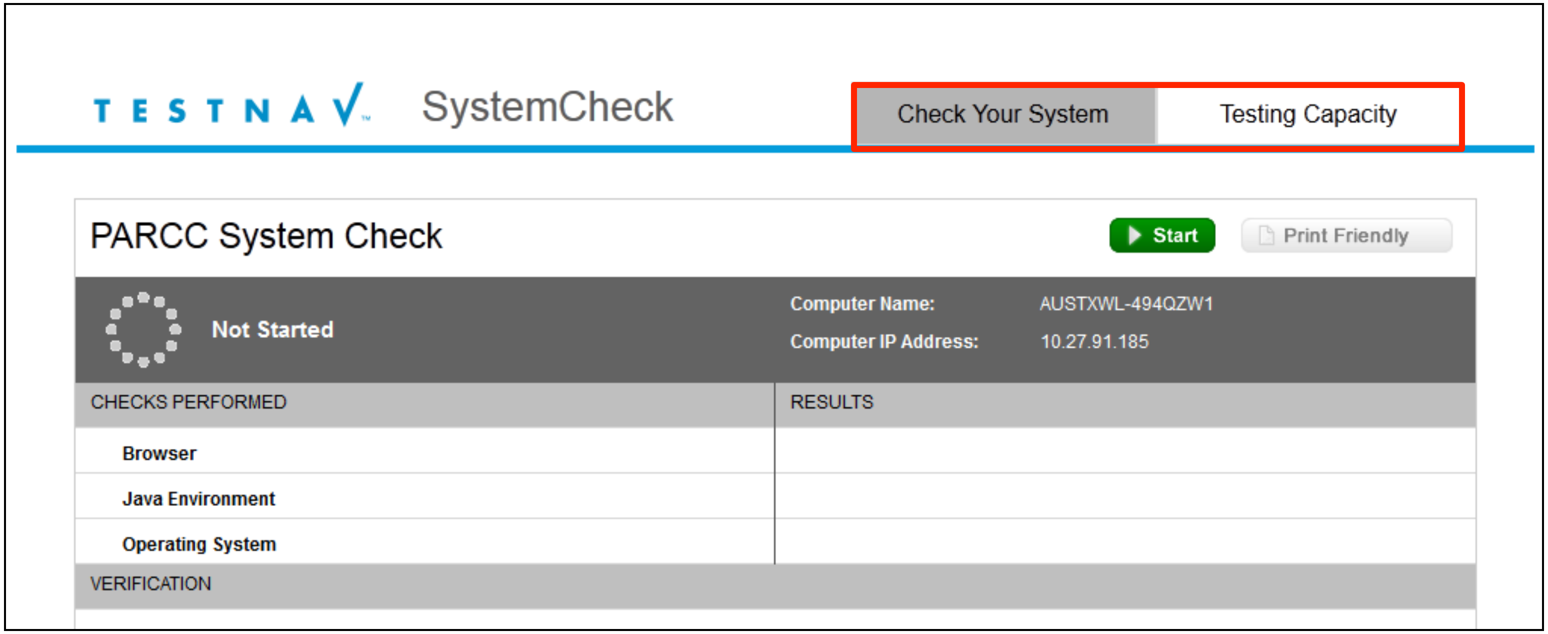
Computer Name: AUSTXWL-494QZW1

Computer IP Address: 10.27.91.185

CHECKS PERFORMED	RESULTS
Browser	
Java Environment	
Operating System	

- SystemCheck was developed for customers to validate that their testing workstations meet the minimum requirements needed to run TestNav.
- To gather realistic results, SystemCheck should be run from a student testing machine, in a testing lab, on the same day of week/time of day as when you anticipate performing online testing. Since SystemCheck is Java based, it will not run on iPads or Chromebooks. A TestNav app will be available early 2014 to launch TestNav on these devices.
- Learn more about using SystemCheck by visiting http://PARCC.Pearson.com/Support and selecting the *SystemCheck* training module.
- Launch SystemCheck from http://PARCC.Pearson.com/SystemCheck

System Check Functionality



TESTNAV SystemCheck

Check Your System
Testing Capacity
Start
Print Friendly

PARCC System Check

Not Started

Computer Name: AUSTXWL-494QZW1

Computer IP Address: 10.27.91.185

CHECKS PERFORMED	RESULTS
Browser	
Java Environment	
Operating System	

VERIFICATION

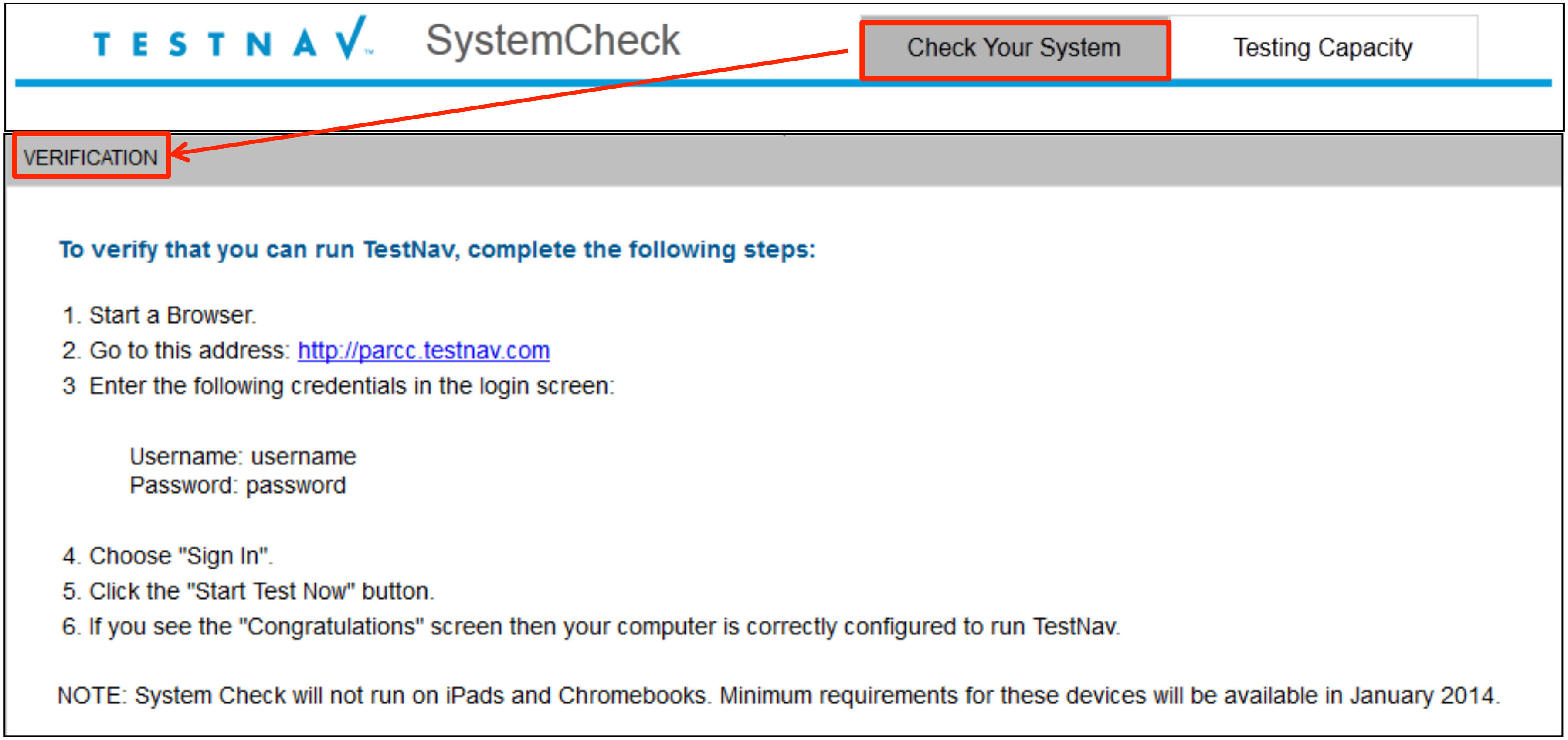
Check Your System:

- Validates system requirements are met on testing workstations
- Provides steps to verify whether TestNav can run on the workstation

Testing Capacity:

- Bandwidth testing for Internet and Proctor Caching connections
- Volume estimates for capacity planning

Check Your System: TestNav Verification


TESTNAV
SystemCheck
Check Your System
Testing Capacity
VERIFICATION

To verify that you can run TestNav, complete the following steps:

1. Start a Browser.
2. Go to this address: http://parcc.testnav.com
3. Enter the following credentials in the login screen:

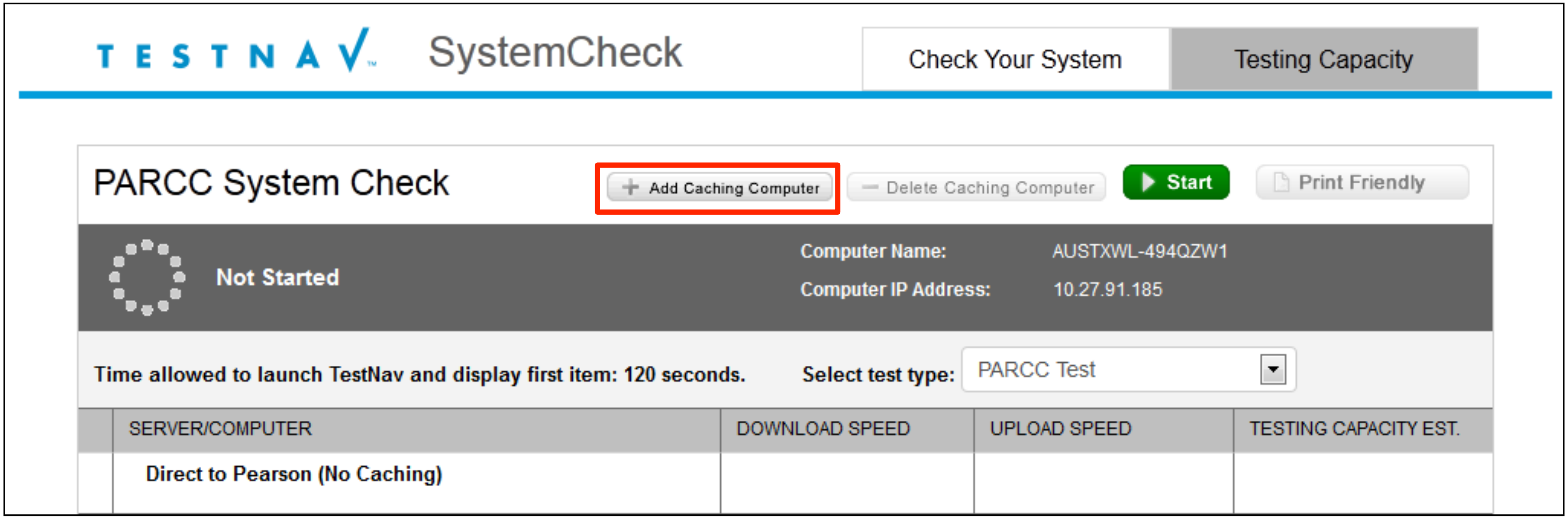
    Username: username
    Password: password

4. Choose "Sign In".
5. Click the "Start Test Now" button.
6. If you see the "Congratulations" screen then your computer is correctly configured to run TestNav.

NOTE: System Check will not run on iPads and Chromebooks. Minimum requirements for these devices will be available in January 2014.

- Verifies that workstation can run TestNav

Testing Capacity


TESTNAV
SystemCheck
Check Your System
Testing Capacity
Add Caching Computer
Delete Caching Computer
Start
Print Friendly

PARCC System Check

Not Started

Computer Name: AUSTXWL-494QZW1

Computer IP Address: 10.27.91.185

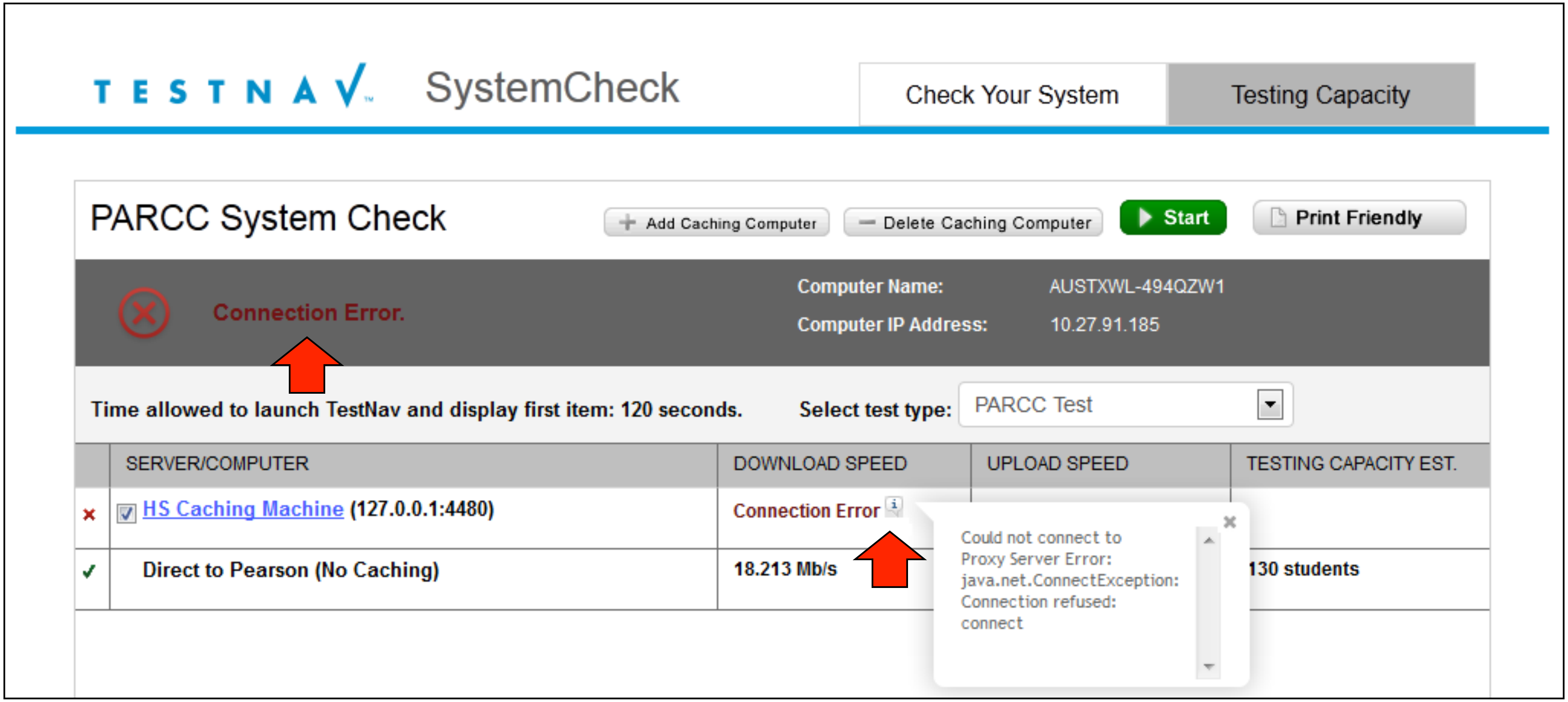
Time allowed to launch TestNav and display first item: 120 seconds.

Select test type: PARCC Test

SERVER/COMPUTER	DOWNLOAD SPEED	UPLOAD SPEED	TESTING CAPACITY EST.
Direct to Pearson (No Caching)			

- Internet bandwidth testing between the workstation and Pearson's servers
- Click *Add Caching Computer* to add your potential Proctor Caching machine for a local network bandwidth test

Testing Capacity: Results


TESTNAV
SystemCheck
Check Your System
Testing Capacity
Add Caching Computer
Delete Caching Computer
Start
Print Friendly

PARCC System Check

Connection Error.

Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.91.185

Time allowed to launch TestNav and display first item: 120 seconds.

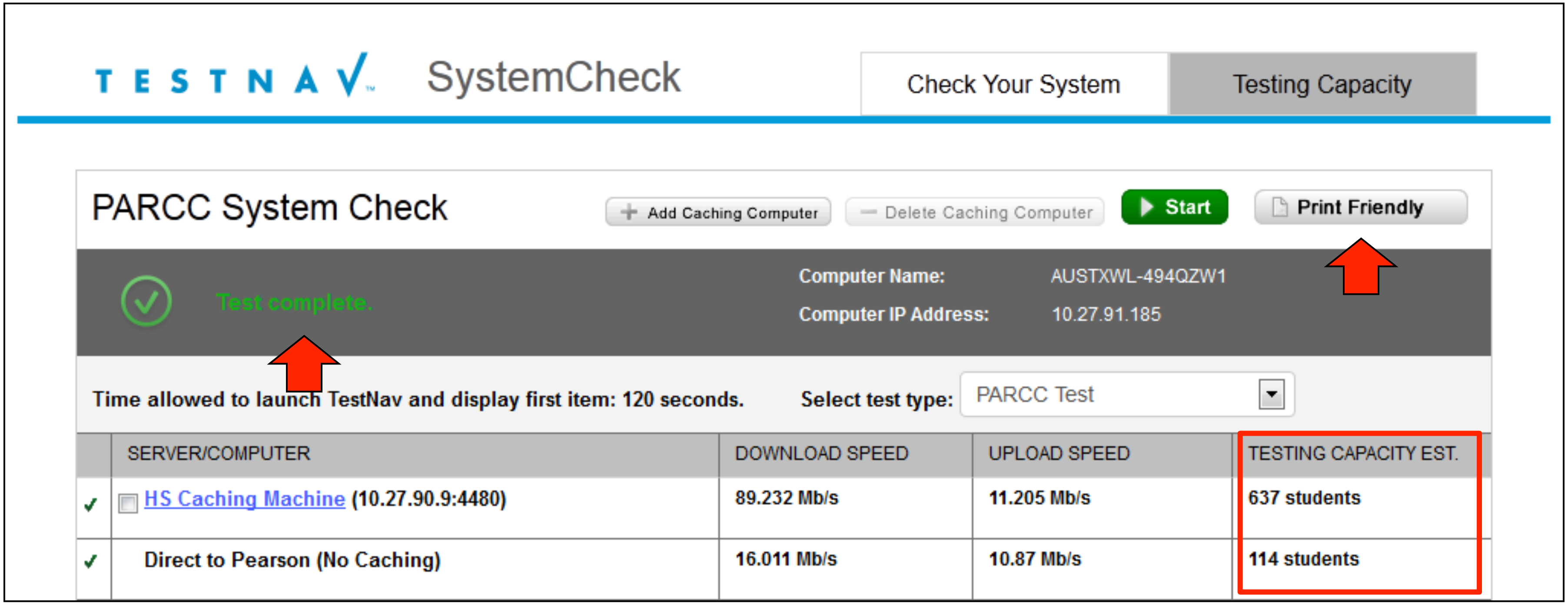
Select test type: PARCC Test

	SERVER/COMPUTER	DOWNLOAD SPEED	UPLOAD SPEED	TESTING CAPACITY EST.
✗	☑ HS Caching Machine (127.0.0.1:4480)	Connection Error		
✓	Direct to Pearson (No Caching)	18.213 Mb/s		130 students

```
Could not connect to
Proxy Server Error:
java.net.ConnectException:
Connection refused:
connect
```

- Click on *Start* to begin the test
- Onscreen information helps determine whether the connection was successful or not

Testing Capacity: Results


TESTNAV
SystemCheck
Check Your System
Testing Capacity
Add Caching Computer
Delete Caching Computer
Start
Print Friendly

PARCC System Check

Test complete.

Computer Name: AUSTXWL-494QZW1
Computer IP Address: 10.27.91.185

Time allowed to launch TestNav and display first item: 120 seconds.

Select test type: PARCC Test

	SERVER/COMPUTER	DOWNLOAD SPEED	UPLOAD SPEED	TESTING CAPACITY EST.
✓	☐ **HS Caching Machine (10.27.90.9:4480)**	**89.232 Mb/s**	**11.205 Mb/s**	**637 students**
✓	**Direct to Pearson (No Caching)**	**16.011 Mb/s**	**10.87 Mb/s**	**114 students**

- Based on the bandwidth test, SystemCheck can provide an estimated number of students that can test concurrently.

PARCC Field Test 2014

Create a TestNav Configuration

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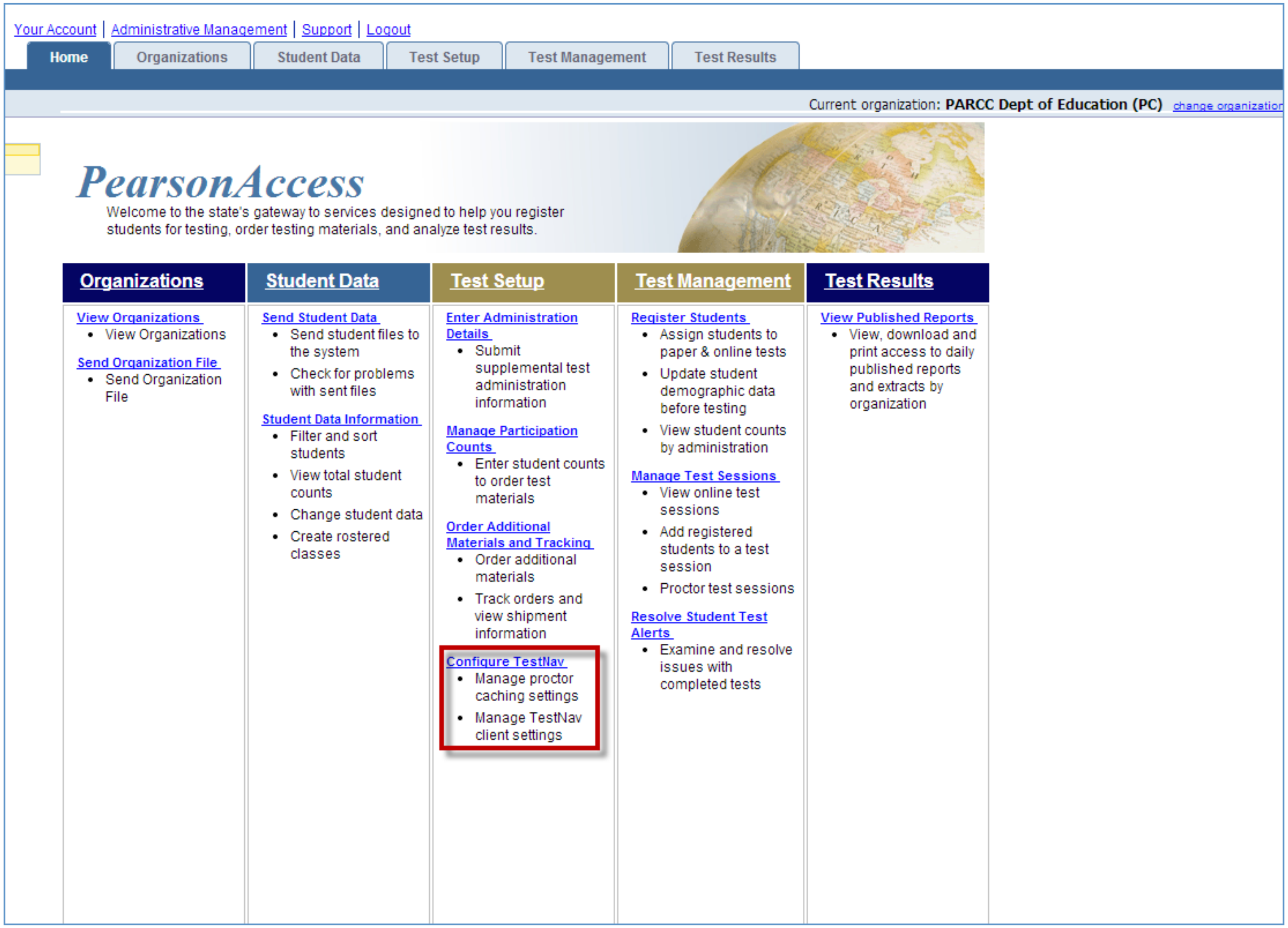
Creating a TestNav Configuration



Current organization: **PARCC Dept of Education (PC)** change organization

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

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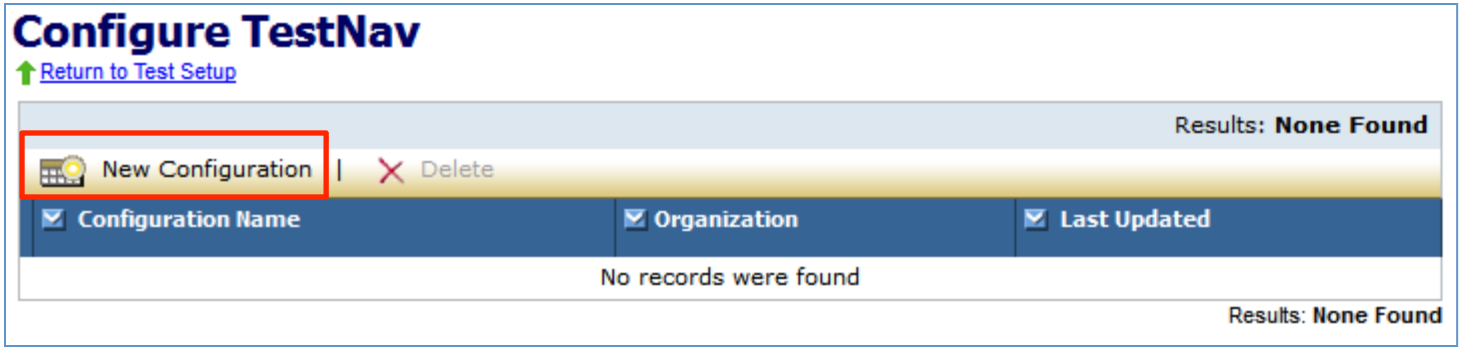
PearsonAccess Test Setup: Configure TestNav

Step 1: Select "New Configuration"



Configure TestNav

Return to Test Setup

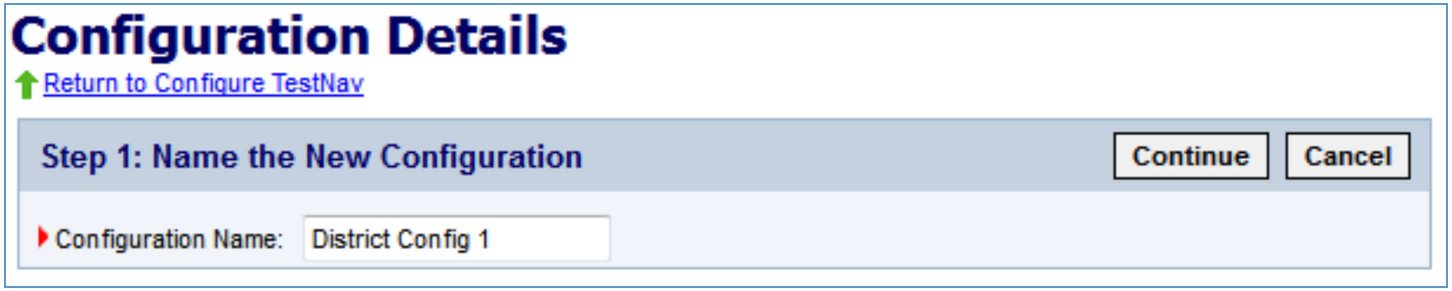
Results: **None Found**

New Configuration
| Delete

☑ Configuration Name	☑ Organization	☑ Last Updated
No records were found		

Results: **None Found**

Step 2: Provide a configuration name



Configuration Details

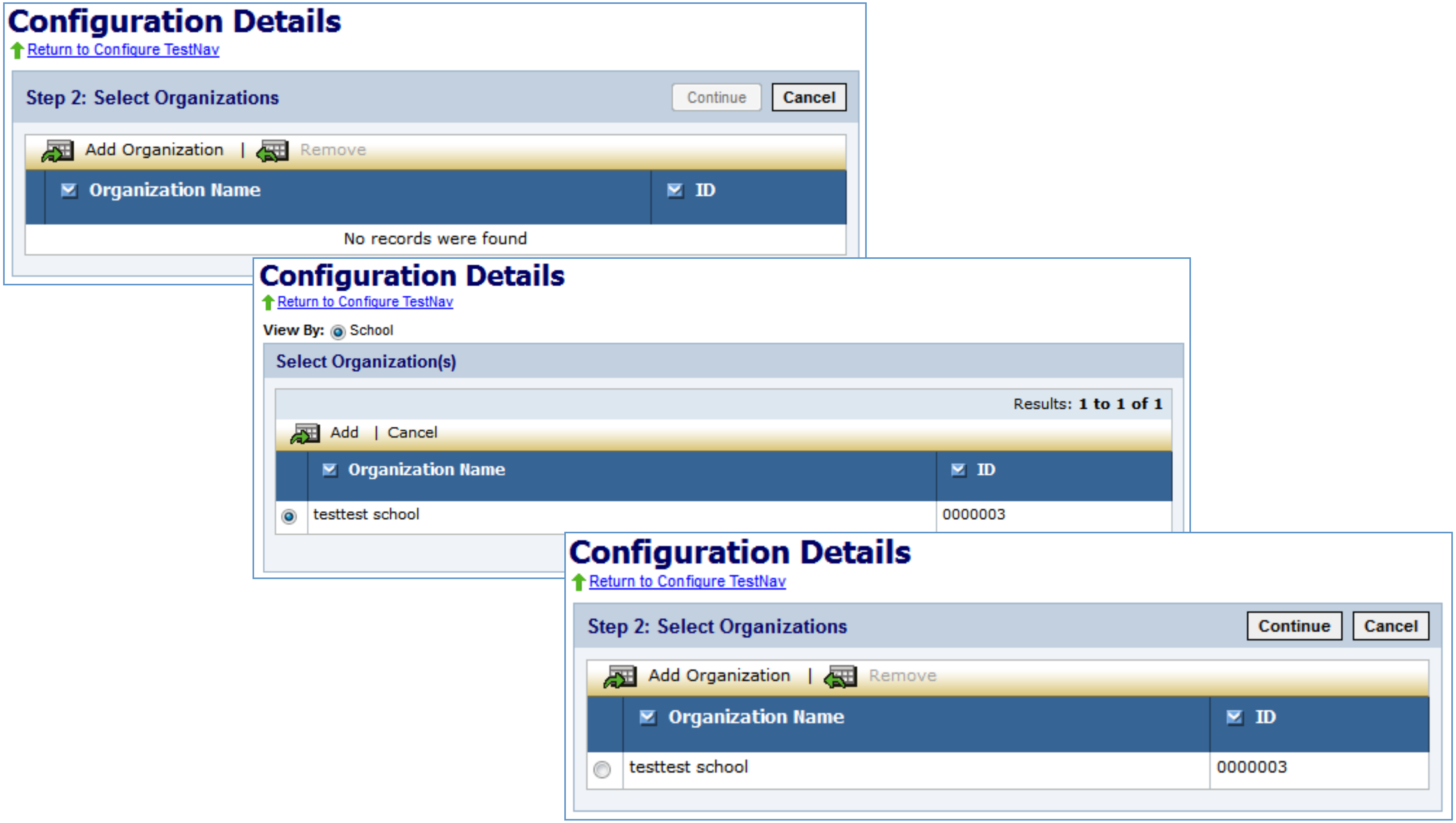
Return to Configure TestNav

Step 1: Name the New Configuration

Continue
Cancel

Configuration Name: District Config 1

PearsonAccess Test Setup: Configure TestNav


Return to Configure TestNav
Continue
Cancel
Add Organization
Remove
Add
Cancel
Return to Configure TestNav
Continue
Cancel
Add Organization
Remove

Configuration Details

Step 2: Select Organizations

	Organization Name	ID
No records were found		

Configuration Details

View By: ● School

Select Organization(s)

Results: **1 to 1 of 1**

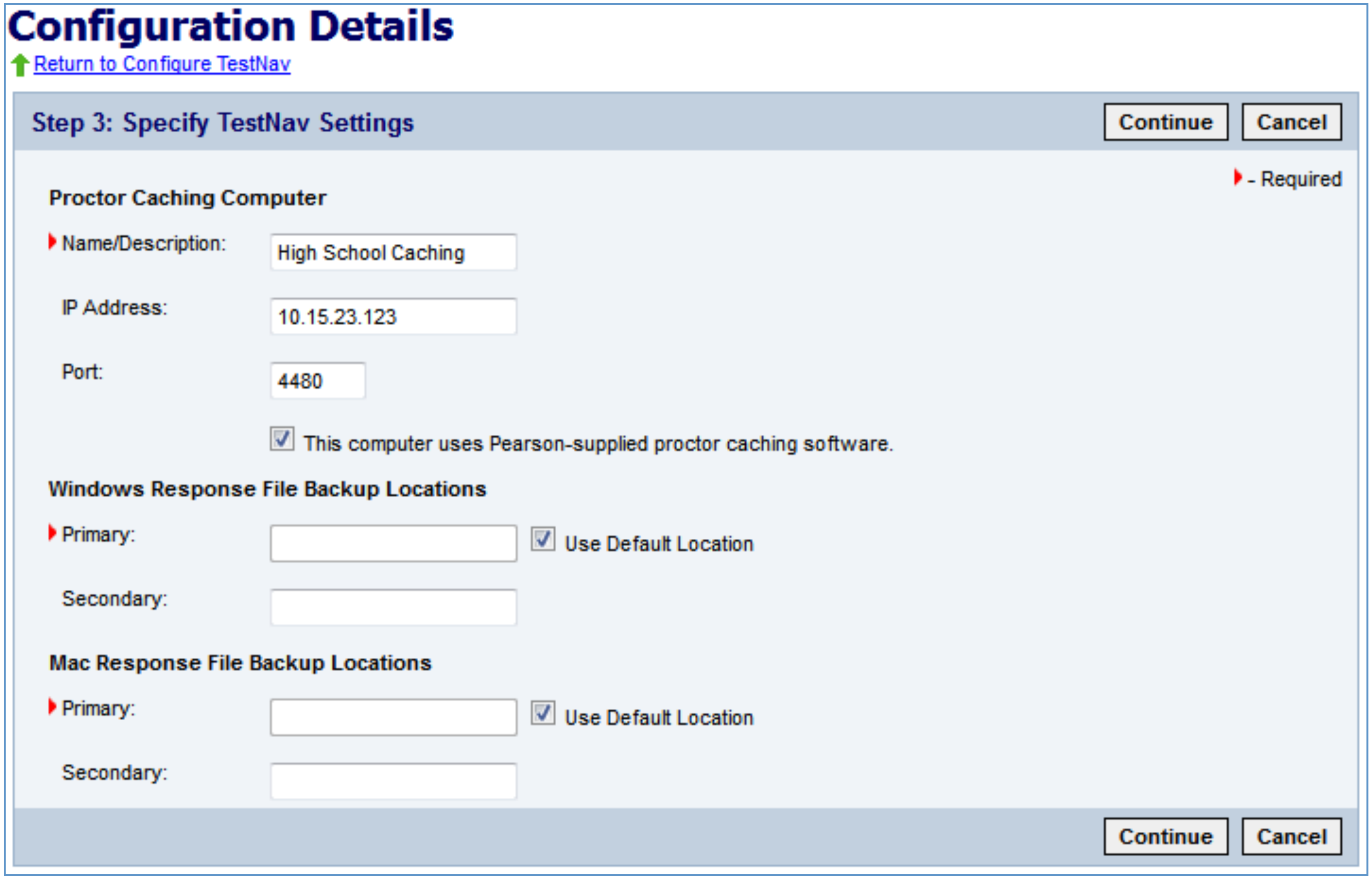
	Organization Name	ID
●	testtest school	0000003

Configuration Details

Step 2: Select Organizations

	Organization Name	ID
○	testtest school	0000003

PearsonAccess Test Setup: Configure TestNav



Configuration Details

Return to Configure TestNav

Step 3: Specify TestNav Settings

- Required

Proctor Caching Computer

Name/Description: High School Caching

IP Address: 10.15.23.123

Port: 4480

☑ This computer uses Pearson-supplied proctor caching software.

Windows Response File Backup Locations

Primary: ☑ Use Default Location

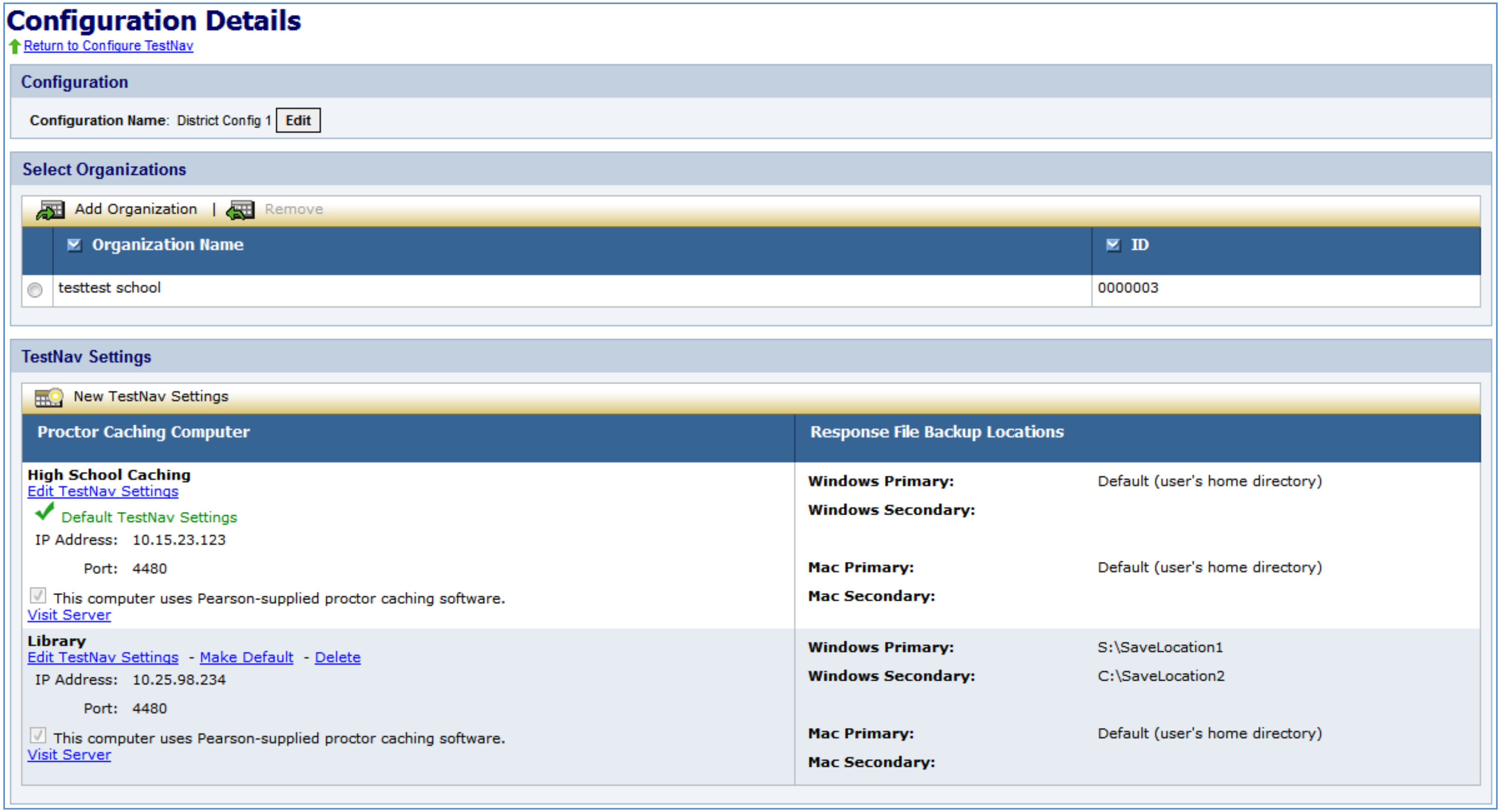
Secondary:

Mac Response File Backup Locations

Primary: ☑ Use Default Location

Secondary:

PearsonAccess Test Setup: Configure TestNav



Configuration Details

Return to Configure TestNav

Configuration

Configuration Name: District Config 1

Select Organizations

	Organization Name	ID
○	testtest school	0000003

TestNav Settings

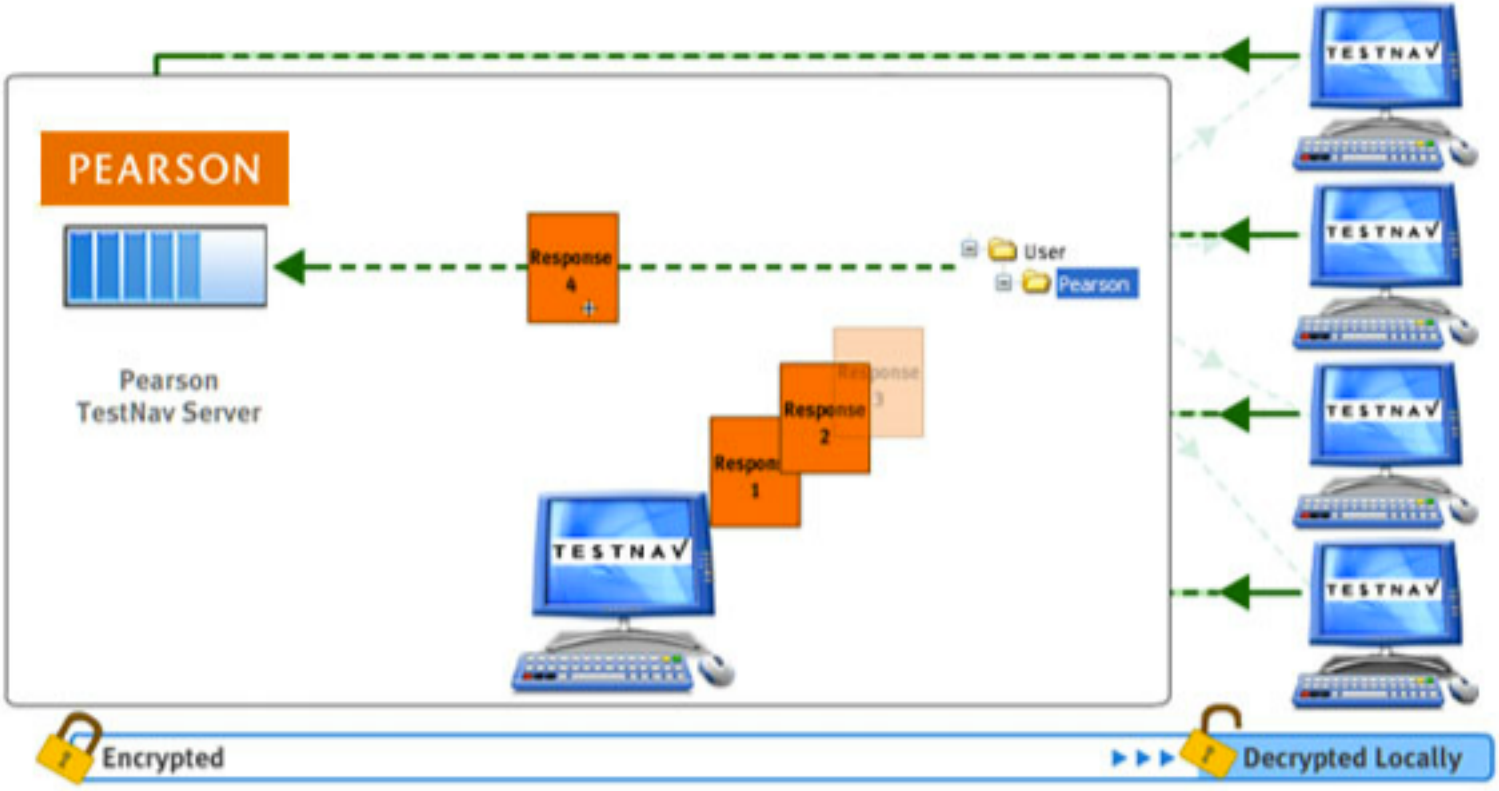
Proctor Caching Computer	Response File Backup Locations	
High School Caching Edit TestNav Settings ✓ Default TestNav Settings IP Address: 10.15.23.123 Port: 4480 ☑ This computer uses Pearson-supplied proctor caching software. Visit Server	**Windows Primary:** **Windows Secondary:** **Mac Primary:** **Mac Secondary:**	Default (user's home directory) Default (user's home directory)
Library Edit TestNav Settings - Make Default - Delete IP Address: 10.25.98.234 Port: 4480 ☑ This computer uses Pearson-supplied proctor caching software. Visit Server	**Windows Primary:** **Windows Secondary:** **Mac Primary:** **Mac Secondary:**	S:\SaveLocation1 C:\SaveLocation2 Default (user's home directory)

PARCC FIELD TEST 2014

Early Warning System

Early Warning System (EWS)

The Early Warning System (EWS) is integrated functionality that gives TestNav a high degree of fault tolerance and provides additional fail-safes in the event of unexpected network disruptions during computer-based testing.


PEARSON
Pearson TestNav Server
Response 4
User
Pearson
Response 3
Response 2
Respon 1
TESTNAV
TESTNAV
TESTNAV
TESTNAV
TESTNAV
Encrypted
Decrypted Locally

Student Responses: SRF Files

- The Early Warning System writes continuously in the background to the student response files (SRF). Both the Primary and Alternate files are written to at the same time.
- The SRF file has a response data threshold that, once reached, triggers TestNav to send response data to Pearson servers.
- Uploading of response data is continuous. If an upload to the Pearson servers fails, student responses continue to be saved locally and TestNav cycles and attempts another upload.
- If the response data upload is successful, TestNav creates a new empty SRF file and begins the process again. TestNav only deletes an SRF file once it is successfully uploaded to the Pearson servers.

TestNav Early Warning System: Triggers

Scenario 1:

TestNav determines that neither Saving Response File Location is viable.

- Results in an immediate Test Proctor Click Here notification.

Scenario 2:

TestNav is unable to download portions of the test.

- Results in an immediate Test Proctor Click Here notification.

Scenario 3:

TestNav is unable to upload student responses to Pearson.

- Results in a Test Proctor Click Here notification only if the student attempts to Exit or Submit the test.

PARCC FIELD TEST 2014

Infrastructure Trial

Infrastructure Trial Introduction

What is an Infrastructure Trial?

Answer:

An Infrastructure Trial is a "dress rehearsal" of a computer-based assessment. It does not use real student information.

This is low-stakes, dry run for final confirmation that:

- ✓ TestNav is configured correctly
- ✓ Devices can successfully run TestNav
- ✓ Network will bear the full load
- ✓ Participating staff know what to do for computer-based assessment

Infrastructure Trial Introduction

Who should be involved in an Infrastructure Trial?
Answer:

Everyone within the LEA and the school who will have a role in the computer-based PARCC assessments should be included in the Infrastructure Trial.

- ✓ District and School Test Coordinators
- ✓ Test Administrators
- ✓ LEA technology staff
- ✓ School technology staff

Infrastructure Trial Introduction

Where do I access the Infrastructure Trial?

Answer:

The Infrastructure Trial is conducted using the PARCC Training Center at http://PARCC.Pearson.com/TrainingCenter . The PARCC Training Center offers the ability to create "dummy" students in bulk to reduce preparation time for the Infrastructure Trial.

- ✓ Set up login access for your staff
- ✓ Create "dummy" students in PARCC Training Center for the Infrastructure Trial and assign to test sessions
- ✓ Confirm technology setup and configuration using Infrastructure Trial test

Infrastructure Trial Introduction

When is the Infrastructure Trial?

Answer:

Plan to conduct an Infrastructure Trial only after you have confirmed site and staff readiness. The Infrastructure Trial window begins in January 2014 and is available through March 2014.

- ✓ Complete training activities
- ✓ Confirm network and assessment environment configuration
- ✓ Develop a communication plan

Infrastructure Trial Introduction

Why is the Infrastructure Trial necessary?

Answer:

Reviewing set up and communications prior to testing in an Infrastructure Trial can avoid possible problems and delays during the live assessment.

- ✓ Provides practice for all participating users
- ✓ Minimal additional activities are needed to conduct an Infrastructure Trial
- ✓ Students and test results are not affected
- ✓ Provides practice of communication plans to be sure everyone knows who to contact for help
- ✓ Validates device and system configuration set up

Infrastructure Trial Introduction

How do I know when the Infrastructure Trial is complete?

Answer:

The Infrastructure Trial is complete when you can confirm that you are ready for the computer-based assessment. You may use the trial as needed to confirm readiness.

- ✓ Check progress with schools
- ✓ Correct configurations and environment settings
- ✓ Try again if needed
- ✓ Make changes to communication plan as needed

Communication between staff is critical

District Technology Staff

- Content Filters
- Firewalls
- Proxies
- TestNav
- District IT Communications

District & School Testing Staff

- Important Notices
- District-specific
- PARCC Communications

Pearson Communication

- Special Alerts
- IT-specific and School Coordinator-specific
- New Tools
- New Processes
- White Papers
- Important Notices

School Technology Staff

- Firewalls
- Proctor Caching
- TestNav
- District IT Communications

Getting Started: Support Materials

For Technology Coordinators and Technology Staff:

Training Modules

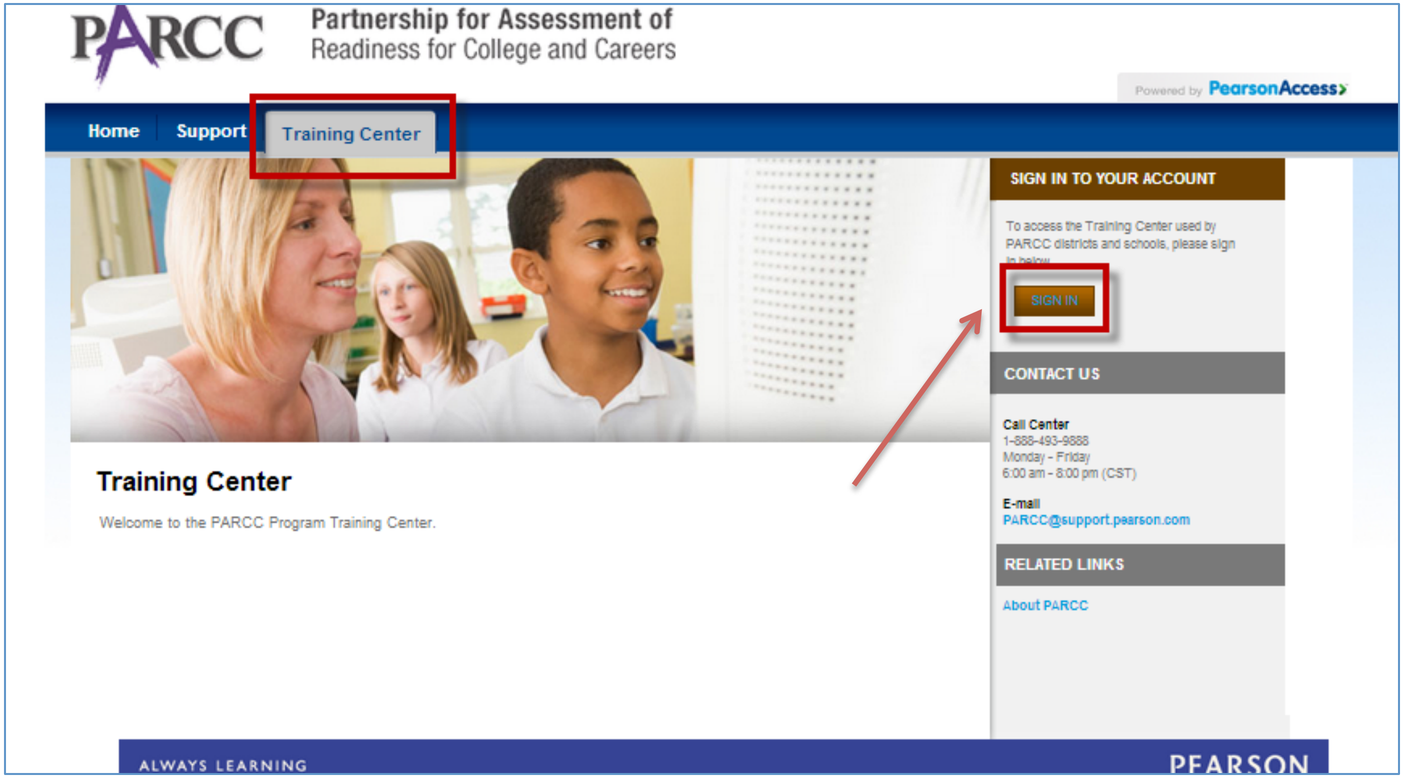
- SystemCheck for TestNav
- Technical Setup
- Emerging Technologies and Security with Computer-Based Testing

Guides and Manuals

- TestNav 8 User Guide
- TestNav Proctor Caching Guide
- Quick Start Guides for TestNav 8 and Proctor Caching
- Infrastructure Trial Readiness Guide
- PARCC PearsonAccess User Guide

PARCC Training Center Log In

The Infrastructure Trial is conducted in the secure PARCC Training Center.


PARCC
Partnership for Assessment of
Readiness for College and Careers
Powered by PearsonAccess
Home
Support
Training Center
SIGN IN TO YOUR ACCOUNT
SIGN IN
CONTACT US
RELATED LINKS
About PARCC
ALWAYS LEARNING
PEARSON

Training Center

Welcome to the PARCC Program Training Center.

To access the Training Center used by PARCC districts and schools, please sign in below.

Call Center
1-888-493-9888
Monday - Friday
6:00 am - 8:00 pm (CST)

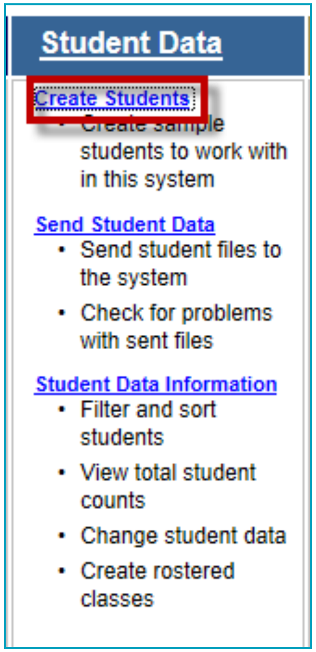
E-mail
PARCC@support.pearson.com

NOTE: You will have a separate login and password for the PARCC Training Center and PARCC operational PearsonAccess site from you state assessment PearsonAccess sites. A PARCC logo will be present in the header to help identify the site.

Creating "Dummy" Students

Create "Dummy" Student Data for Practice

Create mock students using the *Create Students* option from the Student Data menu. Create as many students as needed to represent the number of students that would be tested on a typical day during the live test window.

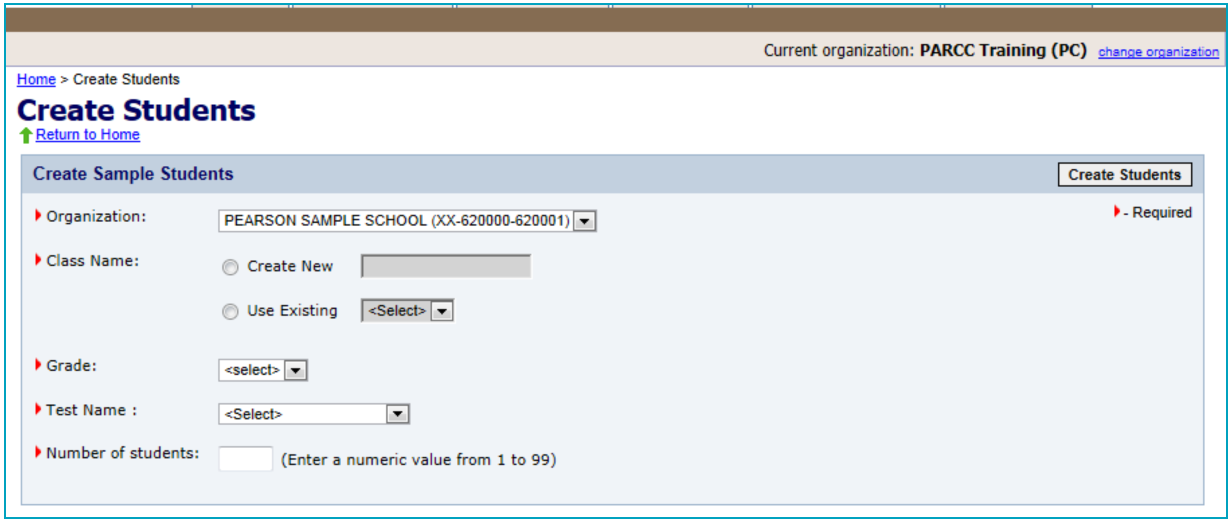


Student Data

Create Students
- Create sample students to work with in this system

Send Student Data
- Send student files to the system
- Check for problems with sent files

Student Data Information
- Filter and sort students
- View total student counts
- Change student data
- Create rostered classes



Current organization: **PARCC Training (PC)** change organization

Home > Create Students

Create Students

Return to Home

Create Sample Students

- Required

Organization: PEARSON SAMPLE SCHOOL (XX-620000-620001)

Class Name: ○ Create New

○ Use Existing <Select>

Grade: <select>

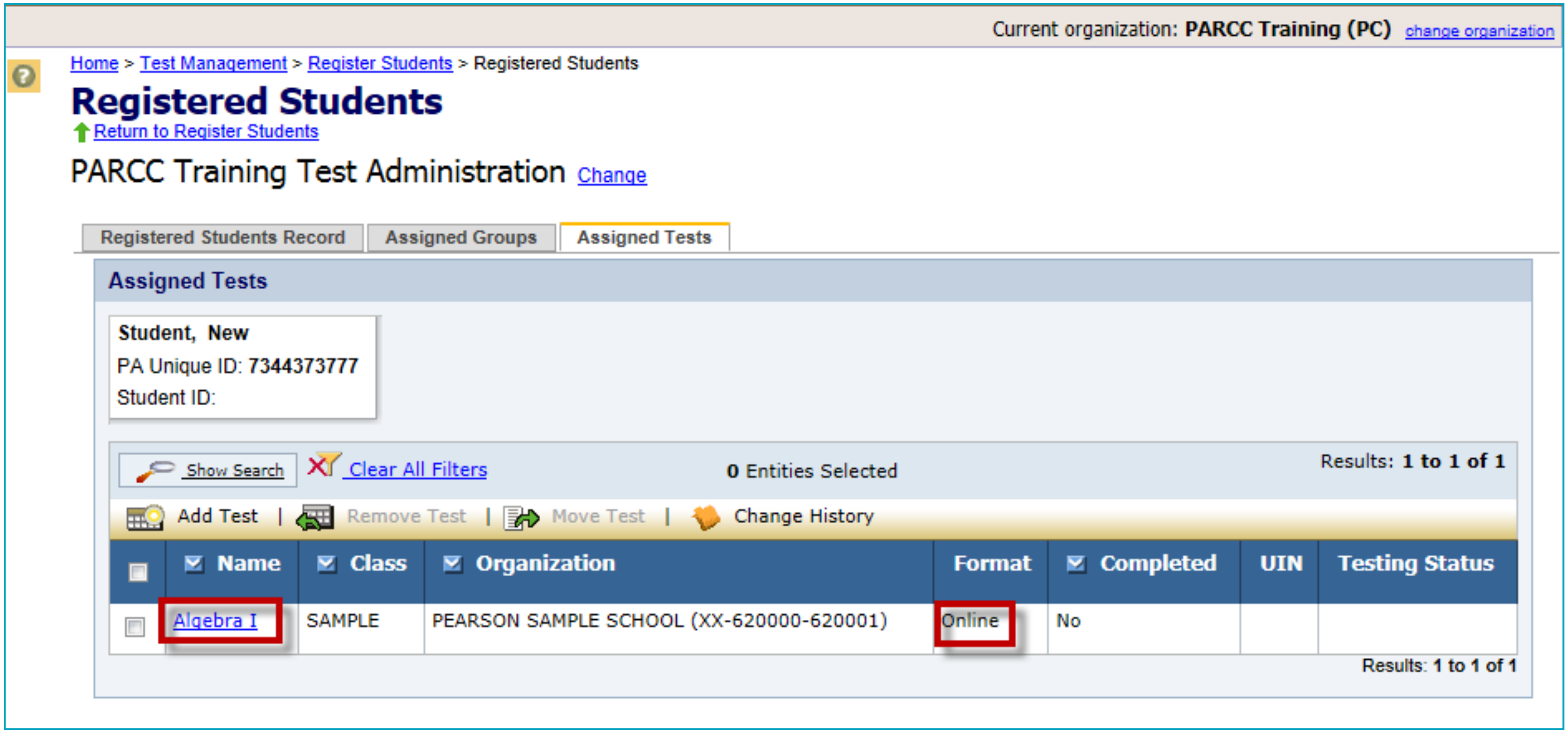
Test Name : <Select>

Number of students: (Enter a numeric value from 1 to 99)

Choose the organization (school), create a new group, select the grade, test name, and choose the number of students you would like to create for practice in the school you have selected.

Creating "Dummy" Students Continued

In the PARCC Training center, new students created using the wizard will automatically be registered for the computer-based test mode of the test selected in the create students step.



Current organization: **PARCC Training (PC)** change organization

Home > Test Management > Register Students > Registered Students

Registered Students

Return to Register Students

PARCC Training Test Administration Change

Registered Students Record
Assigned Groups
Assigned Tests

Assigned Tests

Student, New
PA Unique ID: **7344373777**
Student ID:

Show Search
Clear All Filters

0 Entities Selected

Results: **1 to 1 of 1**

Add Test | Remove Test | Move Test | Change History

☐	☑ Name	☑ Class	☑ Organization	Format	☑ Completed	UIN	Testing Status
☐	Algebra I	SAMPLE	PEARSON SAMPLE SCHOOL (XX-620000-620001)	Online	No		

Results: **1 to 1 of 1**

Part I: Technology Set Up

Emerging Technologies:
Virtualization and Tablets

iPads & Computer-based Testing

Apple iPads have some unique challenges for TestNav

- iPads can not run Java so TestNav can't lock down the device properly like "standard" computers via the browser

Pearson has developed an iPad TestNav app which will be available from the App Store in early February 2014

  - Student Response Files (SRFs) will be saved locally through the application

Districts must take steps to configure iPads to deliver tests securely

- Disable screen capture
- Disable Home button functionality
- Enable "single app" mode

iPads & Computer-based Testing

There are multiple options on how to enable "single app" mode

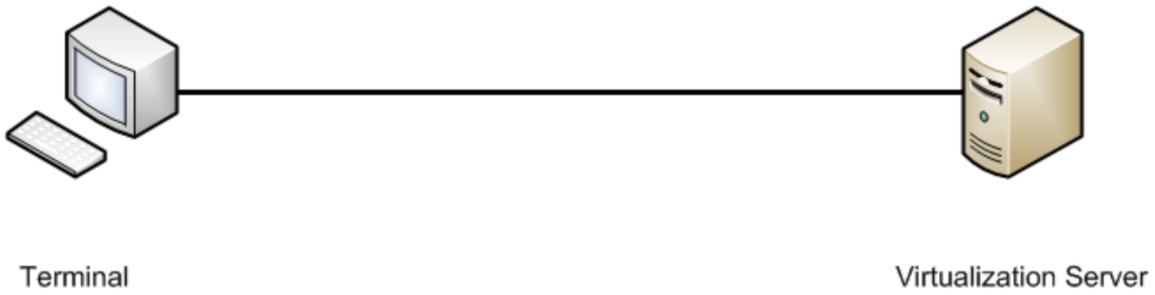
- Manually enable Guided Access single app mode on iOS 6 or iOS 7
- Manage iPads (iOS 6 & iOS 7) via Apple Configurator and use Apple Profile Manager or 3rd party Mobile Device Manager (MDM) to push secure testing configuration
- Manage iPads (iOS 7 only) via Apple Configurator and 3rd party MDM to provide on-demand secure configuration using app-requested single-app mode

Trainings on iOS setup and configuration will be held on February 18, 20 and 21st

Virtualization

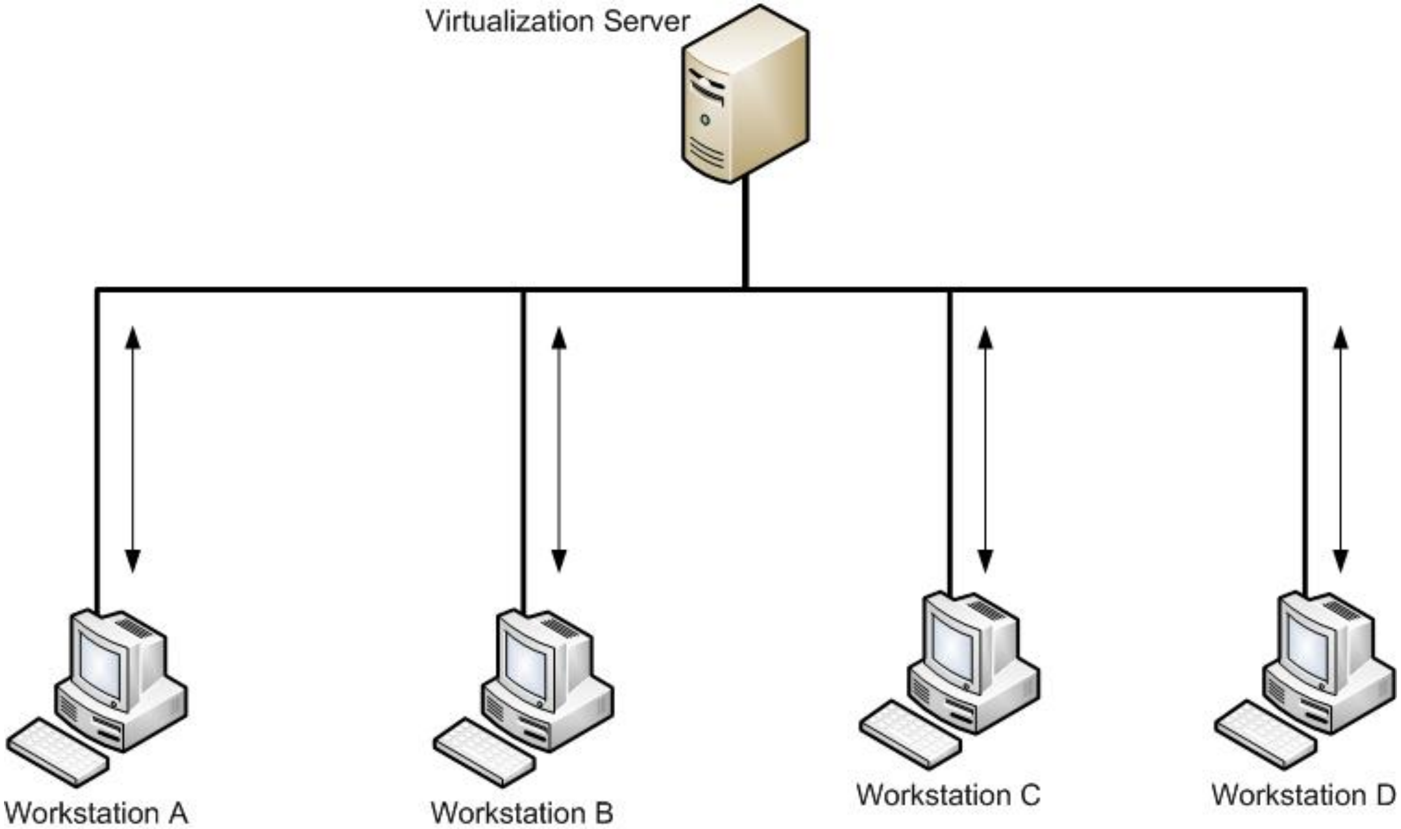
What is Virtualization?

- Using your monitor/keyboard/mouse to look at and run software on some other computer



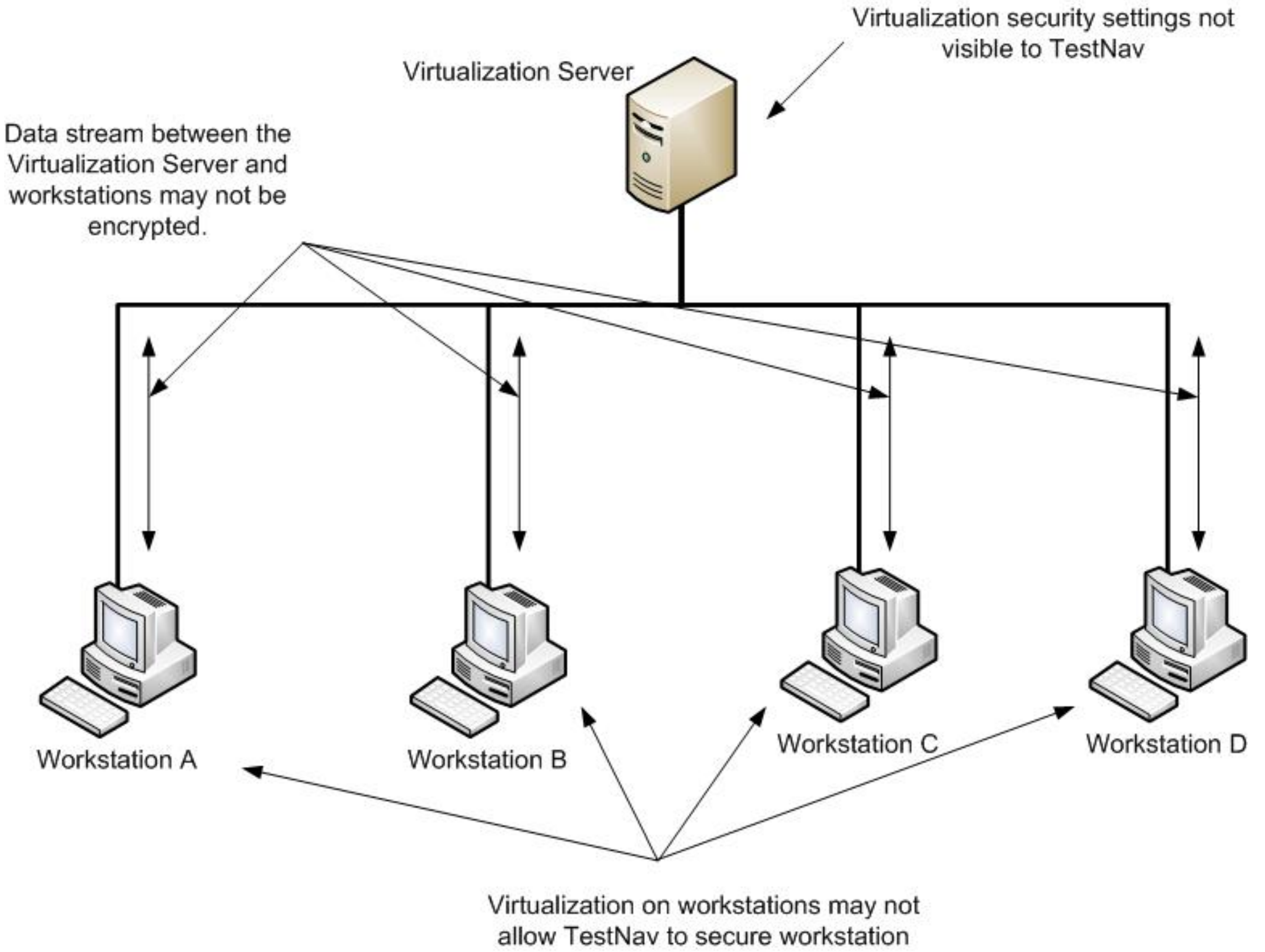
- “Thin Clients” are one type of virtualization
- VDI (Virtual Desktop Infrastructure) is becoming popular as a way of turning aging computers into terminals, instead of retiring them

Virtualization Network


Virtualization Server
Workstation A
Workstation B
Workstation C
Workstation D

A Virtualized environment runs on a central server and streams the user interface to workstations.

Virtualization Security Concerns


Virtualization Server
Workstation A
Workstation B
Workstation C
Workstation D

Virtualization security settings not visible to TestNav

Data stream between the Virtualization Server and workstations may not be encrypted.

Virtualization on workstations may not allow TestNav to secure workstation

Other Technology Considerations

Additional Training Modules for Technology Setup:

SystemCheck for TestNav

- Evaluating device readiness
- Evaluating network readiness

Setting up an Infrastructure Trial

- Purpose and description of Infrastructure Trial
- Infrastructure trial readiness checklist

Technical Setup

- Components of computer-based testing
- Minimum requirements and technology setup tasks

Emerging Technologies and Security with Computer-Based Testing

- Using thin clients and virtual desktops
- Computer-Based testing on iPads and Chromebooks
- Security and room layout considerations for computer-based testing

Part II:
Test Administration Training

PARCC

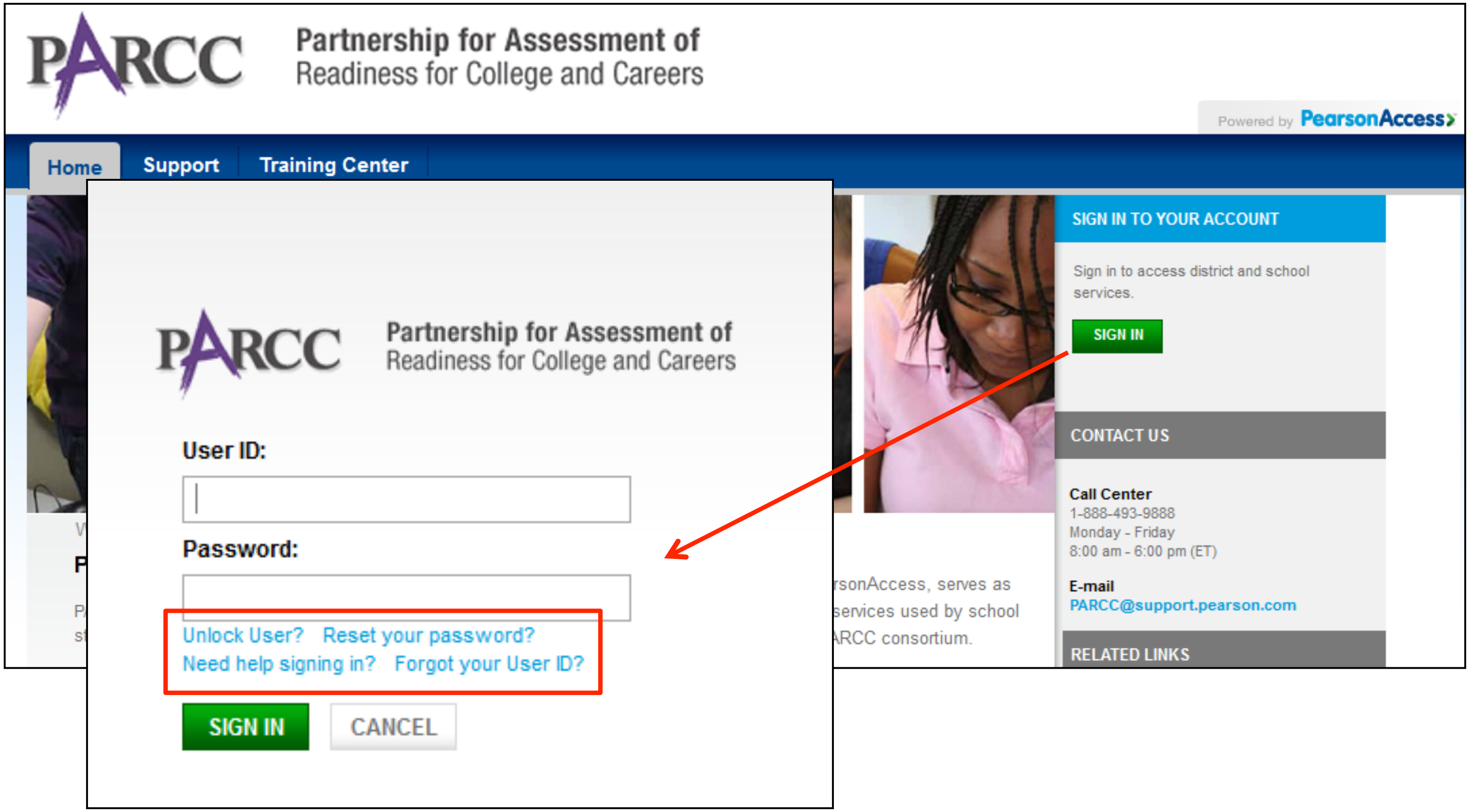
Partnership for Assessment of
Readiness for College and Careers

Agenda

- Accessing PearsonAccess
- Resources in PearsonAccess
- PearsonAccess Functionality
  - Administrative Management
  - Student Data
  - Test Setup
  - Test Management and test results
- Training Center
- Additional Resources

How Do I Access PearsonAccess?

The PARCC PearsonAccess website may be accessed at
http://PARCC.Pearson.com



PARCC
Partnership for Assessment of Readiness for College and Careers
Powered by PearsonAccess
Home
Support
Training Center
SIGN IN TO YOUR ACCOUNT

Sign in to access district and school services.

SIGN IN
CONTACT US

Call Center
1-888-493-9888
Monday - Friday
8:00 am - 6:00 pm (ET)

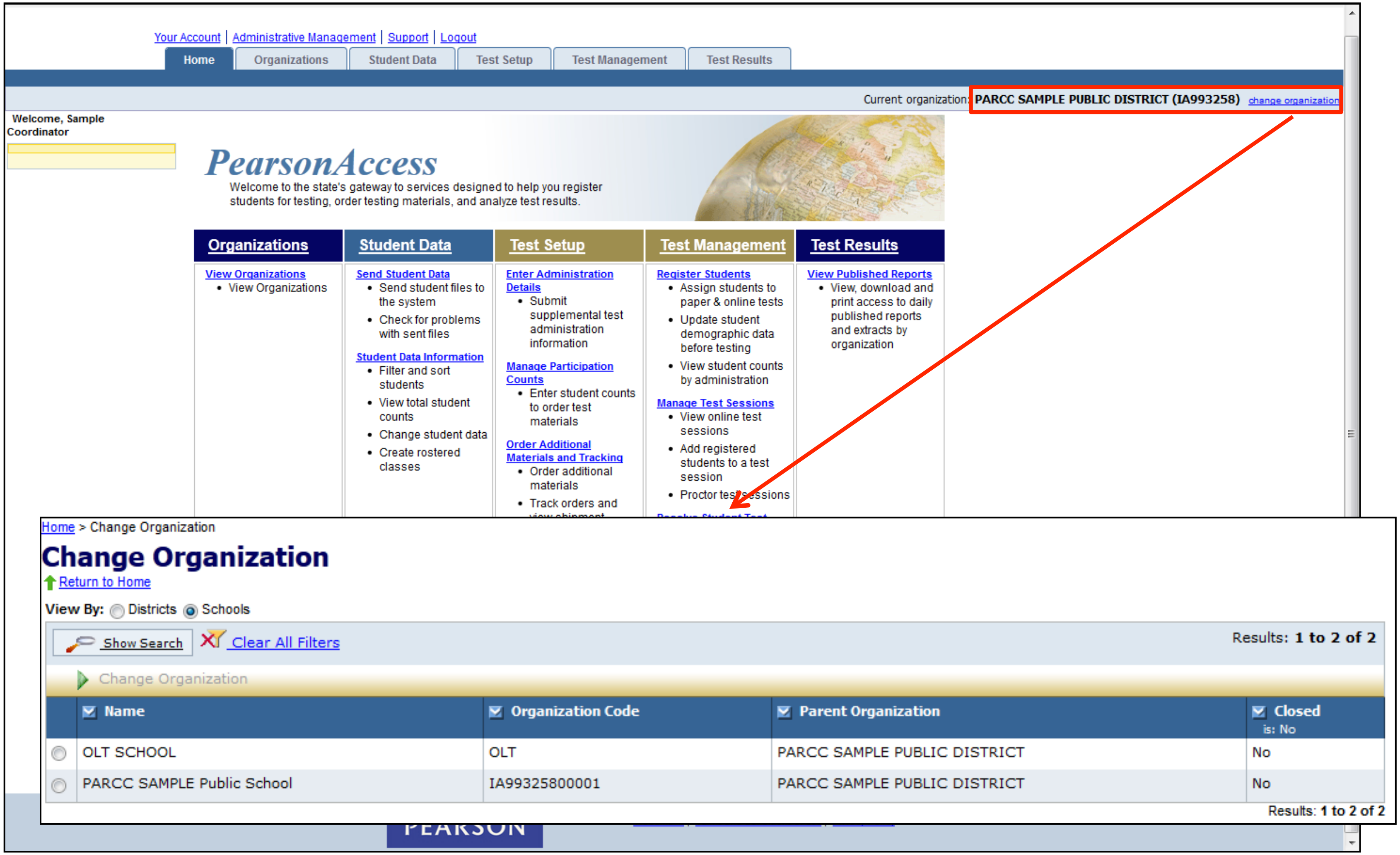
E-mail
PARCC@support.pearson.com

RELATED LINKS

rsonAccess, serves as
services used by school
RCC consortium.

PARCC
Partnership for Assessment of Readiness for College and Careers
User ID:
Password:
Unlock User?
Reset your password?
Need help signing in?
Forgot your User ID?
SIGN IN
CANCEL

PearsonAccess Home Page



Your Account | Administrative Management | Support | Logout
Home
Organizations
Student Data
Test Setup
Test Management
Test Results

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** change organization

Welcome, Sample Coordinator

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Organizations

View Organizations
- View Organizations

Student Data

Send Student Data
- Send student files to the system
- Check for problems with sent files

Student Data Information
- Filter and sort students
- View total student counts
- Change student data
- Create rostered classes

Test Setup

Enter Administration Details
- Submit supplemental test administration information

Manage Participation Counts
- Enter student counts to order test materials

Order Additional Materials and Tracking
- Order additional materials
- Track orders and

Test Management

Register Students
- Assign students to paper & online tests
- Update student demographic data before testing
- View student counts by administration

Manage Test Sessions
- View online test sessions
- Add registered students to a test session
- Proctor test sessions

Test Results

View Published Reports
- View, download and print access to daily published reports and extracts by organization

Home > Change Organization

Change Organization

Return to Home

View By: ○ Districts ● Schools

Show Search
Clear All Filters

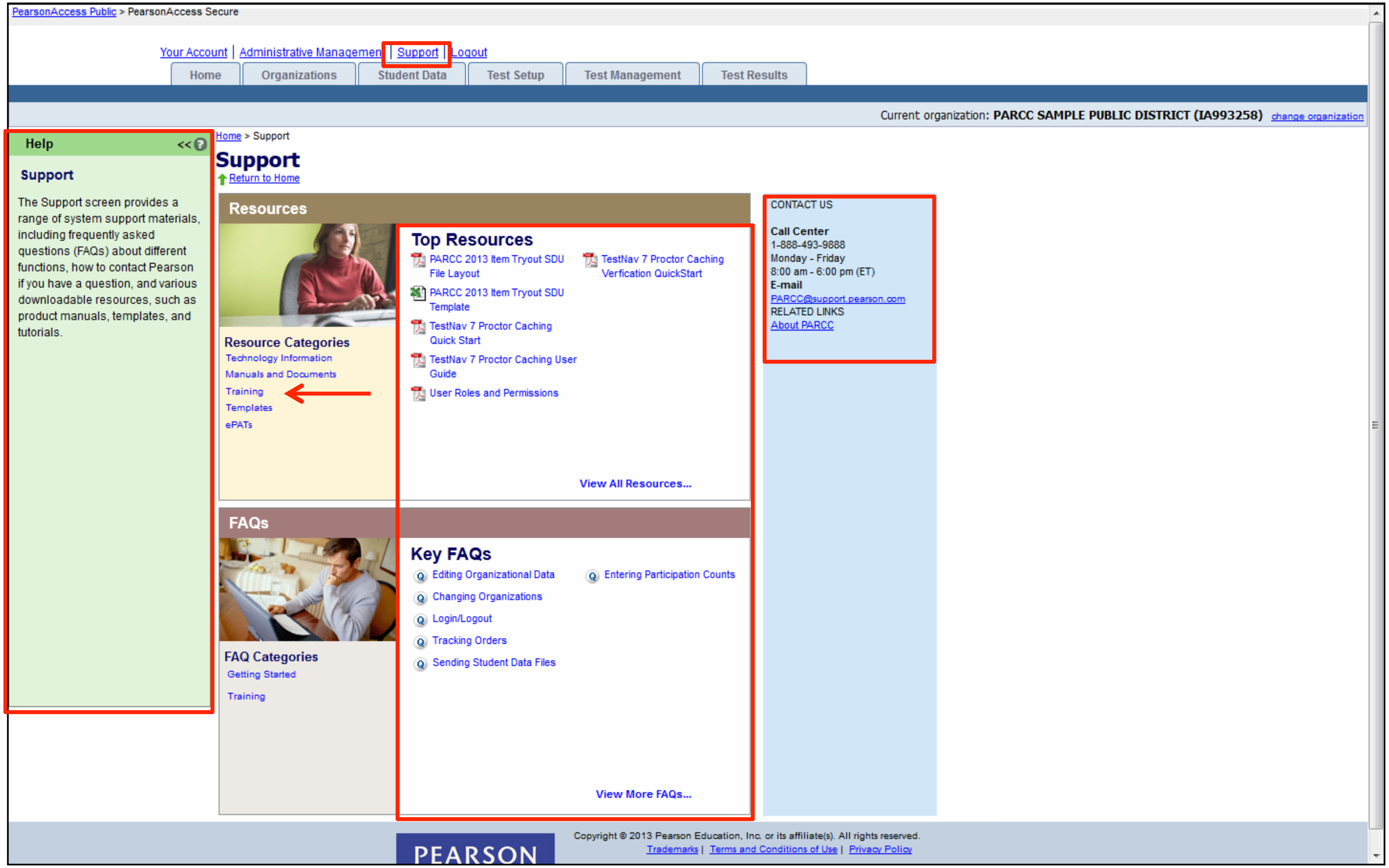
Results: **1 to 2 of 2**

Change Organization

	Name	Organization Code	Parent Organization	Closed is: No
○	OLT SCHOOL	OLT	PARCC SAMPLE PUBLIC DISTRICT	No
○	PARCC SAMPLE Public School	IA99325800001	PARCC SAMPLE PUBLIC DISTRICT	No

Results: **1 to 2 of 2**

Resources



PearsonAccess Public > PearsonAccess Secure

Your Account | Administrative Managemen | Support | Logout

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** change organization

Help

Support

The Support screen provides a range of system support materials, including frequently asked questions (FAQs) about different functions, how to contact Pearson if you have a question, and various downloadable resources, such as product manuals, templates, and tutorials.

Home > Support

Support

Return to Home

Resources

Resource Categories

- Technology Information
- Manuals and Documents
- Training
- Templates
- ePATs

Top Resources

- PARCC 2013 Item Tryout SDU File Layout
- PARCC 2013 Item Tryout SDU Template
- TestNav 7 Proctor Caching Quick Start
- TestNav 7 Proctor Caching User Guide
- User Roles and Permissions
- TestNav 7 Proctor Caching Verfication QuickStart

View All Resources...

FAQs

FAQ Categories

- Getting Started
- Training

Key FAQs

- Editing Organizational Data
- Changing Organizations
- Login/Logout
- Tracking Orders
- Sending Student Data Files
- Entering Participation Counts

View More FAQs...

CONTACT US

Call Center
1-888-493-9888
Monday - Friday
8:00 am - 6:00 pm (ET)
E-mail
PARCC@support.pearson.com
RELATED LINKS
About PARCC

PEARSON

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PearsonAccess Tabs

Test Administration Tasks	PearsonAccess Tabs
•Manage staff user accounts	Administrative Management
•Review organization contacts	Organizations
•Send student data files •Filter and sort students •Add, delete, or change student data	Student Data
•Order additional materials and track shipments •Configure TestNav	Test Setup
•Register students •Manage test sessions	Test Management
•View extracted reports	Test Results

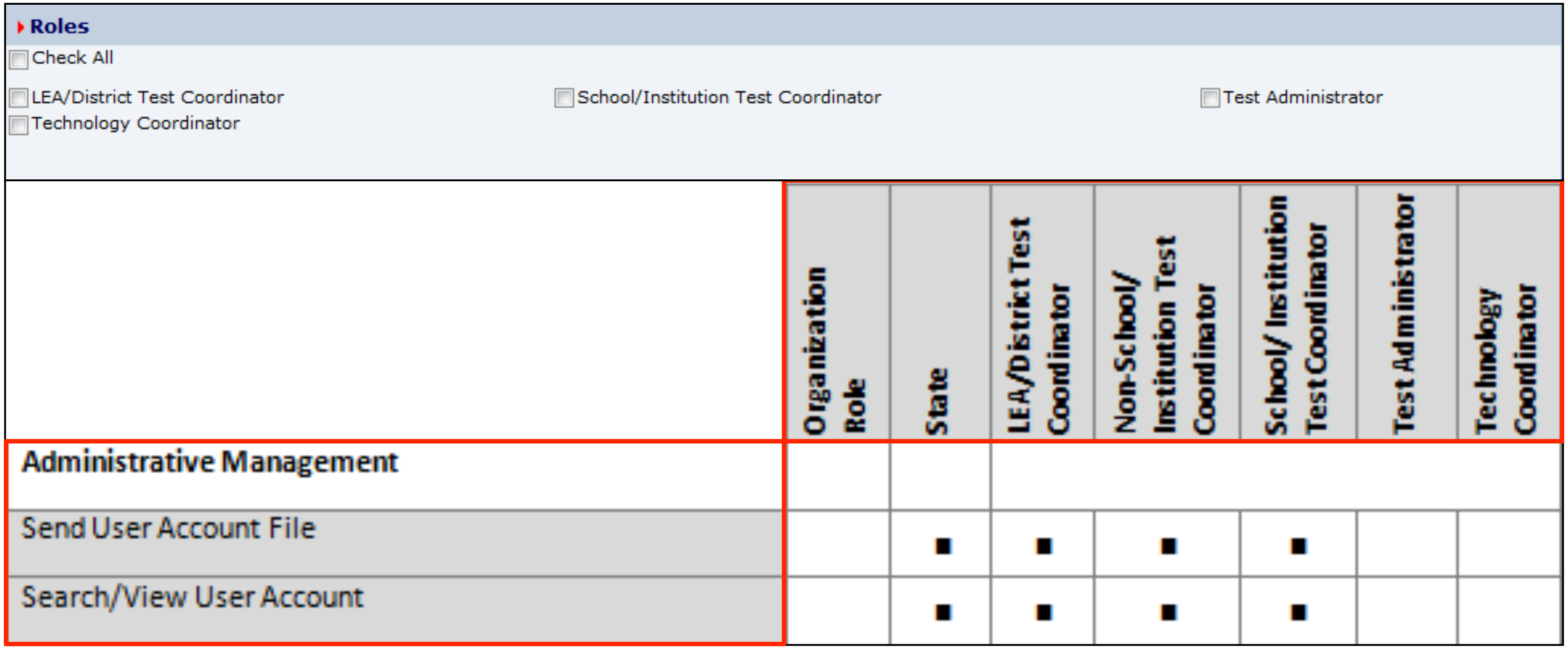
Administrative Management

PARCC

Partnership for Assessment of
Readiness for College and Careers

User Roles and Permissions

User accounts must be created before personnel can login to PearsonAccess; the user's role will determine the functionality they can access.



Roles

☐ Check All

☐ LEA/District Test Coordinator
☐ Technology Coordinator

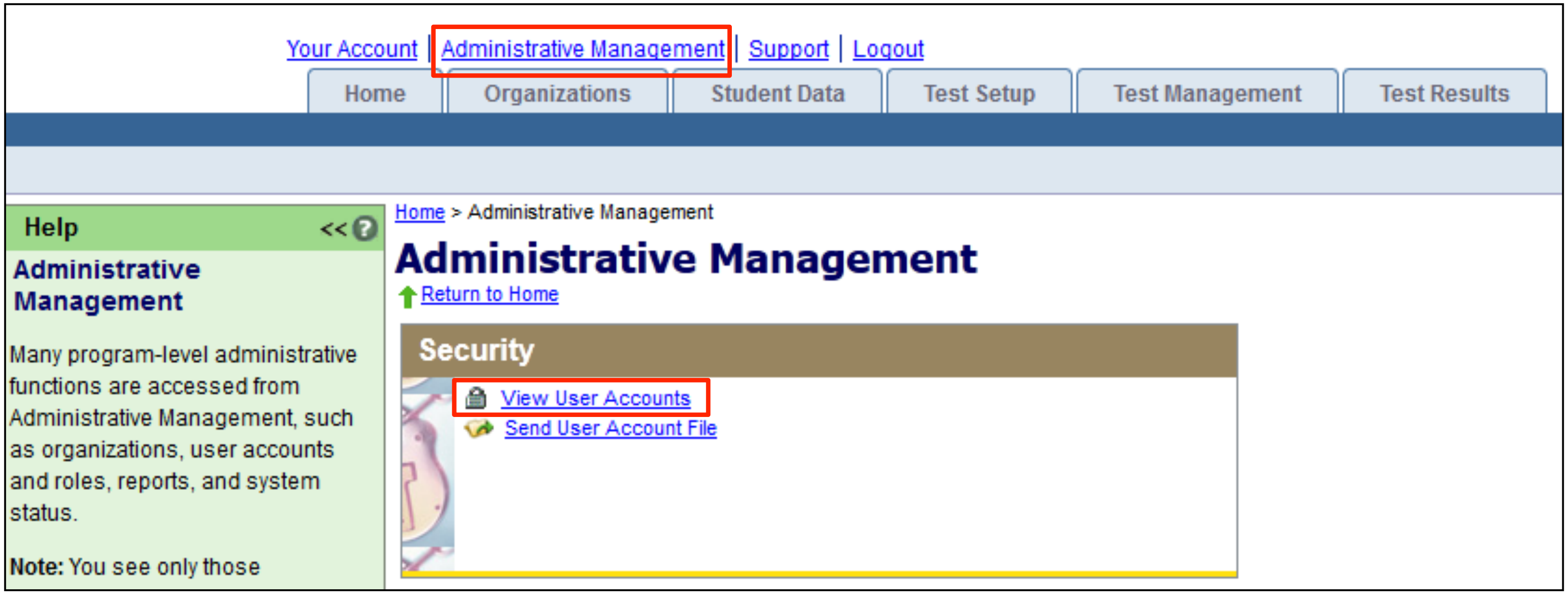
☐ School/Institution Test Coordinator

☐ Test Administrator

	Organization Role	State	LEA/District Test Coordinator	Non-School/ Institution Test Coordinator	School/ Institution Test Coordinator	Test Administrator	Technology Coordinator
Administrative Management							
Send User Account File		■	■	■	■		
Search/View User Account		■	■	■	■		

View and Create Individual User Accounts

Authorized district and school personnel will be able to view and create staff user accounts within PearsonAccess manually or by submitting a file.



Your Account | Administrative Management | Support | Logout
Home
Organizations
Student Data
Test Setup
Test Management
Test Results
Help
<<
Home > Administrative Management
Return to Home
Security
View User Accounts
Send User Account File

Administrative Management

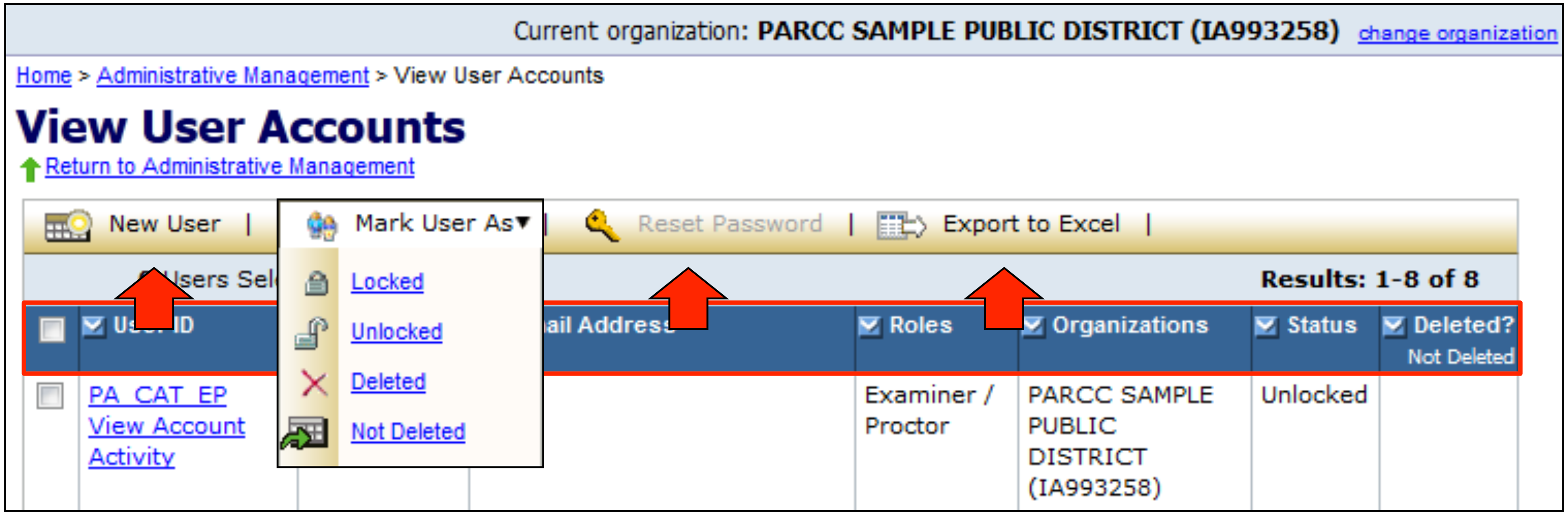
Many program-level administrative functions are accessed from Administrative Management, such as organizations, user accounts and roles, reports, and system status.

Note: You see only those

Administrative Management

View User Accounts

View User Accounts lets authorized personnel view and update existing accounts, as well as create new accounts manually.



Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)**

Home > Administrative Management > View User Accounts

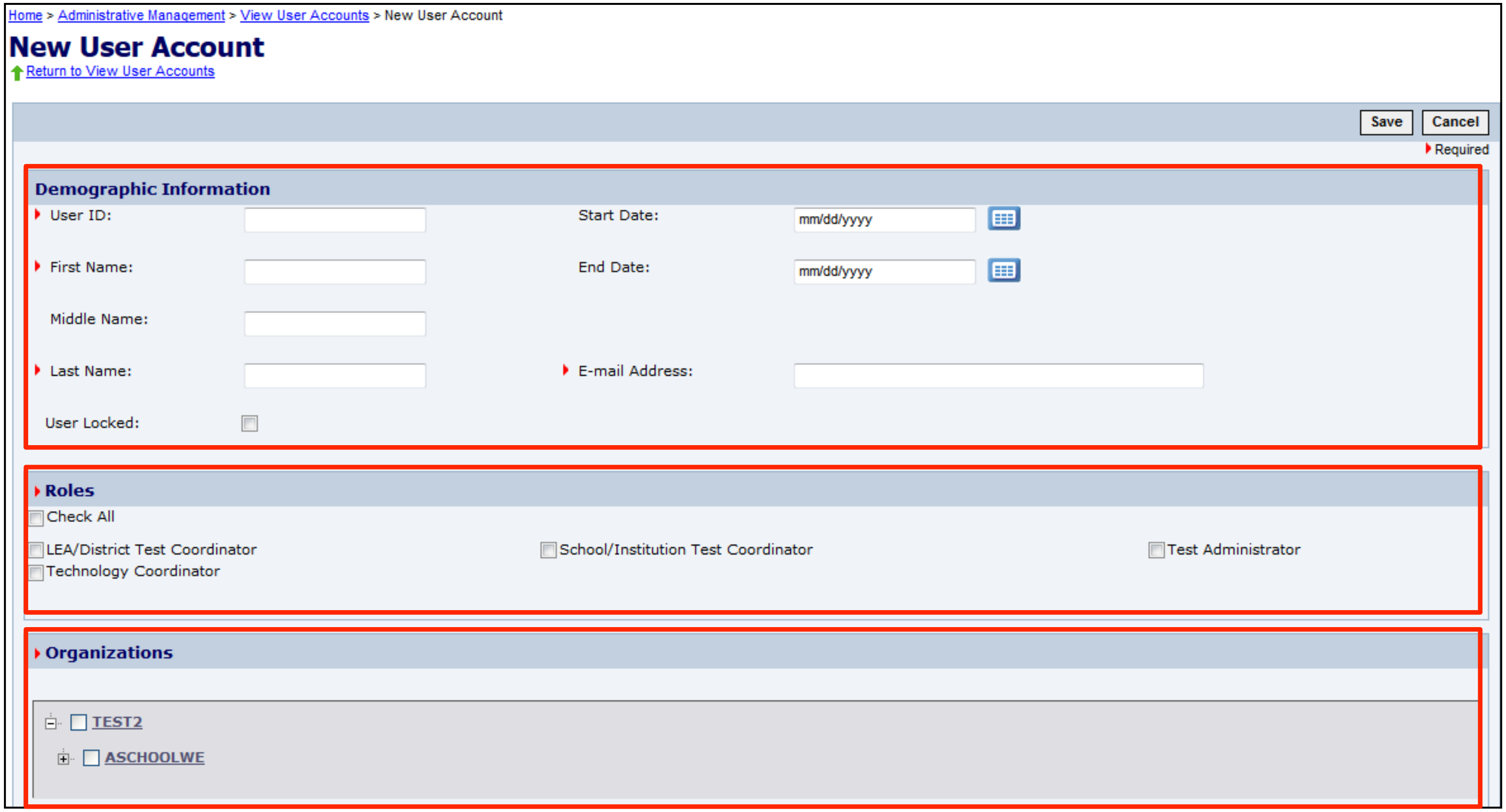
View User Accounts

change organization
Return to Administrative Management
New User
Mark User As
Locked
Unlocked
Deleted
Not Deleted
Reset Password
Export to Excel
Users Sel
Results: 1-8 of 8

☐	U ID	ail Address	Roles	Organizations	Status	Deleted? Not Deleted
☐	PA_CAT_EP View Account Activity		Examiner / Proctor	PARCC SAMPLE PUBLIC DISTRICT (IA993258)	Unlocked	

Manually Create a New User Account

A user's role and organization will determine the functionality they can access.



Home > Administrative Management > View User Accounts > New User Account

New User Account

Return to View User Accounts

Demographic Information

User ID:

First Name:

Middle Name:

Last Name:

User Locked: ☐

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

E-mail Address:

Roles

☐ Check All

☐ LEA/District Test Coordinator

☐ Technology Coordinator

☐ School/Institution Test Coordinator

☐ Test Administrator

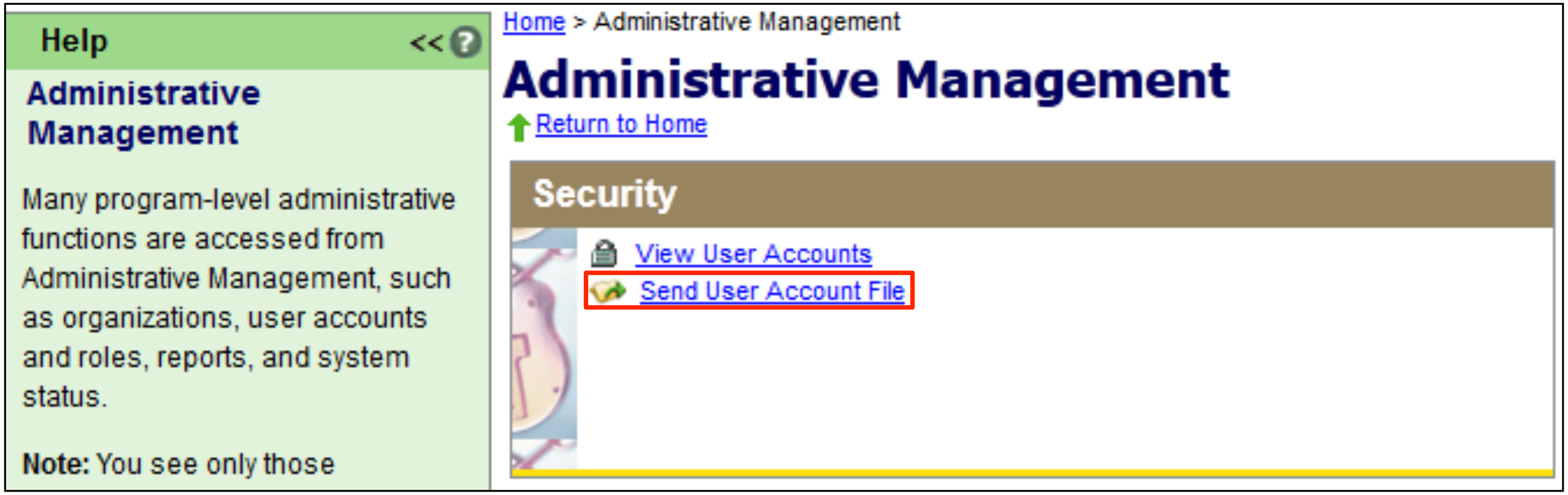
Organizations

☐ TEST2

☐ ASCHOOLWE

Send User Account File

User Accounts can also be created or maintained by submitting a user account file; this is especially helpful when working with accounts in bulk.



Help

Administrative Management

Many program-level administrative functions are accessed from Administrative Management, such as organizations, user accounts and roles, reports, and system status.

Note: You see only those

Home > Administrative Management

Administrative Management

Return to Home

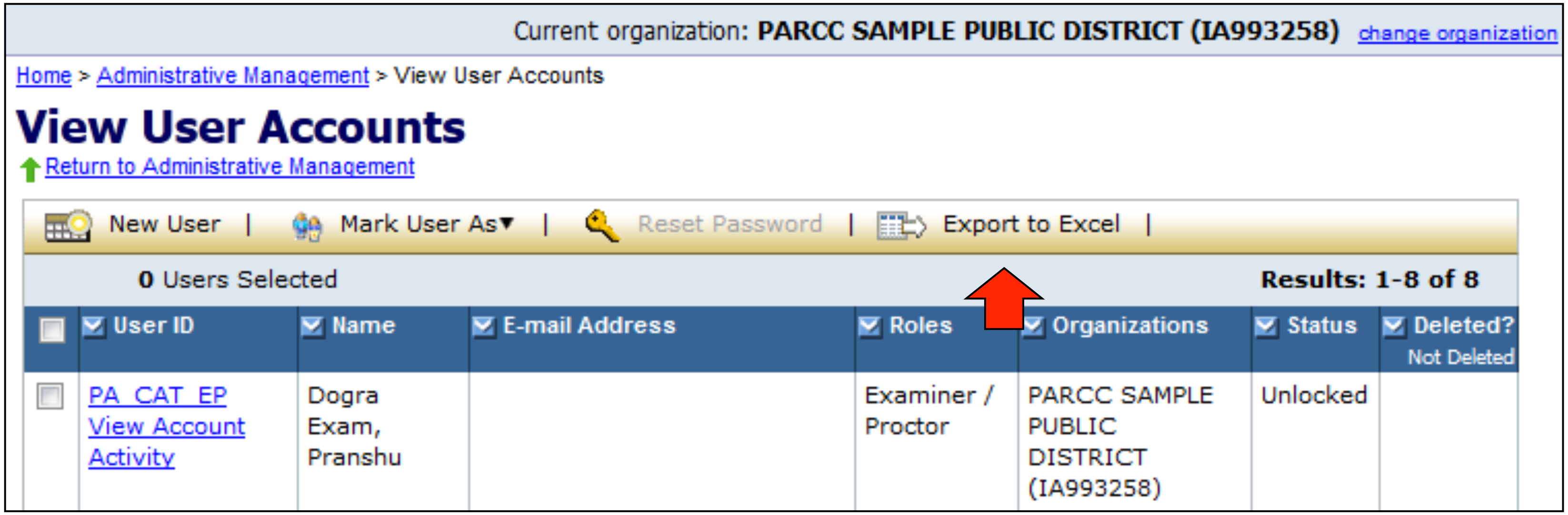
Security

View User Accounts

Send User Account File

User Account File

By using the ***Export to Excel*** button on the *View User Accounts* page, a template is created for submitting a User Account file.



Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** change organization

Home > Administrative Management > View User Accounts

View User Accounts

Return to Administrative Management

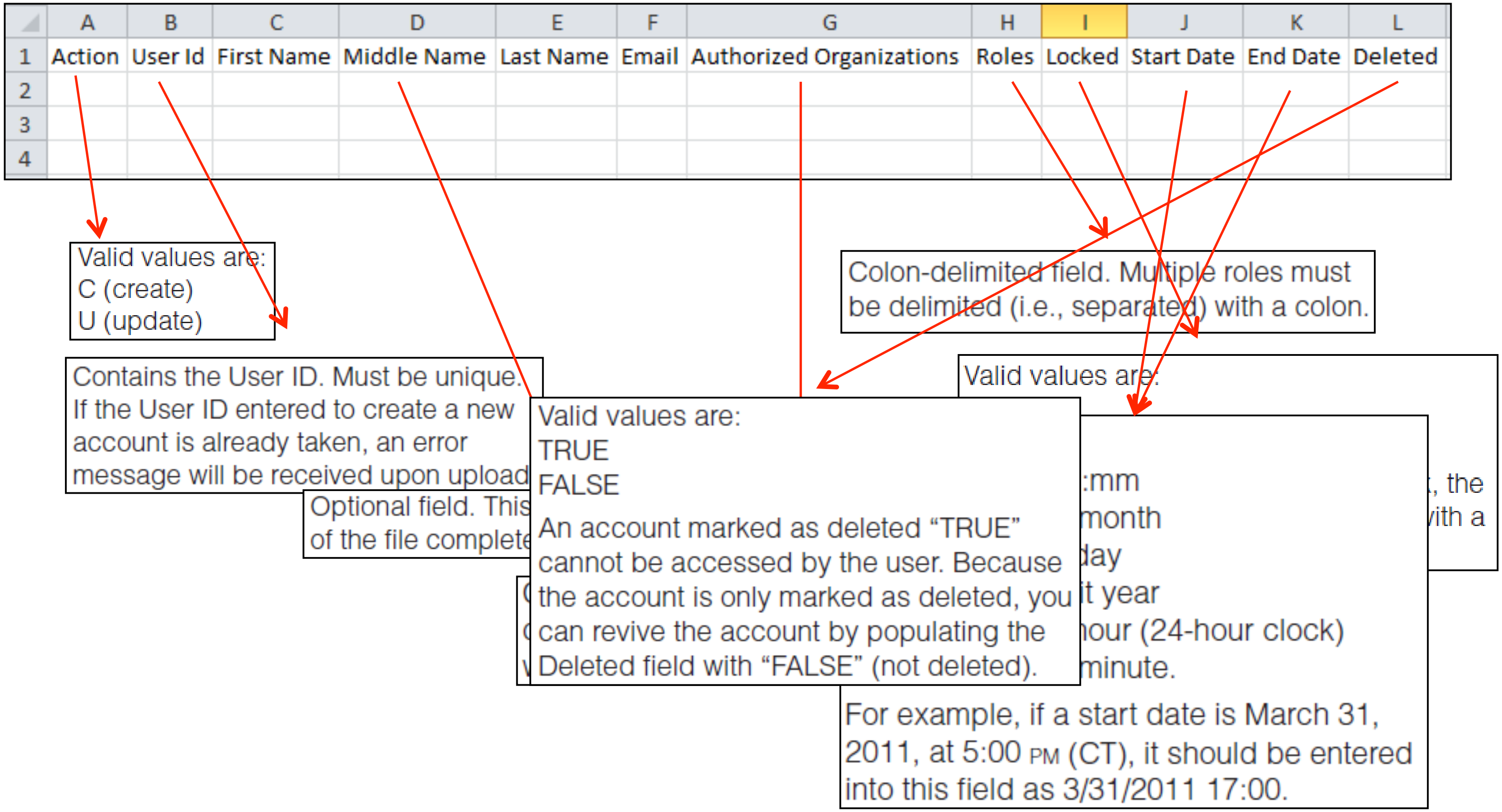
New User | Mark User As▾ | Reset Password | Export to Excel |

0 Users Selected **Results: 1-8 of 8**

☐	User ID	Name	E-mail Address	Roles	Organizations	Status	Deleted? Not Deleted
☐	PA_CAT_EP View Account Activity	Dogra Exam, Pranshu		Examiner / Proctor	PARCC SAMPLE PUBLIC DISTRICT (IA993258)	Unlocked	

User Account File fields

The User Account File template, and some important fields.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Action	User Id	First Name	Middle Name	Last Name	Email	Authorized Organizations	Roles	Locked	Start Date	End Date	Deleted
2												
3												
4												

Valid values are:
C (create)
U (update)

Contains the User ID. Must be unique. If the User ID entered to create a new account is already taken, an error message will be received upon upload

Optional field. This
of the file complete

Valid values are:
TRUE
FALSE

An account marked as deleted “TRUE” cannot be accessed by the user. Because the account is only marked as deleted, you can revive the account by populating the Deleted field with “FALSE” (not deleted).

Colon-delimited field. Multiple roles must be delimited (i.e., separated) with a colon.

Valid values are:

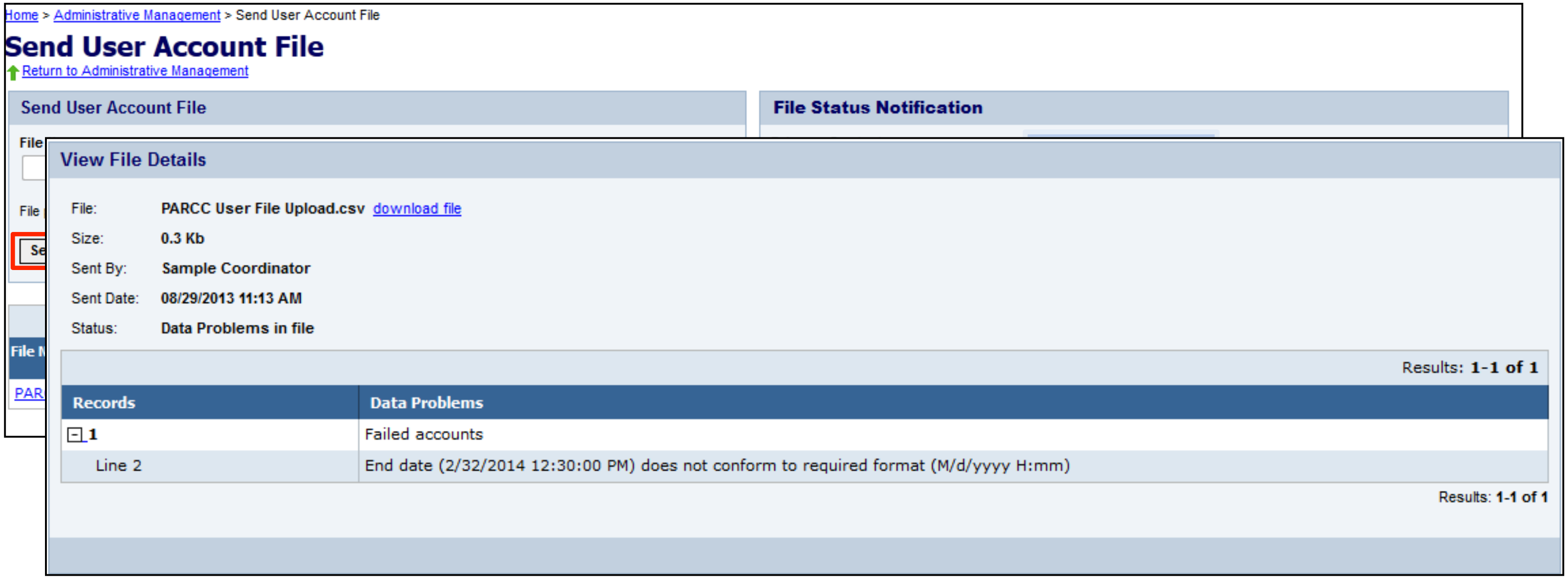
, the
ith a

:mm
month
day
t year
hour (24-hour clock)
minute.

For example, if a start date is March 31, 2011, at 5:00 PM (CT), it should be entered into this field as 3/31/2011 17:00.

Send User Account File

Submit your file for processing at Administrative Management > Send User Account File.



Home > Administrative Management > Send User Account File

Send User Account File

Return to Administrative Management

Send User Account File
File Status Notification
File
File
Se
File N
PAR

View File Details

File: **PARCC User File Upload.csv** download file
Size: **0.3 Kb**
Sent By: **Sample Coordinator**
Sent Date: **08/29/2013 11:13 AM**
Status: **Data Problems in file**

Results: **1-1 of 1**

Records	Data Problems
⊟ **1**	Failed accounts
Line 2	End date (2/32/2014 12:30:00 PM) does not conform to required format (M/d/yyyy H:mm)

Results: **1-1 of 1**

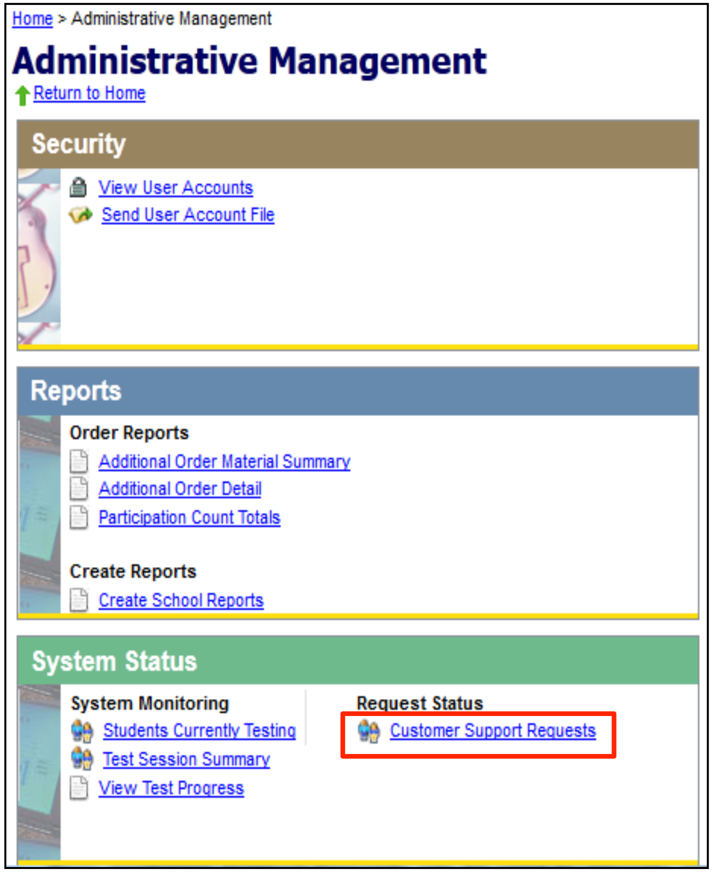
Agent Authorizations

- PARCC Customer Support agents may:
  - Reset passwords
  - Unlock accounts for LEA/District Test Coordinator accounts
  - Update email addresses for LEA/District Test Coordinator accounts

- Agents may not:
  - Create accounts
  - Lock/unlock accounts for non-LEA/District Test Coordinator accounts
  - Update email addresses for non-LEA/District Test Coordinator accounts
  - Delete/undelete accounts

Customer Support Requests

Customer Support Requests allow authorized staff to securely communicate with Pearson.



Home > Administrative Management

Administrative Management

Return to Home

Security

- View User Accounts
- Send User Account File

Reports

Order Reports

- Additional Order Material Summary
- Additional Order Detail
- Participation Count Totals

Create Reports

- Create School Reports

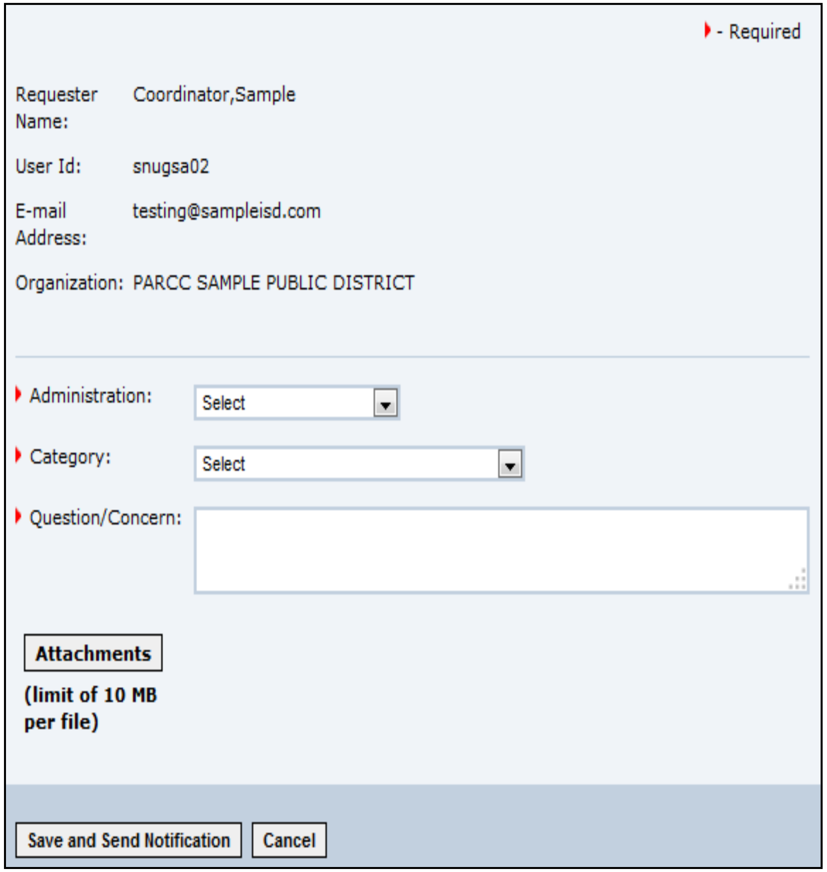
System Status

System Monitoring

- Students Currently Testing
- Test Session Summary
- View Test Progress

Request Status

- Customer Support Requests



- Required

Requester Name:	Coordinator,Sample
User Id:	snugsa02
E-mail Address:	testing@sampleisd.com
Organization:	PARCC SAMPLE PUBLIC DISTRICT

Administration: Select

Category: Select

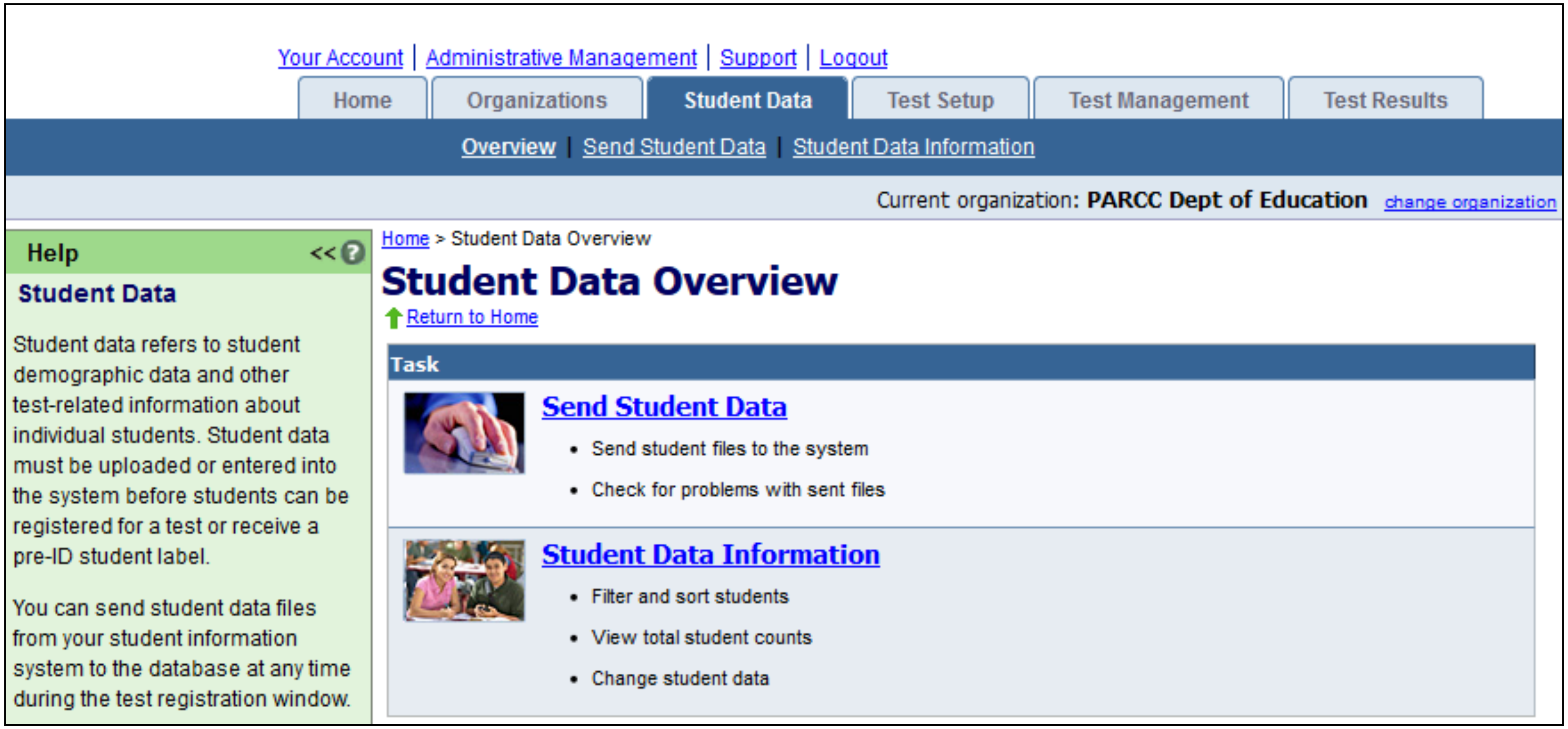
Question/Concern:

(limit of 10 MB per file)

Student Data

Student Data

Student Data refers to student demographic data and other testing-specific information about individual students.



Your Account | Administrative Management | Support | Logout
Home
Organizations
Student Data
Test Setup
Test Management
Test Results
Overview | Send Student Data | Student Data Information
Current organization: PARCC Dept of Education change organization
Help <<
Home > Student Data Overview
Return to Home
Task

Student Data

Student data refers to student demographic data and other test-related information about individual students. Student data must be uploaded or entered into the system before students can be registered for a test or receive a pre-ID student label.

You can send student data files from your student information system to the database at any time during the test registration window.

Student Data Overview

Send Student Data

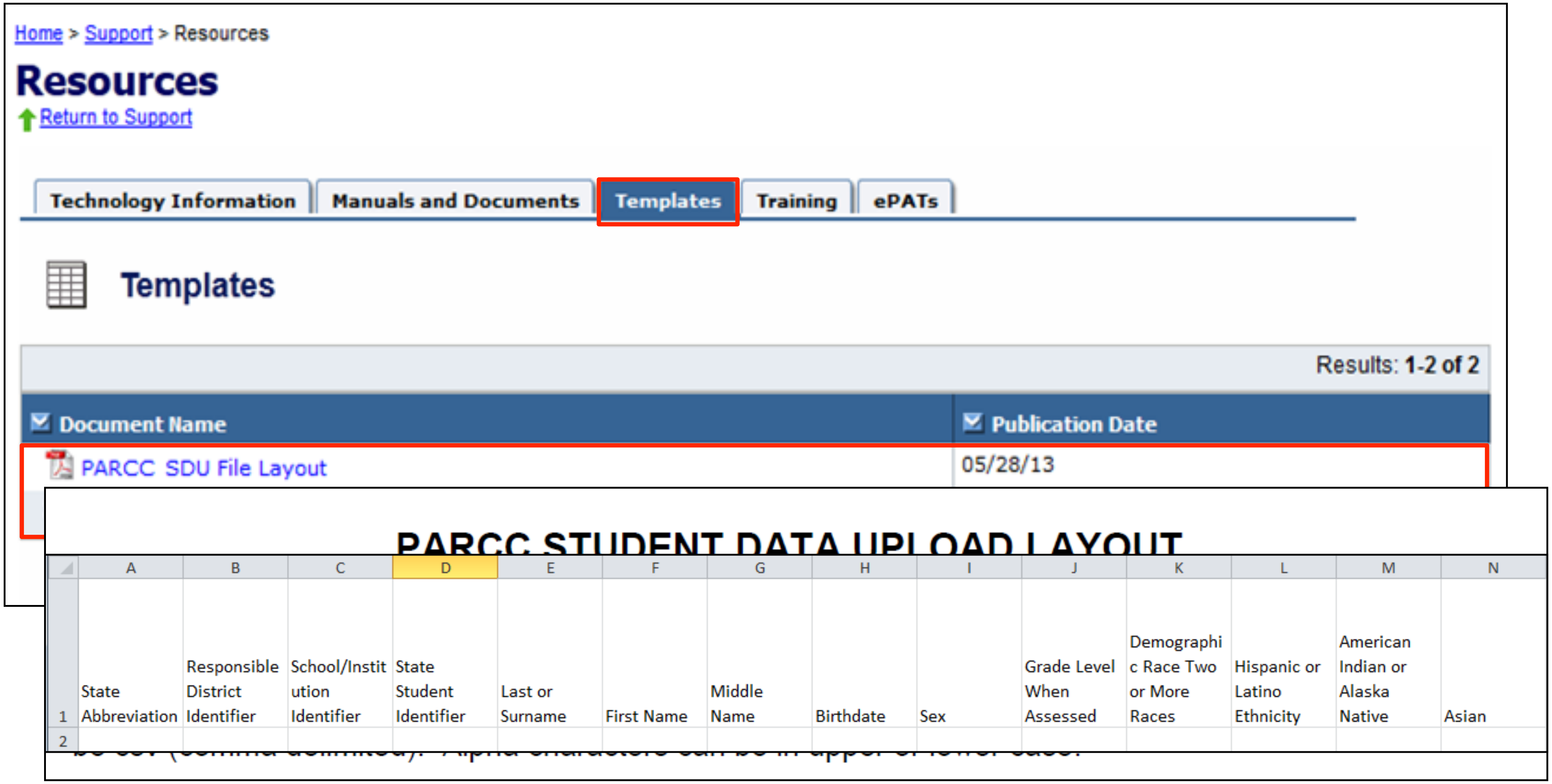
- Send student files to the system
- Check for problems with sent files

Student Data Information

- Filter and sort students
- View total student counts
- Change student data

Send Student Data – Resources

Resources for creating a student data upload (SDU) file can be located on the Support > Resources > Templates page.



Home > Support > Resources

Resources

Return to Support

Technology Information
Manuals and Documents
Templates
Training
ePATs

Templates

Results: 1-2 of 2

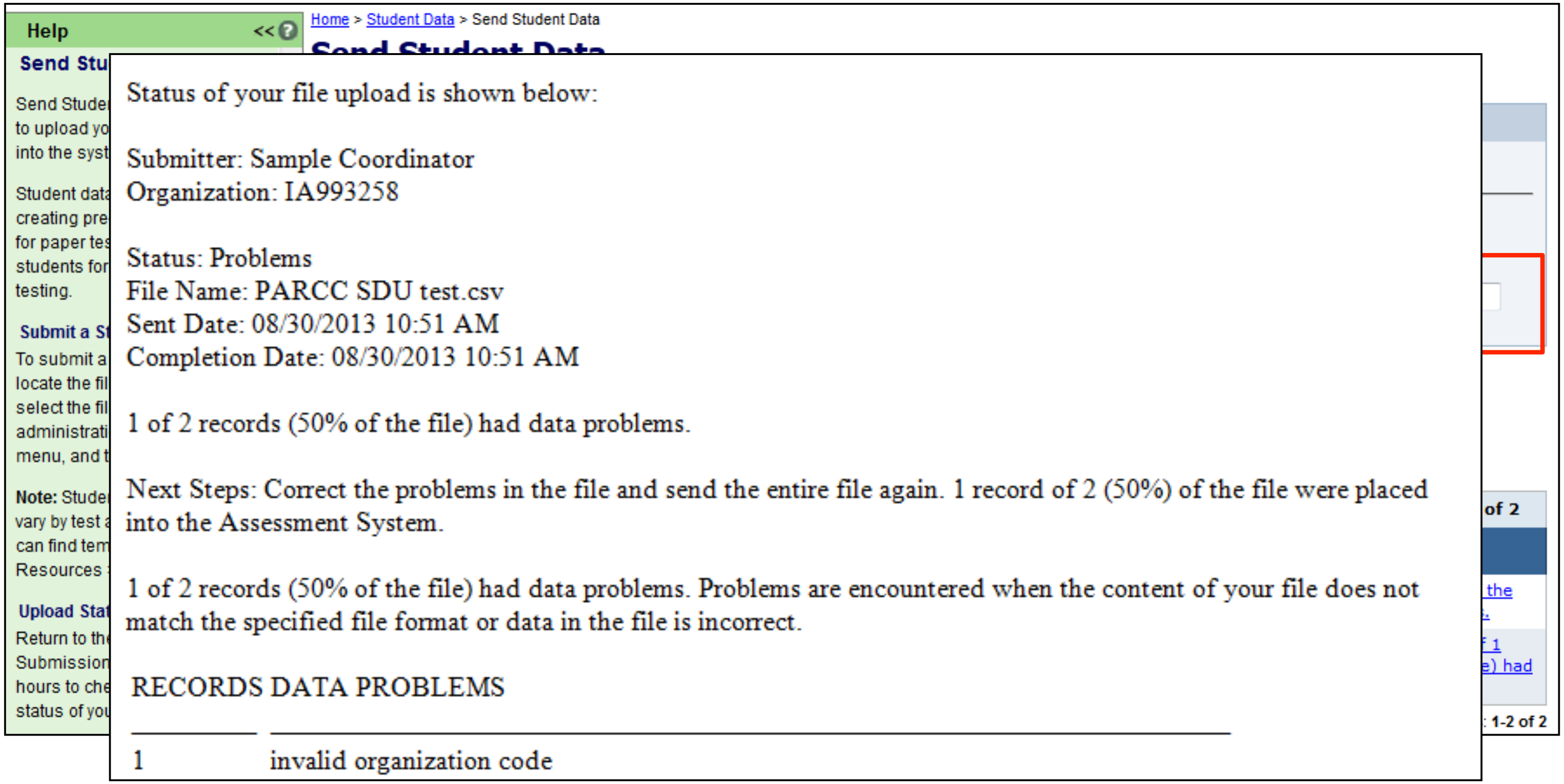
Document Name	Publication Date
PARCC SDU File Layout	05/28/13

PARCC STUDENT DATA UPLOAD LAYOUT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	State Abbreviation	Responsible District Identifier	School/Institution Identifier	State Student Identifier	Last or Surname	First Name	Middle Name	Birthdate	Sex	Grade Level When Assessed	Demographic Race Two or More Races	Hispanic or Latino Ethnicity	American Indian or Alaska Native	Asian
2														

Send Student Data

Submitting an SDU file to mass upload students for testing is the most common way students are registered.



Status of your file upload is shown below:

Submitter: Sample Coordinator
Organization: IA993258

Status: Problems
File Name: PARCC SDU test.csv
Sent Date: 08/30/2013 10:51 AM
Completion Date: 08/30/2013 10:51 AM

1 of 2 records (50% of the file) had data problems.

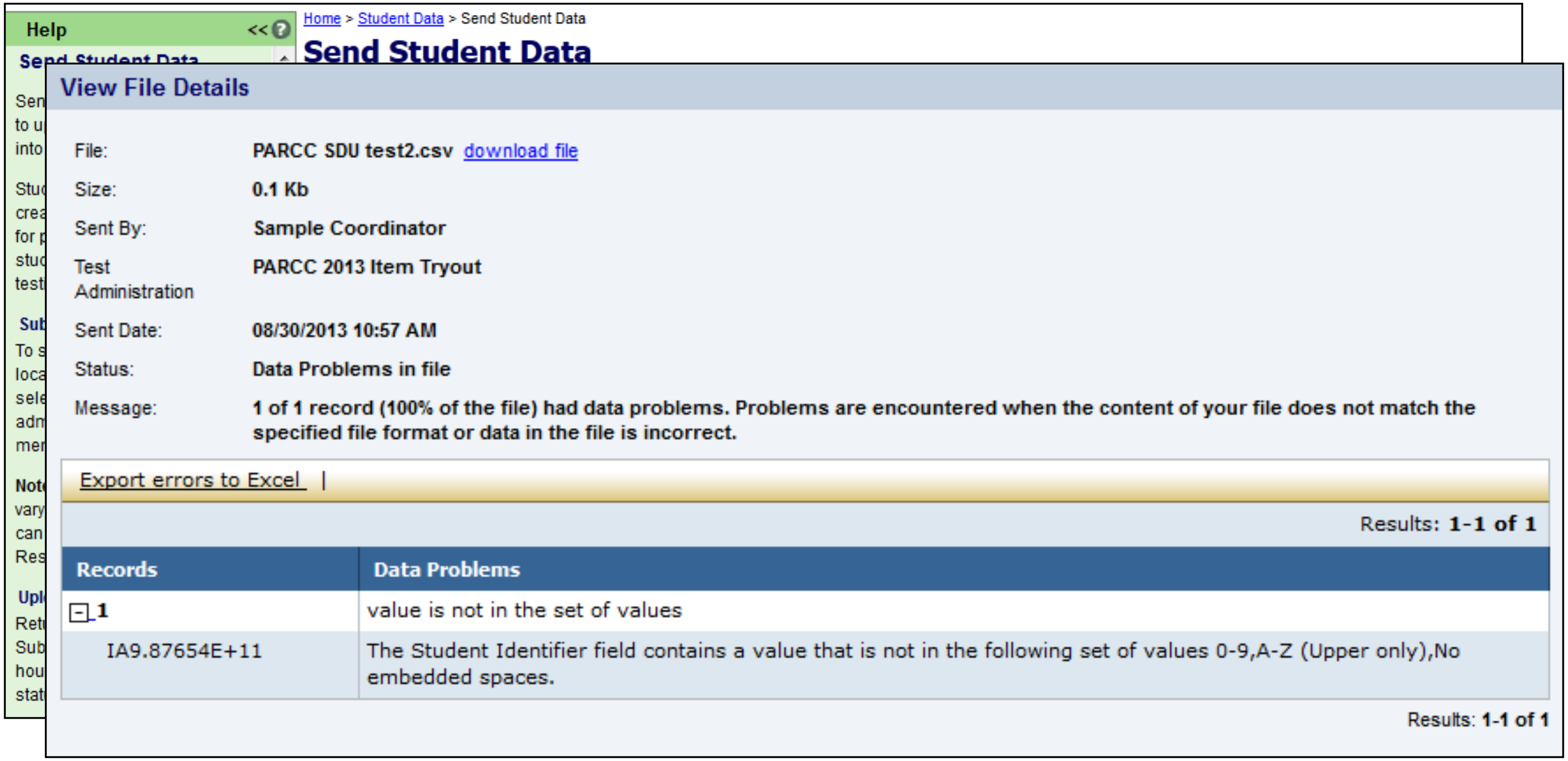
Next Steps: Correct the problems in the file and send the entire file again. 1 record of 2 (50%) of the file were placed into the Assessment System.

1 of 2 records (50% of the file) had data problems. Problems are encountered when the content of your file does not match the specified file format or data in the file is incorrect.

RECORDS	DATA PROBLEMS
1	invalid organization code

Send Student Data – Status

Once an SDU is submitted, PearsonAccess provides detailed status updates, along with applicable error information.



Send Student Data

View File Details

File: PARCC SDU test2.csv download file

Size: 0.1 Kb

Sent By: Sample Coordinator

Test Administration: PARCC 2013 Item Tryout

Sent Date: 08/30/2013 10:57 AM

Status: Data Problems in file

Message: 1 of 1 record (100% of the file) had data problems. Problems are encountered when the content of your file does not match the specified file format or data in the file is incorrect.

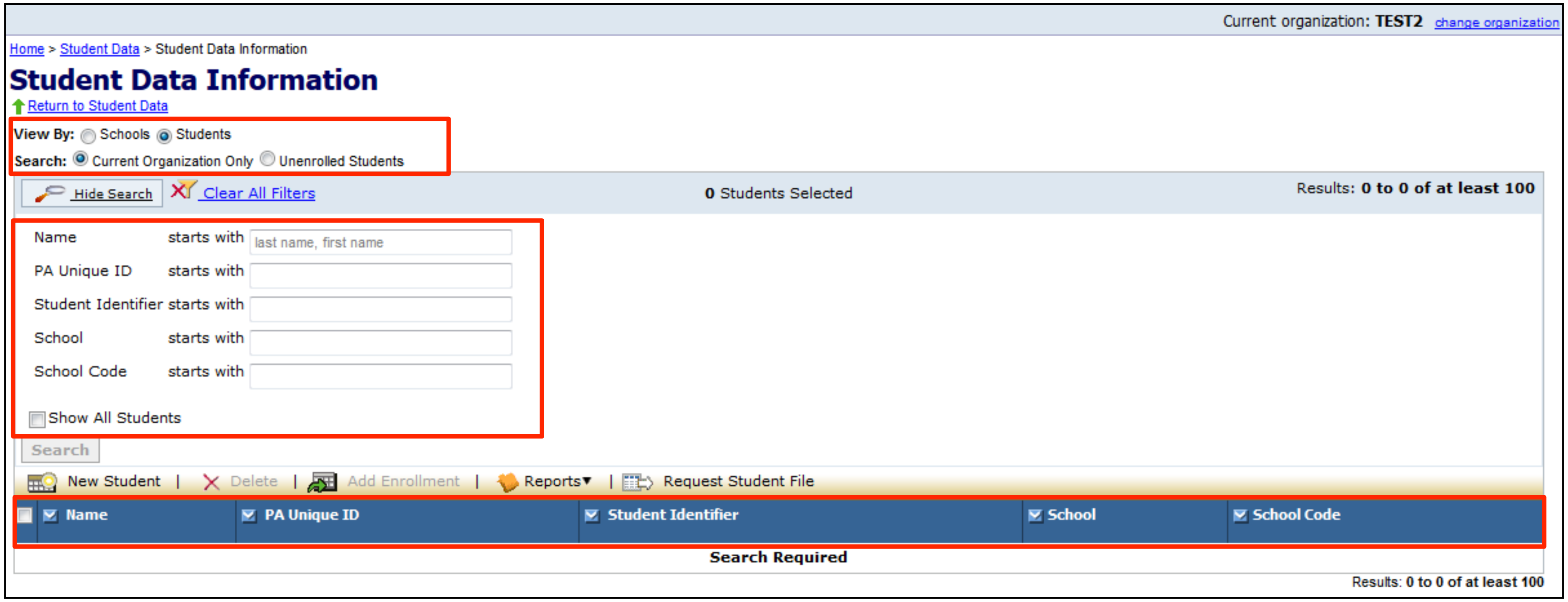
Results: 1-1 of 1

Records	Data Problems
⊟ 1	value is not in the set of values
IA9.87654E+11	The Student Identifier field contains a value that is not in the following set of values 0-9,A-Z (Upper only),No embedded spaces.

Results: 1-1 of 1

Student Data Information

Student Data Information allows you to search for students, add or delete students, update enrollment, and view reports.



Current organization: **TEST2** change organization

Home > Student Data > Student Data Information

Student Data Information

Return to Student Data

View By: ○ Schools ● Students

Search: ● Current Organization Only ○ Unenrolled Students

Hide Search | Clear All Filters | **0** Students Selected | Results: **0 to 0 of at least 100**

Name starts with: last name, first name

PA Unique ID starts with:

Student Identifier starts with:

School starts with:

School Code starts with:

☐ Show All Students

Search

New Student | Delete | Add Enrollment | Reports▾ | Request Student File

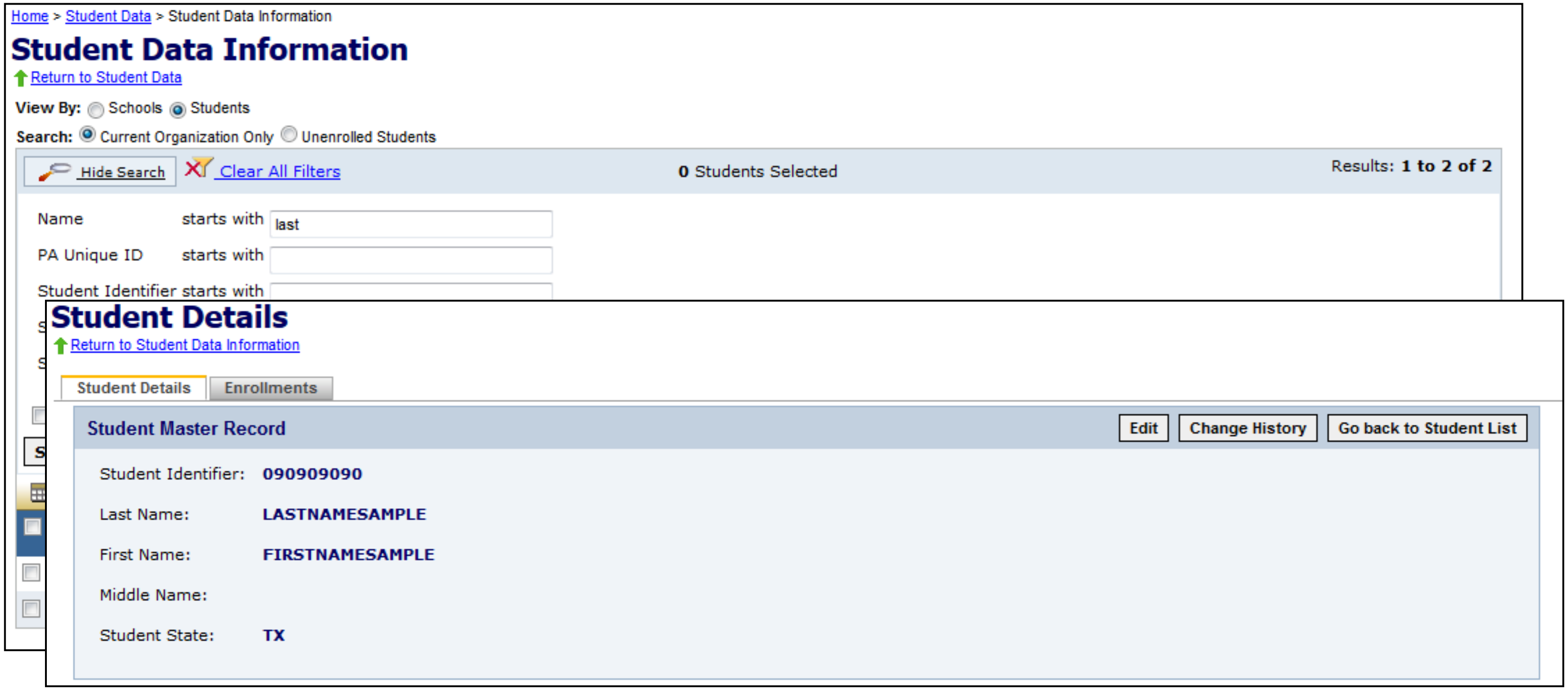
☐	☑ Name	☑ PA Unique ID	☑ Student Identifier	☑ School	☑ School Code

Search Required

Results: **0 to 0 of at least 100**

Student Data Information – Search Results

After executing a search, selecting an individual student provides the *Student Details* with the student record and enrollments.



Home > Student Data > Student Data Information

Student Data Information

Return to Student Data

View By: ○ Schools ● Students

Search: ● Current Organization Only ○ Unenrolled Students

Hide Search
Clear All Filters

0 Students Selected

Results: **1 to 2 of 2**

Name starts with last

PA Unique ID starts with

Student Identifier starts with

Student Details

Return to Student Data Information
Student Details
Enrollments

Student Master Record

Edit
Change History
Go back to Student List

Student Identifier: **090909090**

Last Name: **LASTNAMESAMPLE**

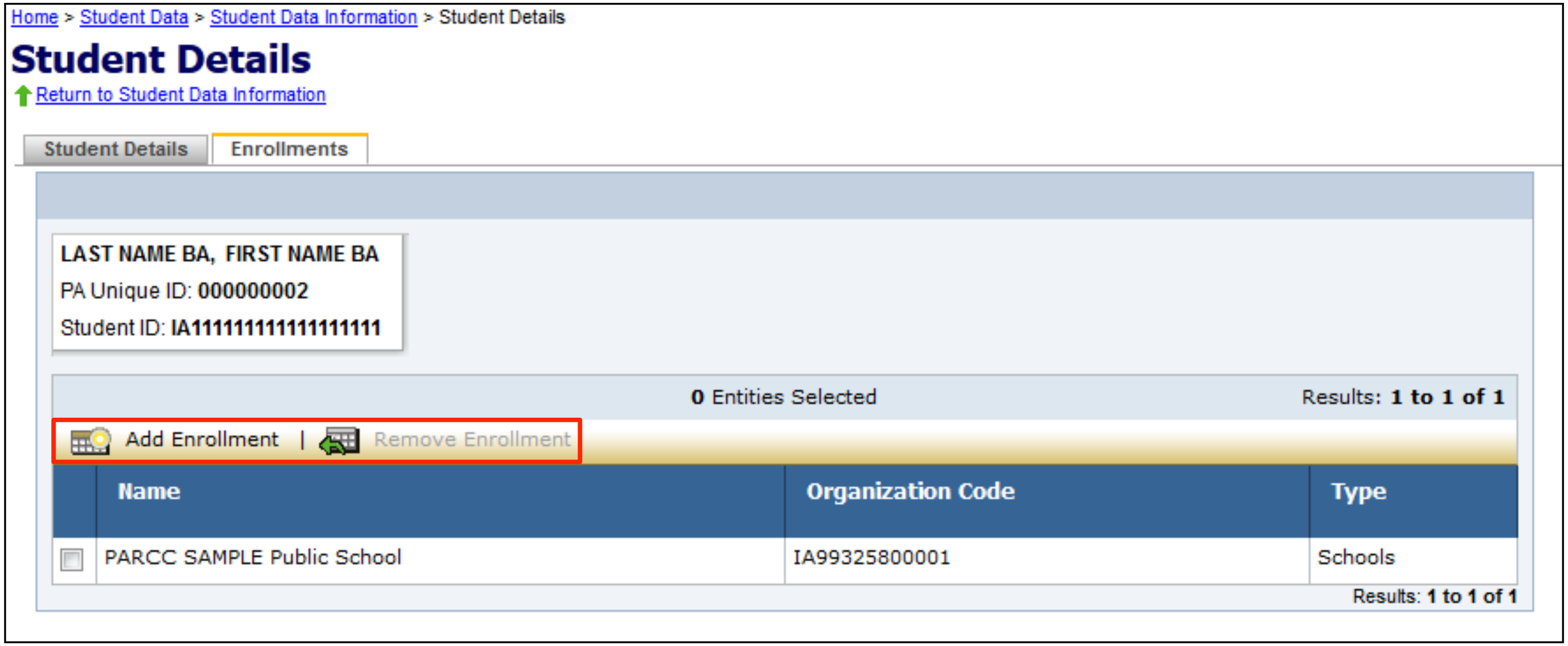
First Name: **FIRSTNAMESAMPLE**

Middle Name:

Student State: **TX**

Enrollments

The *Enrollments* tab shows current enrollment for a student, and allows you to manually update enrollment as needed.



Home > Student Data > Student Data Information > Student Details

Student Details

Return to Student Data Information

Student Details
Enrollments

LAST NAME BA, FIRST NAME BA

PA Unique ID: **000000002**

Student ID: **IA11111111111111111**

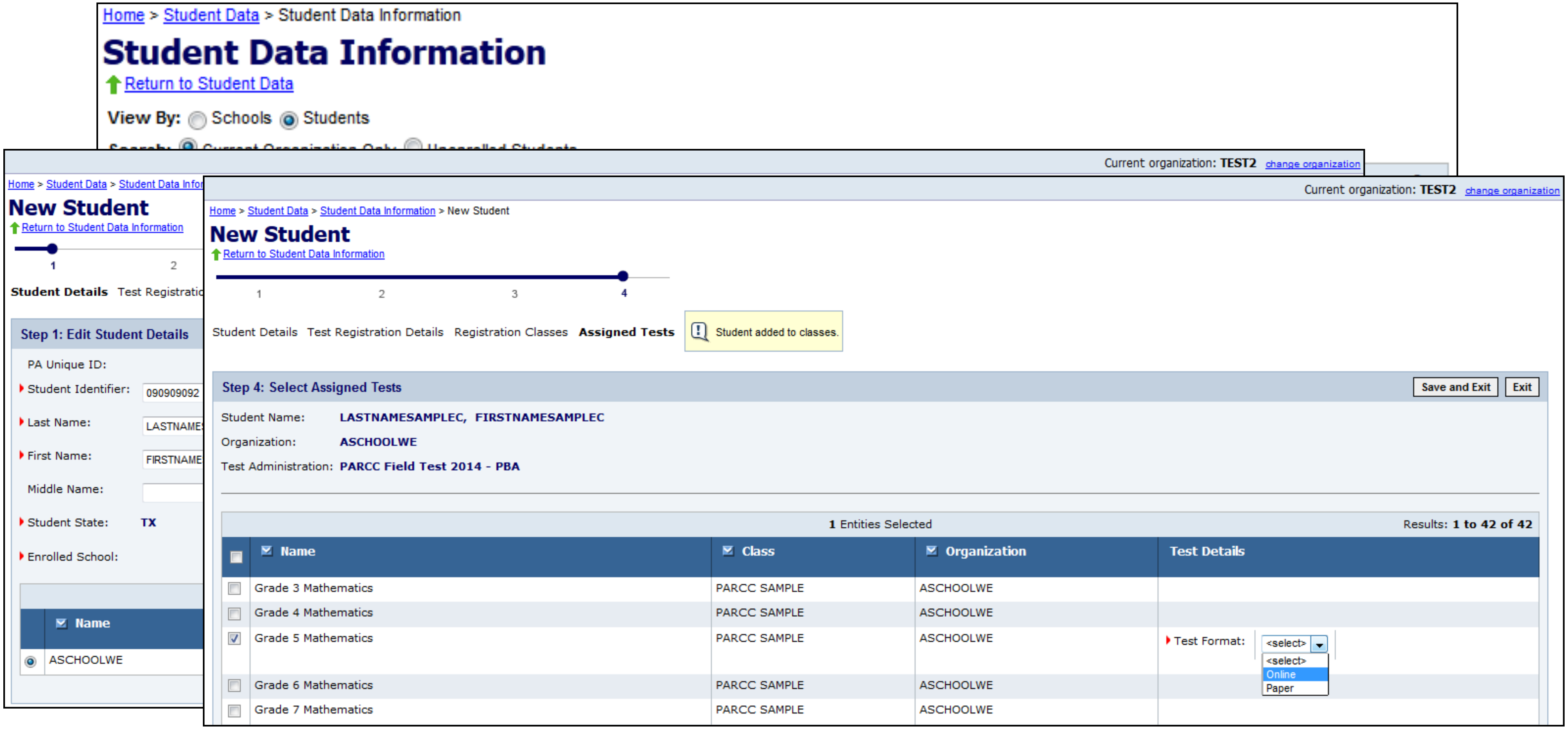
0 Entities Selected   Results: **1 to 1 of 1**

Add Enrollment | Remove Enrollment

	Name	Organization Code	Type
☐	PARCC SAMPLE Public School	IA99325800001	Schools

Results: **1 to 1 of 1**

Adding a New Student



Home > Student Data > Student Data Information

Student Data Information

Return to Student Data

View By: ○ Schools ● Students

Current organization: **TEST2** change organization

Home > Student Data > Student Data Infor

New Student

Return to Student Data Information

1 2

Student Details Test Registratio

Step 1: Edit Student Details

PA Unique ID:

Student Identifier: 090909092

Last Name: LASTNAME

First Name: FIRSTNAME

Middle Name:

Student State: TX

Enrolled School:

	Name
●	ASCHOOLWE

Current organization: **TEST2** change organization

Home > Student Data > Student Data Information > New Student

New Student

Return to Student Data Information

1 2 3 4

Student Details Test Registration Details Registration Classes **Assigned Tests**

Student added to classes.

Step 4: Select Assigned Tests

Student Name: **LASTNAMESAMPLEC, FIRSTNAMESAMPLEC**

Organization: **ASCHOOLWE**

Test Administration: **PARCC Field Test 2014 - PBA**

1 Entities Selected

Results: **1 to 42 of 42**

☐	☑ Name	☑ Class	☑ Organization	Test Details
☐	Grade 3 Mathematics	PARCC SAMPLE	ASCHOOLWE	
☐	Grade 4 Mathematics	PARCC SAMPLE	ASCHOOLWE	
☑	Grade 5 Mathematics	PARCC SAMPLE	ASCHOOLWE	Test Format: <select> <select> Online Paper
☐	Grade 6 Mathematics	PARCC SAMPLE	ASCHOOLWE	
☐	Grade 7 Mathematics	PARCC SAMPLE	ASCHOOLWE	

When adding new students, remember:

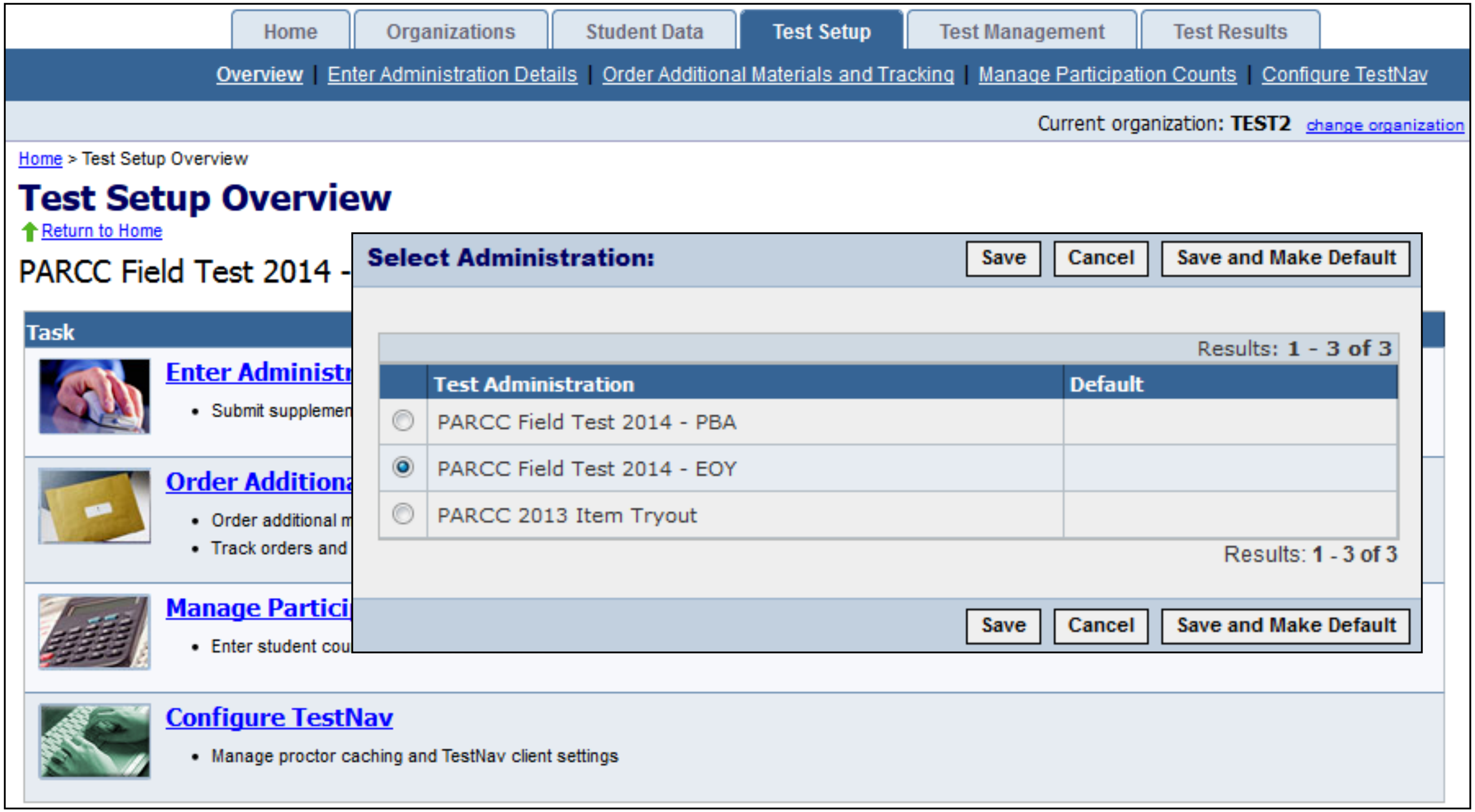
- Students are ***enrolled*** *to a school.*
- Students are ***registered*** *for a test administration.*
- Students are ***assigned*** *to a registration class.*
- Students are ***assigned*** *to a test.*

Test Setup

Partnership for Assessment of
Readiness for College and Careers

Test Setup

Test Setup activities help you to prepare for both paper and online testing.



Home
Organizations
Student Data
Test Setup
Test Management
Test Results
Overview | Enter Administration Details | Order Additional Materials and Tracking | Manage Participation Counts | Configure TestNav
change organization
Return to Home
Save
Cancel
Save and Make Default

Current organization: **TEST2**

Home > Test Setup Overview

Test Setup Overview

PARCC Field Test 2014 -

Select Administration:

Results: **1 - 3 of 3**

	Test Administration	Default
○	PARCC Field Test 2014 - PBA	
●	PARCC Field Test 2014 - EOY	
○	PARCC 2013 Item Tryout	

Results: **1 - 3 of 3**

Task

Enter Administr
- Submit supplemen

Order Addition
- Order additional m
- Track orders and

Manage Partici
- Enter student cou

Configure TestNav
- Manage proctor caching and TestNav client settings

Order Additional Materials

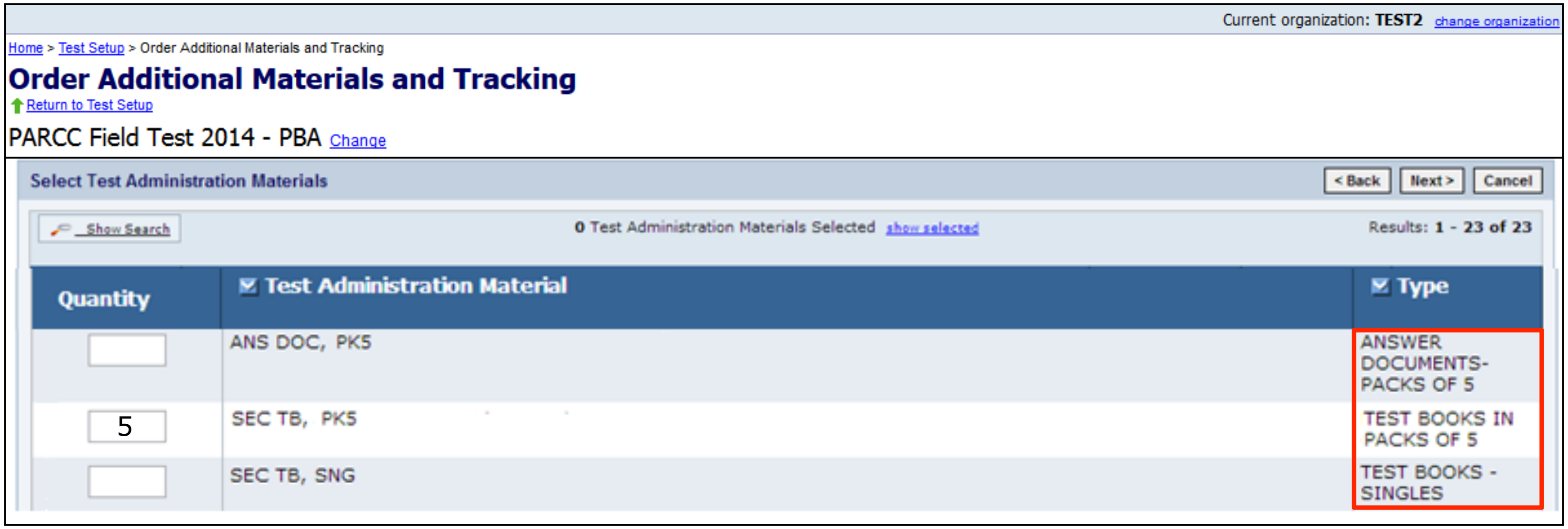
Use *Order Additional Materials and Tracking* to order additional paper materials than originally provided in your initial distribution.

- Orders can be submitted by users with the following roles:
  - LEA/District Test Coordinator
  - Non-School/Institution Test Coordinator
  - School/Institution Test Coordinator.

- Ordering additional materials is a three-step process.
  - Verify the shipping information is correct. If it is not correct, contact your State Field Test Contact.
  - Enter a quantity in the *Quantity* column for each type of material that you want to order.
  - Review the order, and then click ***Save*** to complete the ordering process.

Order Additional Materials

Review orders carefully; quantities should take into account if materials are packaged singly or in packs of 5 or more.


Current organization: TEST2 change organization
Home > Test Setup > Order Additional Materials and Tracking
Return to Test Setup
< Back
Next >
Cancel
Show Search
show selected

Order Additional Materials and Tracking

PARCC Field Test 2014 - PBA Change

Select Test Administration Materials

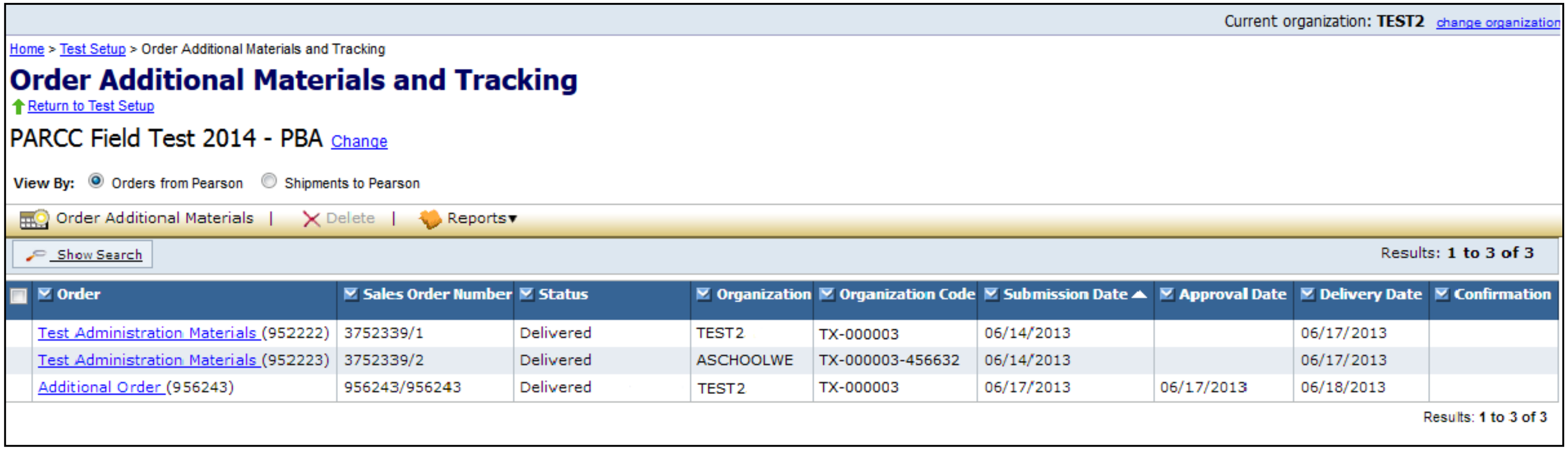
0 Test Administration Materials Selected

Results: 1 - 23 of 23

Quantity	☑ Test Administration Material	☑ Type
	ANS DOC, PK5	ANSWER DOCUMENTS-PACKS OF 5
5	SEC TB, PK5	TEST BOOKS IN PACKS OF 5
	SEC TB, SNG	TEST BOOKS - SINGLES

Shipment Tracking

Order Additional Materials and Tracking is also used to check on the status of existing orders and track order shipments.



Current organization: **TEST2** change organization
Home > Test Setup > Order Additional Materials and Tracking

Order Additional Materials and Tracking

Return to Test Setup

PARCC Field Test 2014 - PBA Change

View By: ● Orders from Pearson ○ Shipments to Pearson

Order Additional Materials | Delete | Reports▾
Show Search

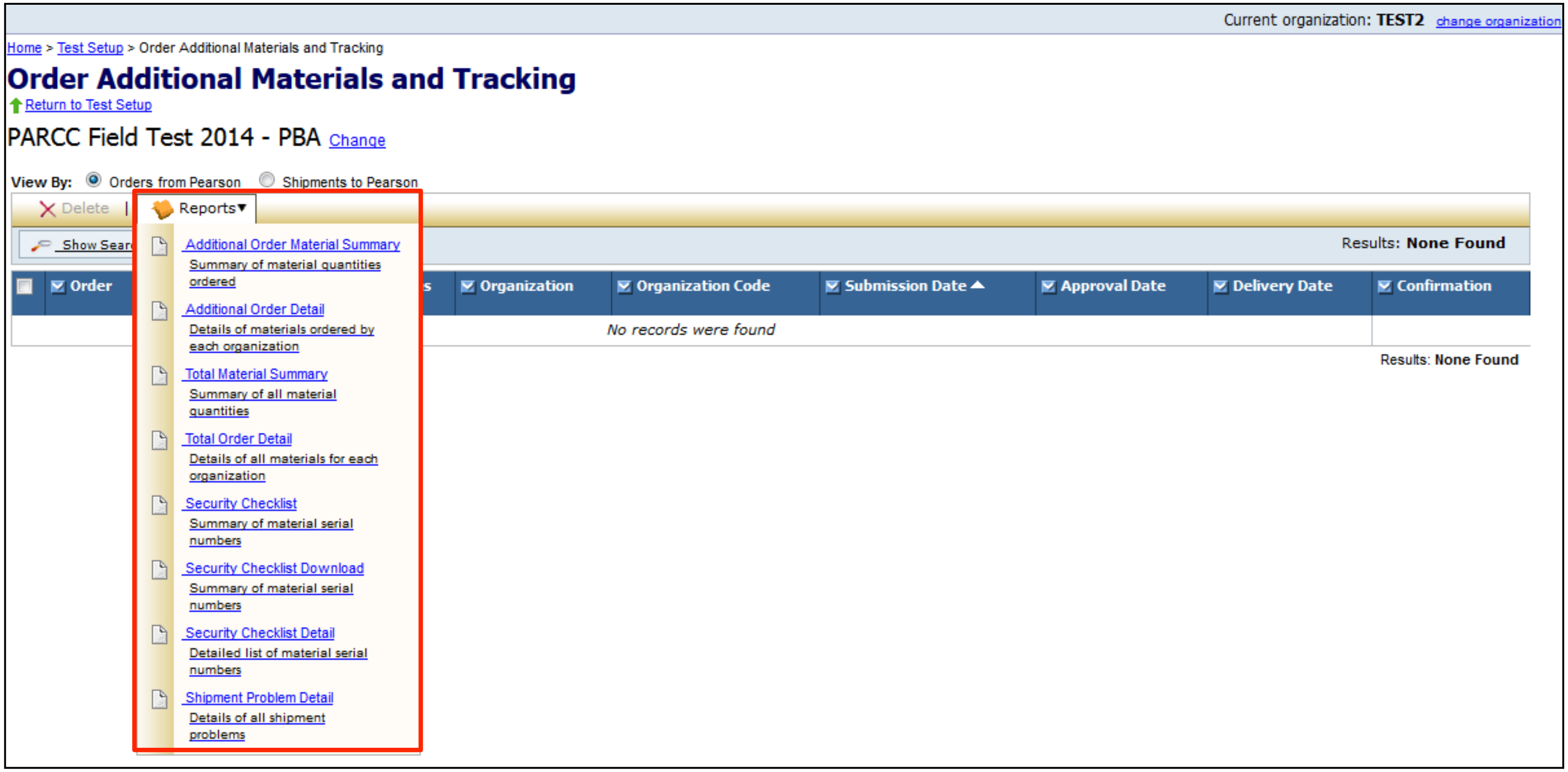
Results: **1 to 3 of 3**

☐	☑ Order	☑ Sales Order Number	☑ Status	☑ Organization	☑ Organization Code	☑ Submission Date ▲	☑ Approval Date	☑ Delivery Date	☑ Confirmation
	Test Administration Materials (952222)	3752339/1	Delivered	TEST2	TX-000003	06/14/2013		06/17/2013	
	Test Administration Materials (952223)	3752339/2	Delivered	ASCHOOLWE	TX-000003-456632	06/14/2013		06/17/2013	
	Additional Order (956243)	956243/956243	Delivered	TEST2	TX-000003	06/17/2013	06/17/2013	06/18/2013	

Results: **1 to 3 of 3**

Shipment Tracking – Reports

Multiple order and shipment reports are available for review by selecting ***Reports***.



Current organization: **TEST2** change organization

Home > Test Setup > Order Additional Materials and Tracking

Order Additional Materials and Tracking

Return to Test Setup

PARCC Field Test 2014 - PBA Change

View By: ● Orders from Pearson ○ Shipments to Pearson

Delete
Reports▾
Show Sear
Results: None Found
☑ Order
☑ Organization
☑ Organization Code
☑ Submission Date
☑ Approval Date
☑ Delivery Date
☑ Confirmation

- Additional Order Material Summary
  Summary of material quantities ordered
- Additional Order Detail
  Details of materials ordered by each organization
- Total Material Summary
  Summary of all material quantities
- Total Order Detail
  Details of all materials for each organization
- Security Checklist
  Summary of material serial numbers
- Security Checklist Download
  Summary of material serial numbers
- Security Checklist Detail
  Detailed list of material serial numbers
- Shipment Problem Detail
  Details of all shipment problems

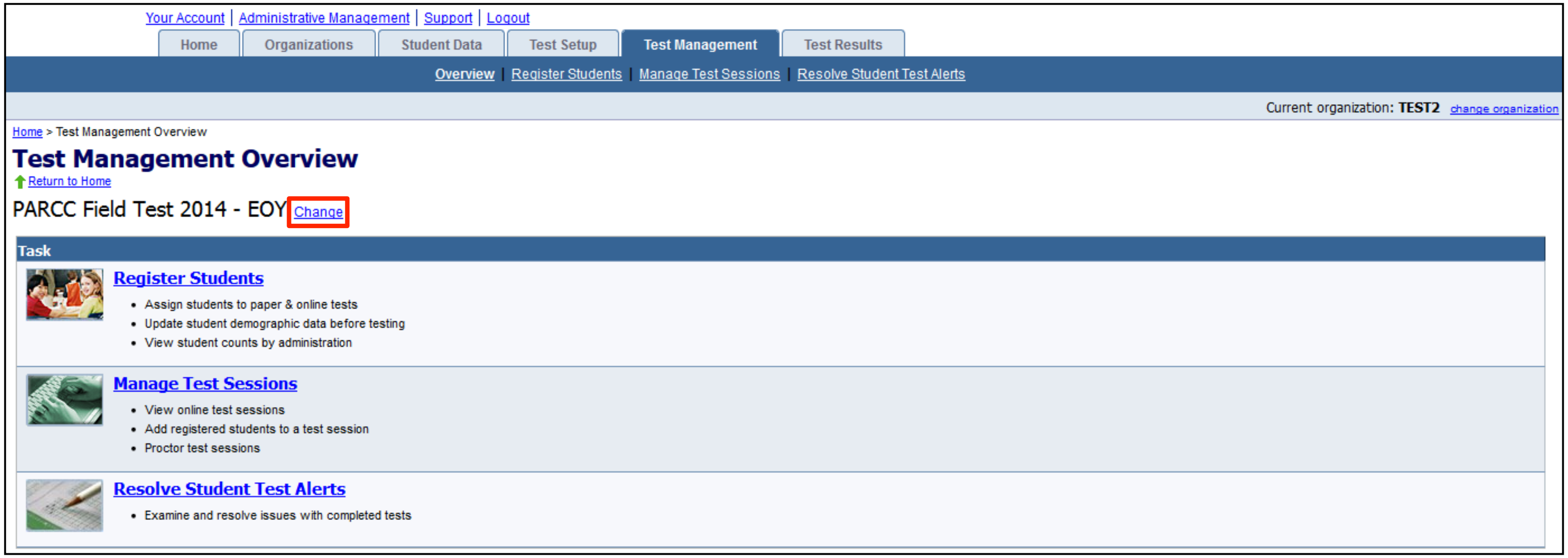
No records were found

Results: None Found

Test Management

Test Management

The primary test management activities are registering students and managing 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: TEST2 change organization
Home > Test Management Overview
Return to Home
Change

Test Management Overview

PARCC Field Test 2014 - EOY

Task

Register Students

- Assign students to paper & online tests
- Update student demographic data before testing
- View student counts by administration

Manage Test Sessions

- View online test sessions
- Add registered students to a test session
- Proctor test sessions

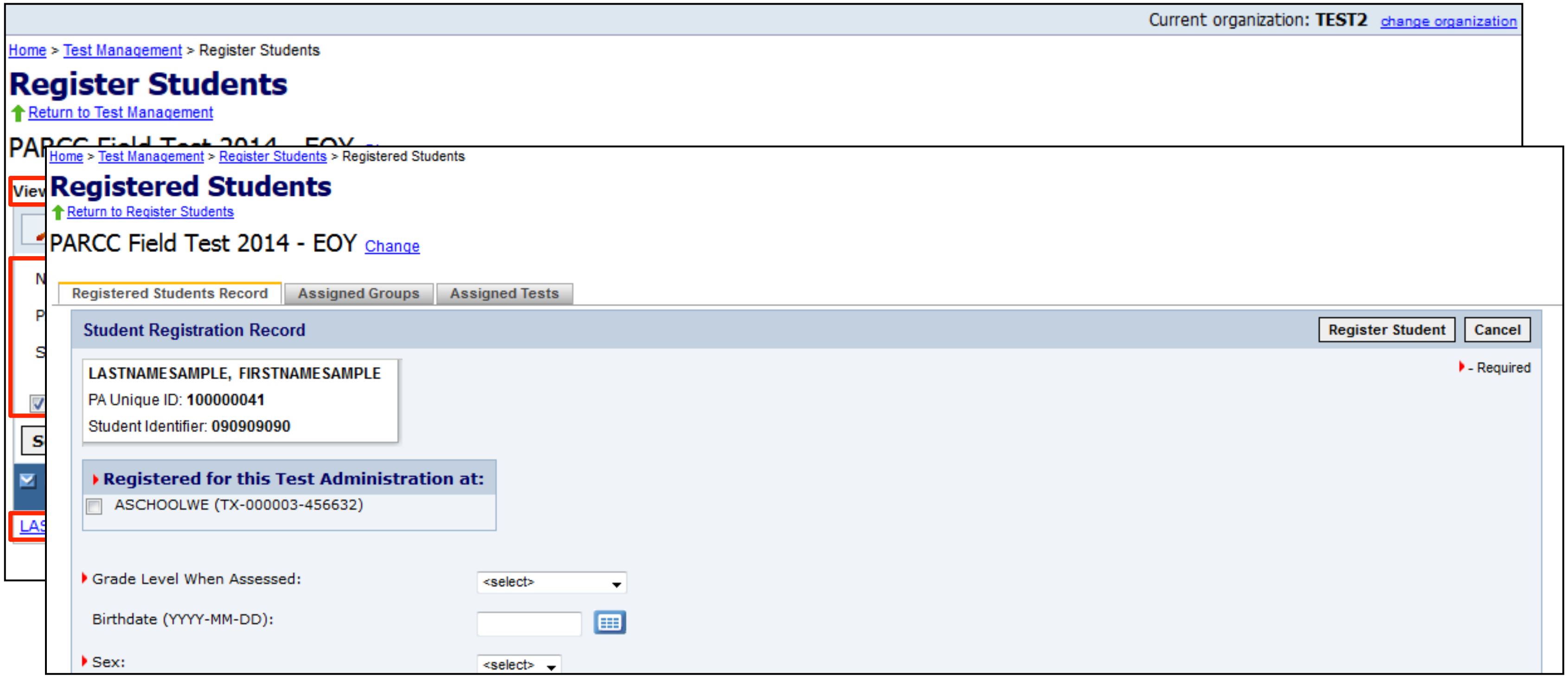
Resolve Student Test Alerts

- Examine and resolve issues with completed tests

- *Register Students* allows you to manually assign students to paper & online tests, update student demographic data before testing, and view student counts by administration.
- *Managing Test Sessions* is one of the main activities for computer-based testing.

Register Students – Manual Registration

Students are typically registered via an SDU file, but can be registered manually.



Current organization: **TEST2** change organization

Home > Test Management > Register Students

Register Students

Return to Test Management

PARCC Field Test 2014 – EOY

Home > Test Management > Register Students > Registered Students

Registered Students

Return to Register Students

PARCC Field Test 2014 - EOY Change

Registered Students Record
Assigned Groups
Assigned Tests

Student Registration Record

Register Student
Cancel

- Required

LASTNAMESAMPLE, FIRSTNAMESAMPLE

PA Unique ID: **100000041**

Student Identifier: **090909090**

Registered for this Test Administration at:

☐ ASCHOOLWE (TX-000003-456632)

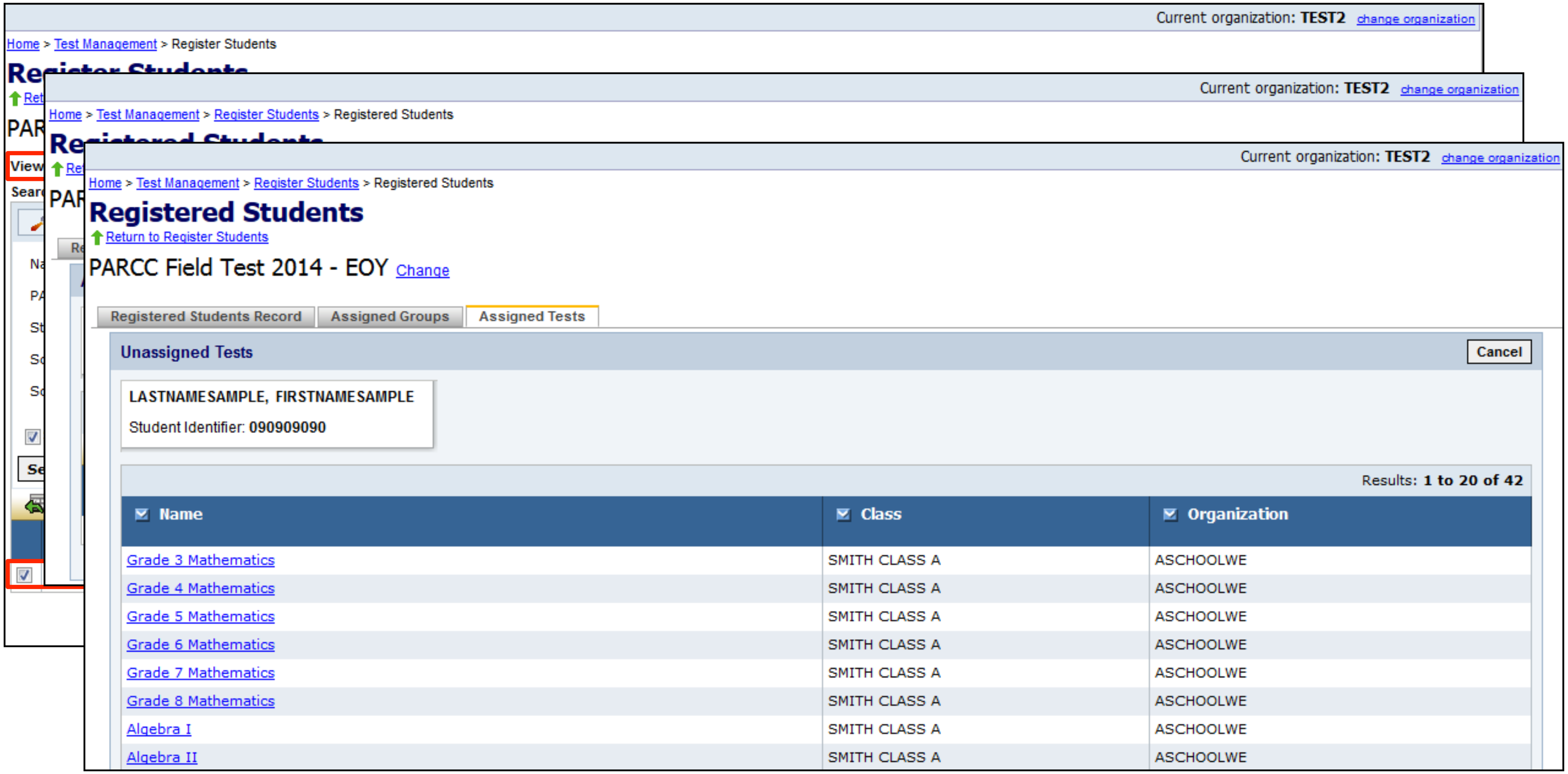
Grade Level When Assessed: <select>

Birthdate (YYYY-MM-DD):

Sex: <select>

Register Students – Manual Steps

After manually registering a student, a registration class and test(s) need to be added.



Current organization: **TEST2** change organization

Home > Test Management > Register Students > Registered Students

Registered Students

Return to Register Students

PARCC Field Test 2014 - EOY Change

Unassigned Tests

LASTNAMESAMPLE, FIRSTNAMESAMPLE

Student Identifier: **090909090**

Results: **1 to 20 of 42**

Name	Class	Organization
Grade 3 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 4 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 5 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 6 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 7 Mathematics	SMITH CLASS A	ASCHOOLWE
Grade 8 Mathematics	SMITH CLASS A	ASCHOOLWE
Algebra I	SMITH CLASS A	ASCHOOLWE
Algebra II	SMITH CLASS A	ASCHOOLWE

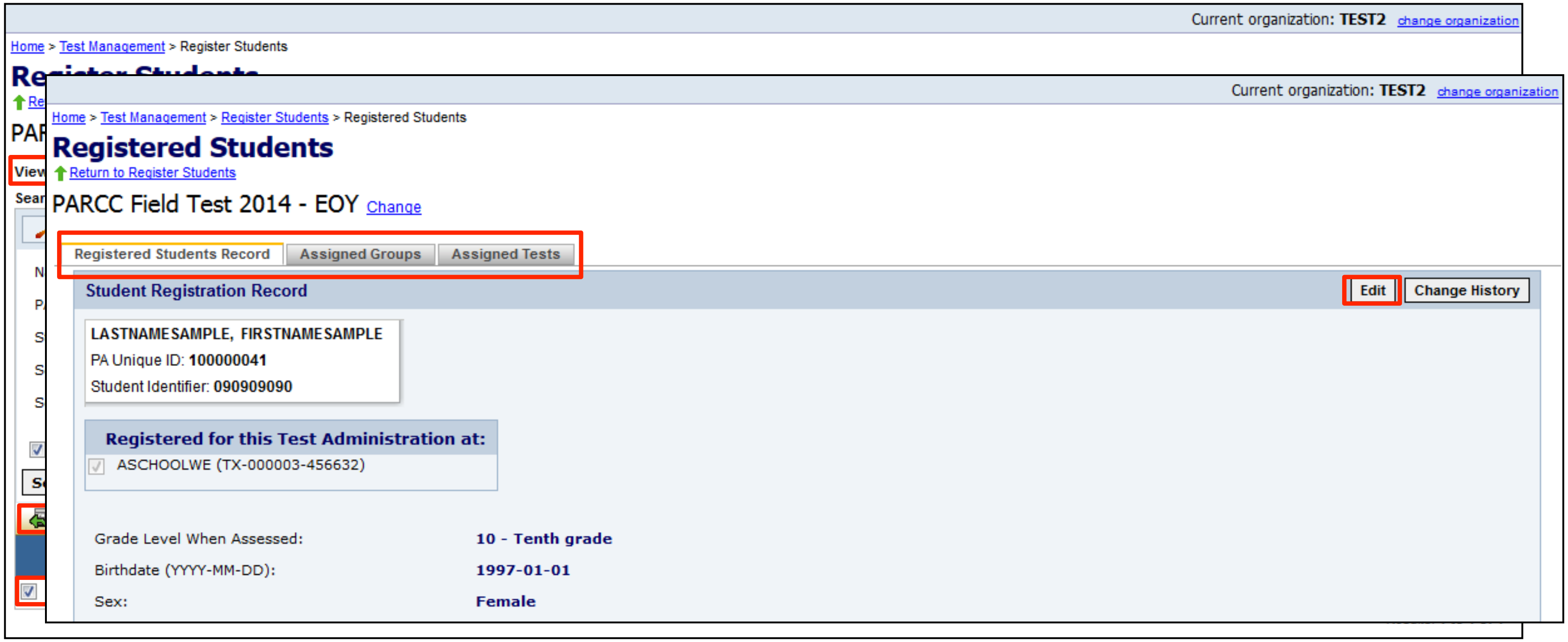
Register Students

Register Students also allows you to run reports to help you manage student registrations.

- Use the registration file to:
  - view student registration information, and
  - update information (such as change from paper to computer-based (online) testing, update students' grade levels, or update demographics) and then upload the updated student information using the registration file via Send Student Data.
- Use the registration summary file to:
  - view counts of unregistered students, registered students, students being tested, students with existing test assignments, students with valid test attempts, and students with failed test attempts.
  - The report includes only schools that are participating in the selected test administration.

Register Students – View/Update/Remove Registrations

From the *Register Students* screen, you can also view, update, or remove registrations.



Current organization: **TEST2** change organization

Home > Test Management > Register Students

Current organization: **TEST2** change organization

Home > Test Management > Register Students > Registered Students

Registered Students

Return to Register Students

PARCC Field Test 2014 - EOY Change

Registered Students Record
Assigned Groups
Assigned Tests
Edit
Change History

Student Registration Record

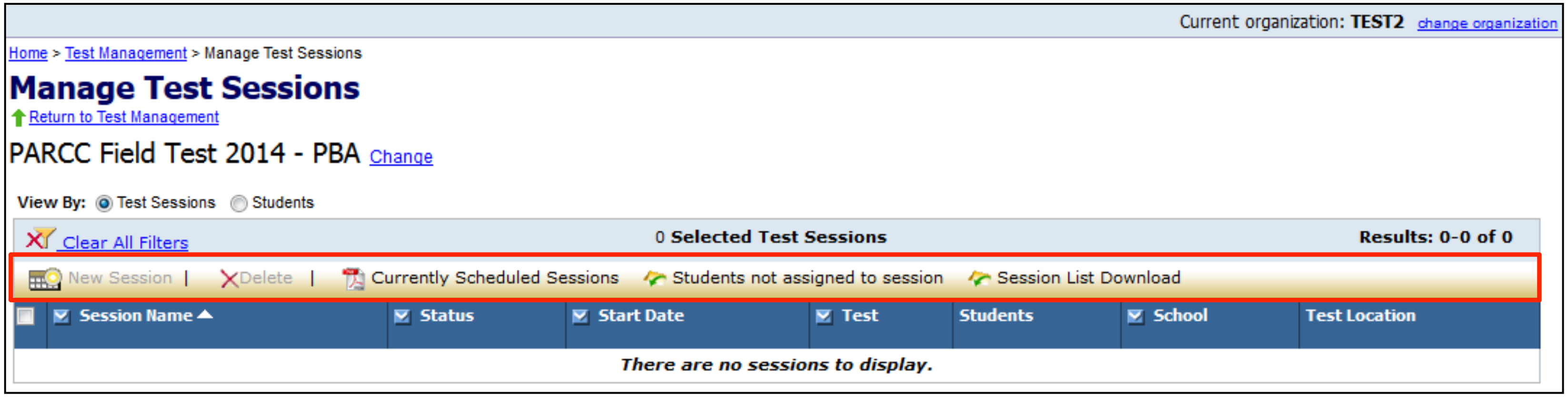
LASTNAMESAMPLE, FIRSTNAMESAMPLE
PA Unique ID: **100000041**
Student Identifier: **090909090**

Registered for this Test Administration at:
☑ ASCHOOLWE (TX-000003-456632)

Grade Level When Assessed:	**10 - Tenth grade**
Birthdate (YYYY-MM-DD):	**1997-01-01**
Sex:	**Female**

Manage Test Sessions

Most activities associated with computer-based test sessions will be performed on *Manage Test Sessions*.



Current organization: **TEST2** change organization

Home > Test Management > Manage Test Sessions

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** | **Results: 0-0 of 0**

New Session | Delete | Currently Scheduled Sessions | Students not assigned to session | Session List Download

☐	☑ Session Name	☑ Status	☑ Start Date	☑ Test	Students	☑ School	Test Location

There are no sessions to display.

- To view or edit an existing session, click on the session name.
- To create a new session, click ***New Session***.
- To delete a session, place a check mark next to the session name and then click ***Delete***.
- To view details about currently scheduled test sessions, click ***Currently Scheduled Sessions***.
- To view a CSV file with students registered to test but not in a session, click ***Students not assigned to session***.
- To download the session list as a CSV file, click ***Session List Download***.

Create Test Sessions

Before students can take a computer-based test, test sessions must be created.

- Click the ***New Session*** button.
- Enter a session name and select a school.
- Enter the remaining session details. Required fields are designated with a red arrow.
- If applicable, select “No” from the Read Aloud by Test Examiner drop-down menu.
- For administrations in which there is only one form, “Main” must be selected from the Form Group Type drop-down menu.
- If applicable, a proctor caching computer should be selected from the Proctor Caching Computer drop-down menu.
- To grant school-level users the ability to assign district-level proctor caching computers to test sessions, select the “Include caching computers defined for the District” checkbox.
- You may add students now, or you can add students later.
- Click the ***Save*** button after completing all session details.

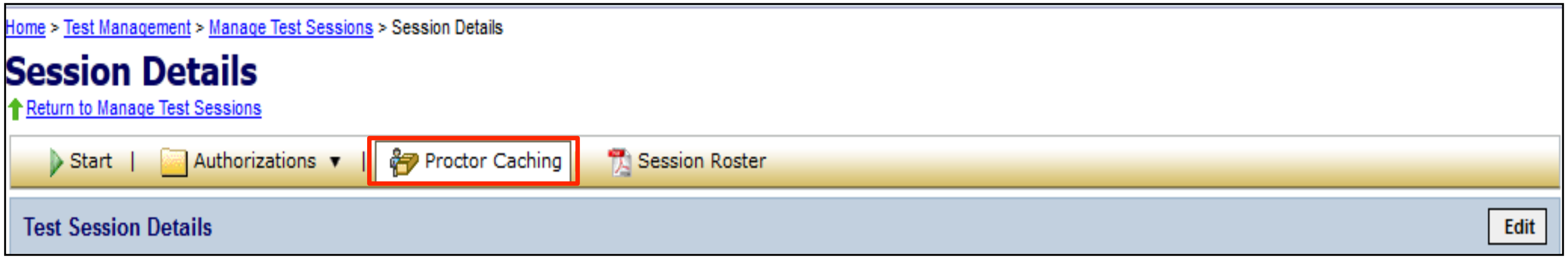
Session Details

The *Session Details* screen allows you to manage the details of each test session.

- In the Session Details screen, you can:
  - start and stop a test session,
  - print Student Authorizations and/or seal codes,
  - print Proctor Authorizations (for oral administrations),
  - proctor cache test content,
  - print a session roster,
  - update TestNav configurations,
  - monitor individual student’s tests,
  - resume a student’s test,
  - mark a test complete, and
  - add/remove/move students.

Proctor Caching Test Content

Proctor caching refers to downloading encrypted test content from the Pearson testing server to a secure local computer prior to starting a test session.



Home > Test Management > Manage Test Sessions > Session Details

Session Details

Return to Manage Test Sessions

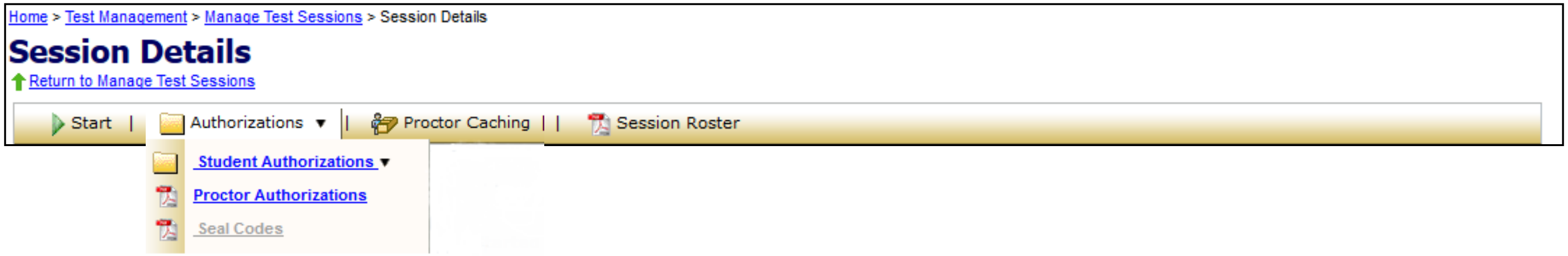
Start
Authorizations ▾
Proctor Caching
Session Roster
Test Session Details
Edit

- Proctor caching is completed at the session level, on the *Session Details* screen.
  - The ***Proctor Caching*** button will be disabled and you will not be able to cache the test content for the test session if you do not have access to proctor caching or if you are not within the proctor caching window.

- Proctor caching is available up to one week before an administration; districts will receive notification when it is available.

Student and Proctor Authorizations

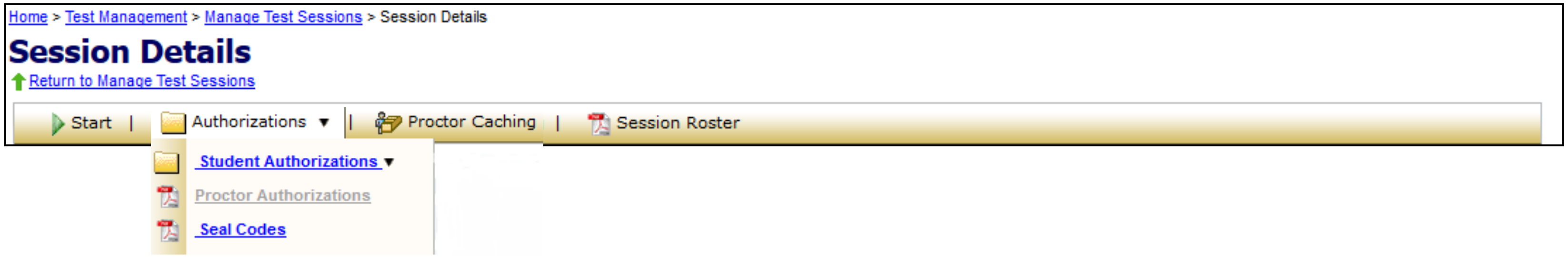
Student and Proctor authorizations are needed to perform certain functions at the session level.


Home > Test Management > Manage Test Sessions > Session Details
Session Details
Return to Manage Test Sessions
Start
Authorizations
Proctor Caching
Session Roster
Student Authorizations
Proctor Authorizations
Seal Codes

- Each student must have an authorization in order to log in to a test.
- Proctor authorizations (log in for test administrator) are only for Oral Administrations.
- Authorizations contain:
  - the URL to access tests through the browser-based TestNav,
  - a unique login ID, and
  - the test code needed to log in.
- Student authorizations also contain the keystrokes available for navigating through TestNav.

Authorizations – Seal Codes

Seal codes are the electronic equivalents of the adhesive tabs that are used to seal sections of paper test booklets.


Home > Test Management > Manage Test Sessions > Session Details

Session Details

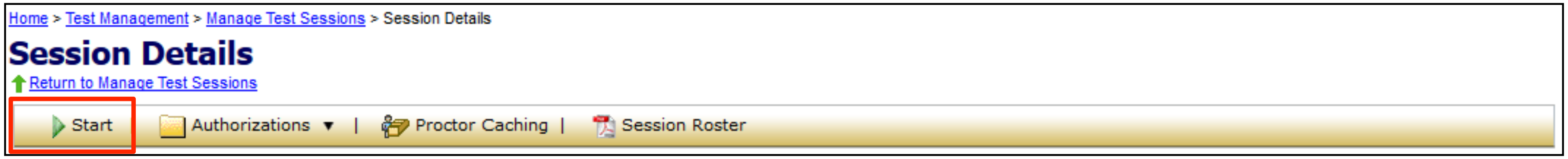
Return to Manage Test Sessions

Start
Authorizations
Proctor Caching
Session Roster
Student Authorizations
Proctor Authorizations
Seal Codes

- There will be one set of seal codes assigned to each test session.
- Before students in a test session can go to the next sealed section of an electronic test, they must enter the appropriate four-digit seal code.
- Seal codes for a specific test session are listed on the seal codes document.

Starting Test Sessions

A test session must be started before students can begin testing.



Home > Test Management > Manage Test Sessions > Session Details

Session Details

Return to Manage Test Sessions

- Scheduling a date and time for a new test session is intended primarily for planning purposes.
- A test session will not start until you click the ***Start*** button on the *Session Details* screen, regardless of the scheduled start date and time.

NOTE: If you do not have access to start a test session, the ***Start*** button will be disabled and you will not be able to start the test session. Users with Organization and Technology Coordinator Roles only do not have access to start or stop sessions.

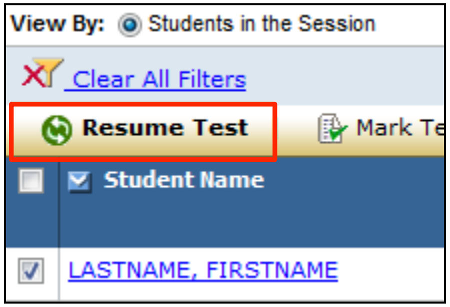
Monitoring Test Sessions

The table below gives an explanation of the possible statuses for students as they test.

Status	Meaning
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited TestNav but has not submitted test responses, e.g. took a break. (Student must be resumed by a test administrator to continue testing.)
Resumed	The student has been authorized by a test administrator to resume the test.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student has exited TestNav and will not resume the same test, e.g left due to illness.

Resuming a Student's Test

A test administrator must resume an Exited student's test in order for the student to complete testing.

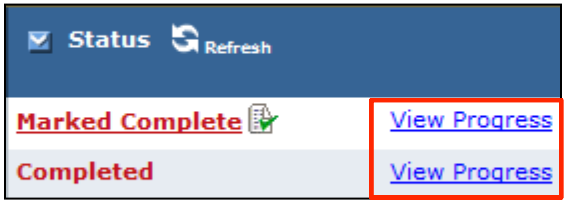

View By: ● Students in the Session
Clear All Filters
Resume Test
Mark Te
☐ Student Name
☑ LASTNAME, FIRSTNAME

- Select the checkbox for the student on the *Session Details* screen.
- Click the ***Resume Test*** button. The student's status will change to "Resumed" (if the student was in "Exited" status) or "Resumed-Upload" (if the student was in "Active" status).
  - The student's test will be resumed from the point at which it was exited or interrupted. Any saved test responses that the student entered will be uploaded when the connection to the Pearson testing server is reestablished.
- Have the student log in using their original student authorization.

View Test Progress

The Status column in the *Session Details* allows administrators to view test progress.

- When available, select the student's *View Progress* link to review test progress. Users with Organization and Technology Coordinator Roles only do not have access to view progress.

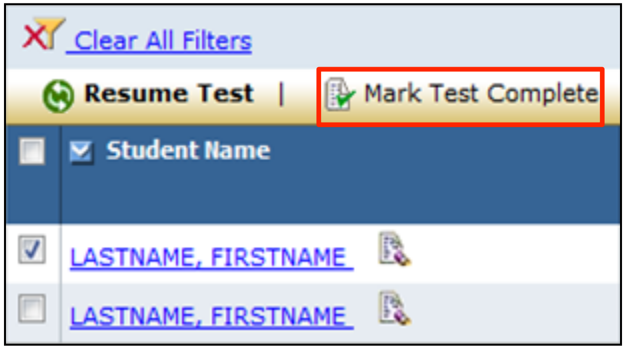


☑ Status Refresh	
Marked Complete	View Progress
Completed	View Progress

Status	Meaning
Visited/No Response Required	Student has visited the item but no response is required.
Visited/Answered	Student has visited the item and entered a response.
Visited/Not Answered	Student has visited the item but has not entered a response.
Not Visited	Student has not visited the item.

Mark Test Complete

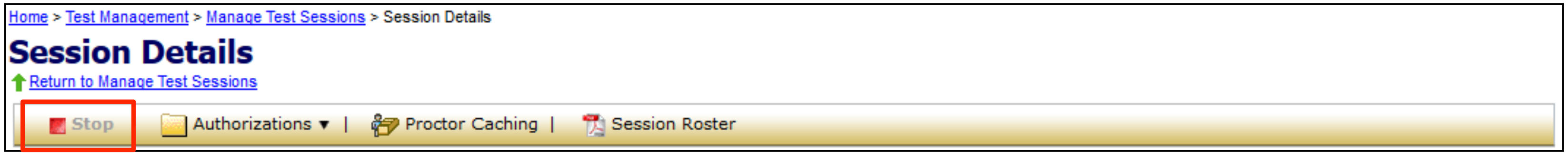
If a student has exited a test and **will not resume testing**, the test can be manually marked "complete."


Clear All Filters
Resume Test
Mark Test Complete
☐ Student Name
☑ LASTNAME, FIRSTNAME
☐ LASTNAME, FIRSTNAME

- Select the checkbox for the student on the *Session Details* screen.
- Click the ***Mark Test Complete*** button. You will be prompted to enter a reason for marking the test "complete."
- Click the ***Save*** button.
- The student's status will change to "Marked Complete."

Stopping Test Sessions

You cannot stop a test session until all students in the session are in “Completed” or “Marked Complete” status.



Home > Test Management > Manage Test Sessions > Session Details

Session Details

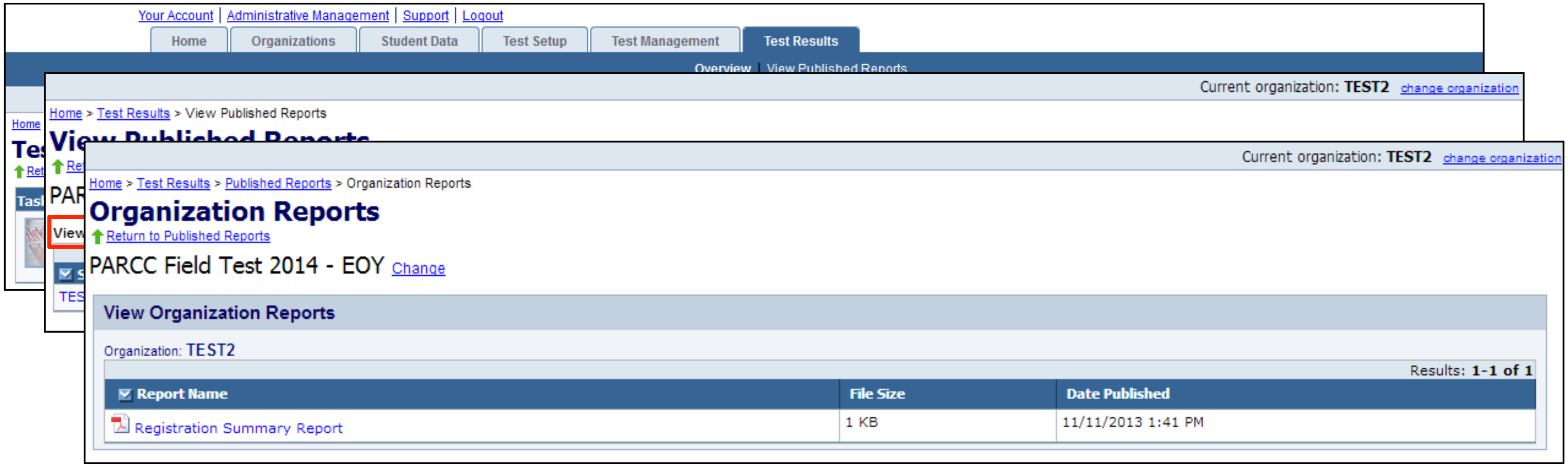
Return to Manage Test Sessions

- After all students have completed the test and submitted their responses, or been marked “complete,” you should stop the session.
- Click the ***Stop*** button.

- **NOTE:** A session does not stop until you click the ***Stop*** button. The system will **NOT** automatically start or stop a session. Once a session has been stopped, it can no longer be modified.

Test Results – View Published Reports

Reports in Spring 2014 include data extracts that are available for viewing, downloading, and printing.


Your Account | Administrative Management | Support | Logout
Home
Organizations
Student Data
Test Setup
Test Management
Test Results
Overview | View Published Reports
Current organization: TEST2 change organization
Home > Test Results > View Published Reports
View Published Reports
Home > Test Results > Published Reports > Organization Reports
Return to Published Reports
Change

Current organization: **TEST2**

Organization Reports

PARCC Field Test 2014 - EOY

View Organization Reports

Organization: TEST2

Results: **1-1 of 1**

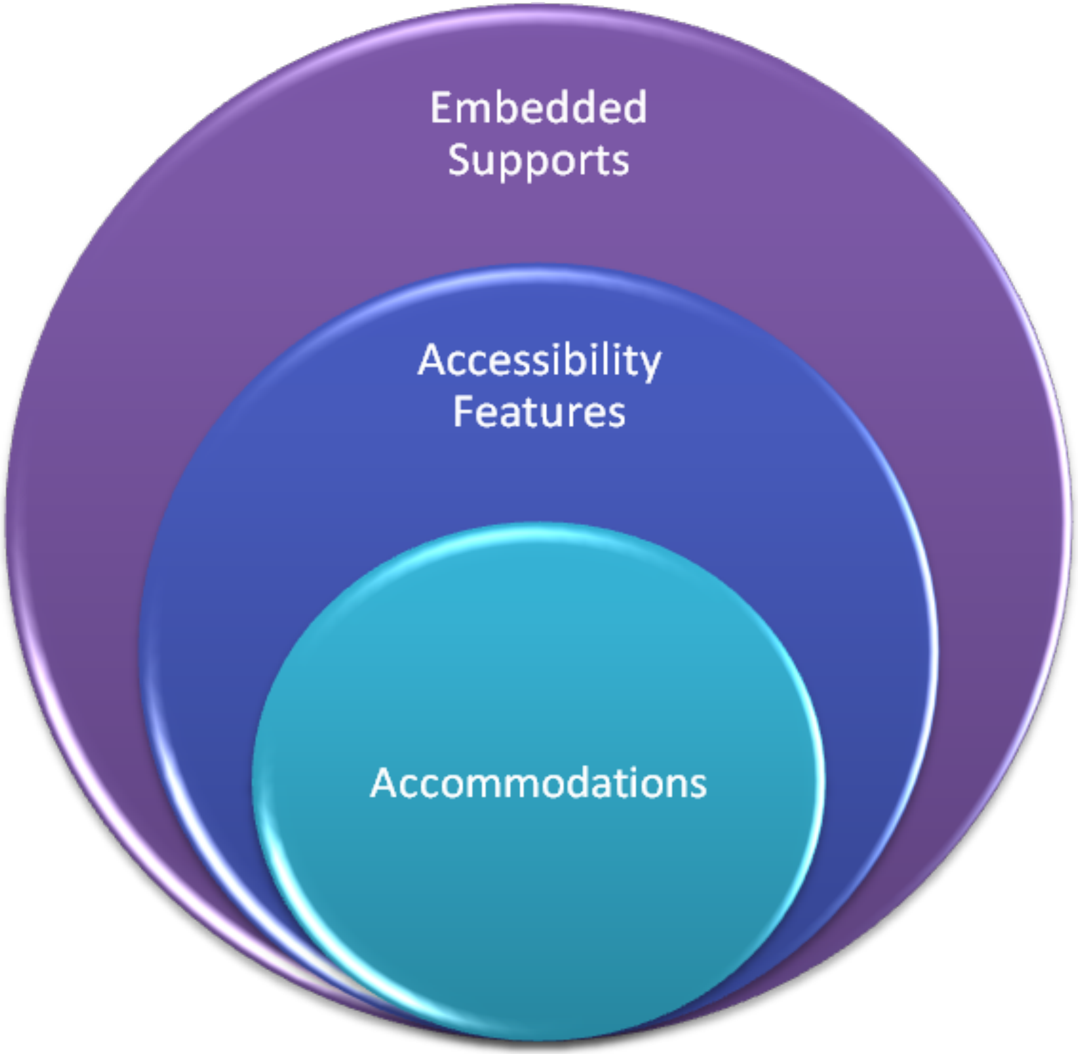
Report Name	File Size	Date Published
Registration Summary Report	1 KB	11/11/2013 1:41 PM

- Go to Test Results > View Published Reports to see a list of available reports.
- If necessary, click the *Change* link and select the correct administration.
- From the **View by** options set, select the correct organization type.
- Click on the organization link in the available list.
- Open the desired report(s); icons designate the report's format.

Part III: Accessibility Features & Accommodations

Accessibility Features and Accommodations with Computer-Based Testing

Types of Accessibility Features and Accommodations



Embedded Supports

Accessibility Features

Accommodations

2014 PARCC Field Test Accessibility Features and Accommodations

Computer-Based Accessibility Features and Embedded Accommodations

During the PARCC field test administration, some accessibility features and accommodations will not be available due to ongoing development and research that is required to ensure that all accessibility features and accommodations provide a valid reflection of what students know and can do. In addition, some specific accessibility features and accommodations may not be available on specific devices such as Chromebooks, and Android and Linux devices.

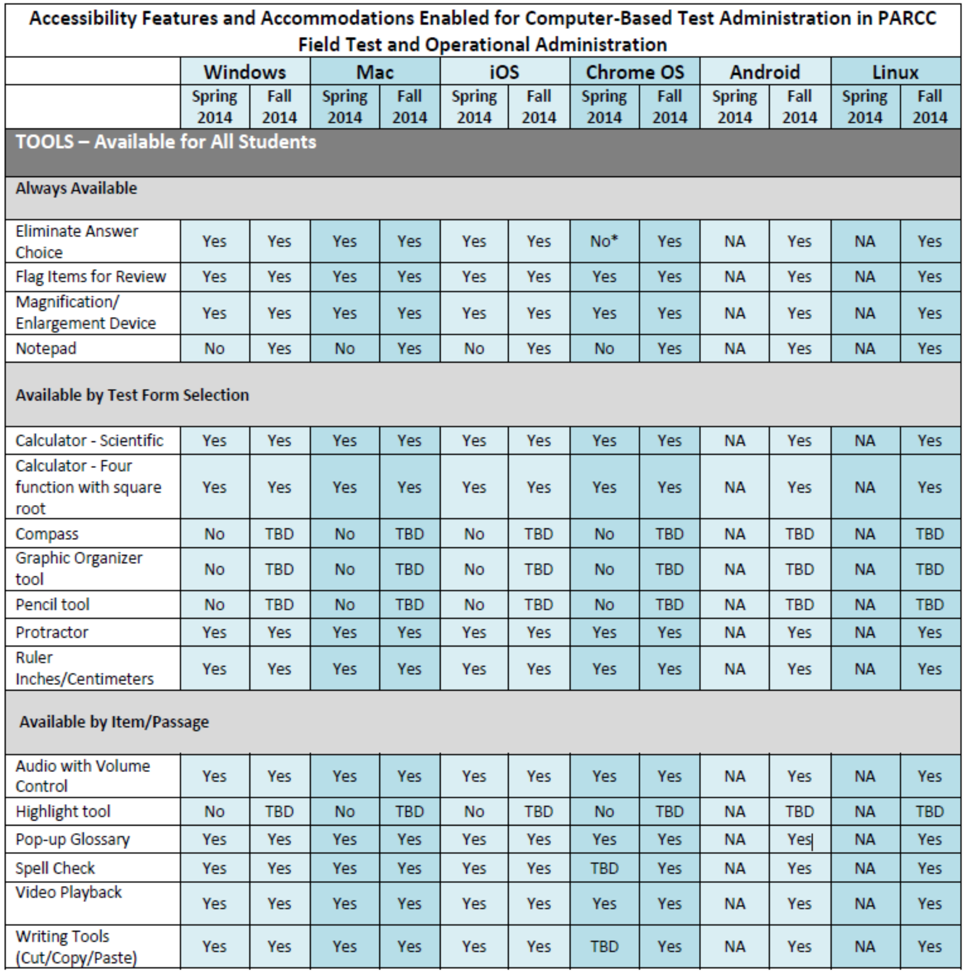
The following slides will summarize which accessibility features and computer-based accommodations will be supported for the PARCC Field Test versus the 2014-2015 operational assessment.

More detailed information about PARCC accessibility can be found in the PARCC Accessibility Features and Accommodations Guidelines (http://www.parcconline.org/parcc-draft-accommodations-manual).

Accessibility Features and Accommodations: Tools

Full Technology Specifications document can be downloaded at:

http://parcconline.org/field-test-technology

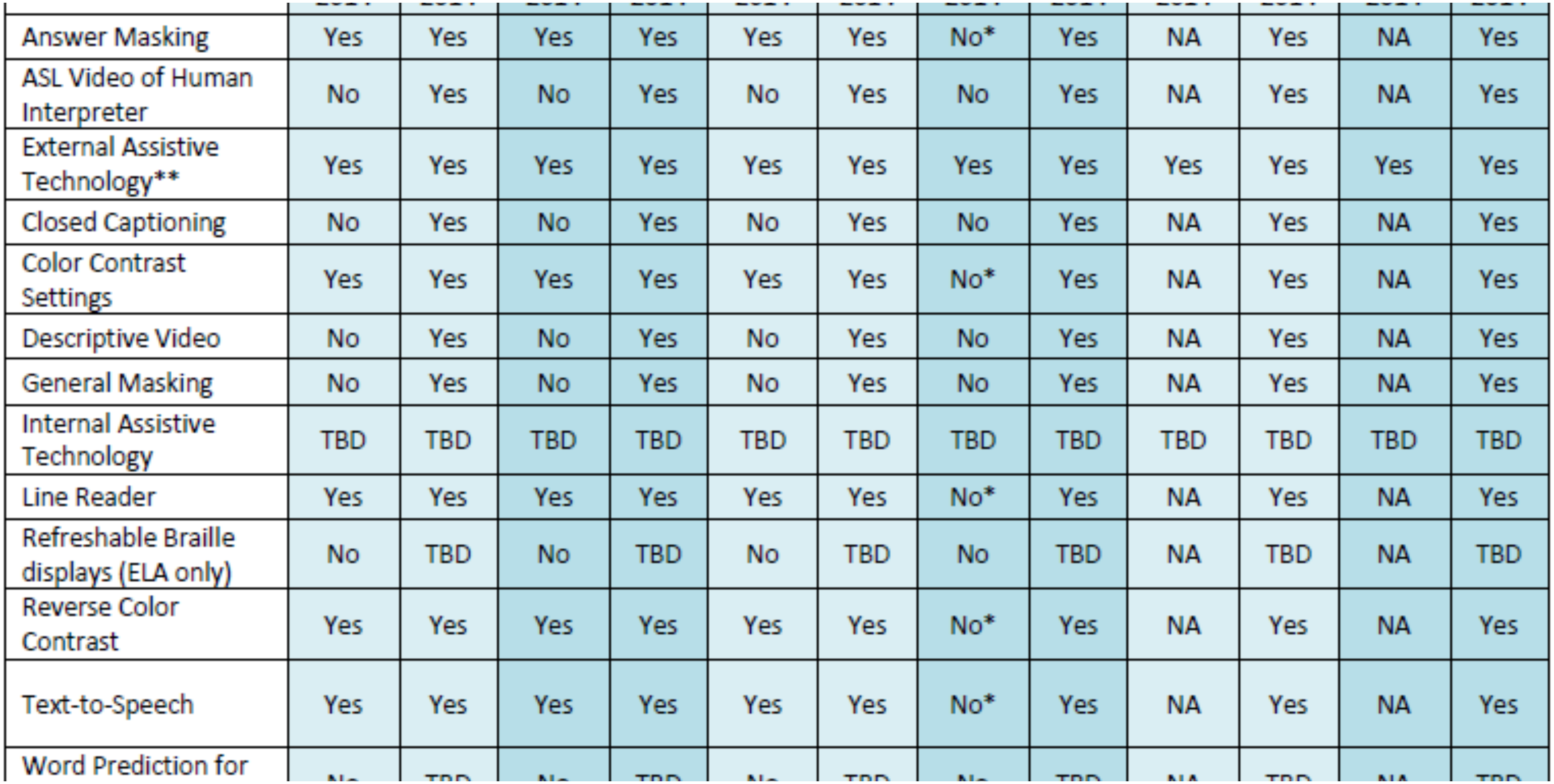


Accessibility Features and Accommodations Enabled for Computer-Based Test Administration in PARCC Field Test and Operational Administration

	Windows		Mac		iOS		Chrome OS		Android		Linux	
	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014
TOOLS – Available for All Students												
Always Available												
Eliminate Answer Choice	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Flag Items for Review	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Magnification/ Enlargement Device	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Notepad	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
Available by Test Form Selection												
Calculator - Scientific	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Calculator - Four function with square root	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Compass	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
Graphic Organizer tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
Pencil tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
Protractor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Ruler Inches/Centimeters	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Available by Item/Passage												
Audio with Volume Control	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Highlight tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
Pop-up Glossary	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Spell Check	Yes	Yes	Yes	Yes	Yes	Yes	TBD	Yes	NA	Yes	NA	Yes
Video Playback	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes
Writing Tools (Cut/Copy/Paste)	Yes	Yes	Yes	Yes	Yes	Yes	TBD	Yes	NA	Yes	NA	Yes

Accessibility Features and Accommodations for PARCC Field Test

http://parcconline.org/field-test-technology - *Full Technology Specifications* document



Answer Masking	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
ASL Video of Human Interpreter	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
External Assistive Technology**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Closed Captioning	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
Color Contrast Settings	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Descriptive Video	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
General Masking	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
Internal Assistive Technology	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Line Reader	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Refreshable Braille displays (ELA only)	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
Reverse Color Contrast	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Text-to-Speech	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Word Prediction for												

Part III: Accessibility Features & Accommodations

Assigning Accommodated Test Forms

Oral Administrations

An oral administration is an accommodation for eligible students.

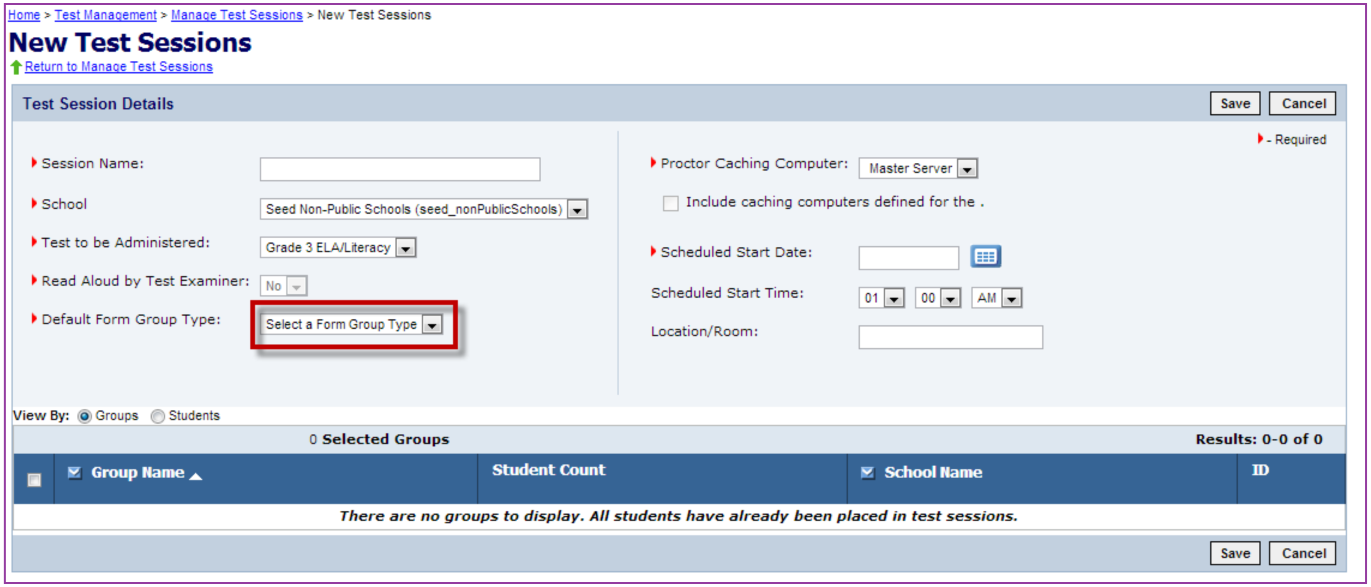
- A separate test session must be created for each test subject to be orally administered. These are sometimes called “read-aloud” sessions.
- You may add multiple students to the session, as long as they are all receiving an oral administration.
- Students receiving an oral administration should be tested separately from students who are not receiving an oral administration.
- To create an oral administration testing session, select “Yes” in the Read Aloud by Test Examiner drop down on the *New Test Sessions* screen.

NOTE: If the drop down is unavailable (grayed out) then the oral accommodation is not valid for the test to be administered.

Other Accommodations

Assigning Alternate Forms Groups for Other Accommodations

- A separate test session must be created for each test subject where an accommodation applies.
- You may add multiple students to the session, as long as they are all receiving an the same accommodation.
- To assign an accommodated form, select the appropriate Form Group Type from the dropdown during the “Create New Session” activity.



Home > Test Management > Manage Test Sessions > New Test Sessions

New Test Sessions

Return to Manage Test Sessions

Test Session Details

- Required

Session Name:

School: Seed Non-Public Schools (seed_nonPublicSchools)

Test to be Administered: Grade 3 ELA/Literacy

Read Aloud by Test Examiner: No

Default Form Group Type: Select a Form Group Type

Proctor Caching Computer: Master Server

☐ Include caching computers defined for the .

Scheduled Start Date:

Scheduled Start Time: 01 00 AM

Location/Room:

View By: ● Groups ○ Students

0 Selected Groups — Results: 0-0 of 0

☐	☑ Group Name ▲	Student Count	☑ School Name	ID
There are no groups to display. All students have already been placed in test sessions.				

LOUISIANA FIELD TEST 2014

Additional Steps

Additional Steps

- Districts and schools should use the Technology Test Preparation Checklist as a template for ensuring they have completed all steps to the test preparation and readiness process.

- District should run a Network Utilization tool to track and monitor network connectivity and traffic across their WANs and LANs. Districts needing support and guidance on this step should email our Technology staff at EdTech@la.gov.

- Upon completion of all device and network tests districts and school will submit results via the Technology Test Preparation Survey. The survey will located at: https://www.surveymonkey.com/s/3RYD76X

Resources & Additional Support

PARCC Support Center

888-493-9888

PARCC@support.pearson.com

PARCC
Partnership for Assessment of Readiness for College and Careers