

Before Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
In Pearson Access:				
Set up user accounts in live and training site for School Test Coordinators and Technology Coordinator	X			
Set up user account in live site for Test Administrators and as needed in training site		X		
Download proctor caching software				X
Verify firewall and other network settings				X
Ensure iPad and Chromebook Applications are updated to the latest version of the test				X
Complete infrastructure trial in training site	X	X	X	X
Document any error codes or technology issues during setup and infrastructure trials	X	X	X	X
Document who participated in the infrastructure trial				
Enter accommodations and accessibility features in registration	X	X		
Order and track additional materials shipments	X	X		
Configure TestNav				X
Schedule and create test sessions	X	X		
Print authorizations and seal codes	X	X	X	
Download cached tests in test management	X	X		X
Review the Pearson Access User Guide for technology-related troubleshooting and to ensure all testing devices meet the minimum requirements				X
Verify that the performance of your internet connection is consistent with expected levels of performance for computer-based testing				X

Before Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
For PARCC Administration:				
Review policies and instructions for test administration in the School Test Coordinator Manual	X	X		
Review policies and instructions for test administration in the Test Administrator Manual	X	X	X	
Review School test coordinator checklists	X	X		
Review test administrator checklists	X	X	X	
Review technology coordinator checklists	X	X		X
Sign Security agreement	X	X	X	X
Complete recommended training	X	X	X	X
Ensure the School test coordinators and test administrators complete appropriate PARCC field test training	X			
Ensure the test administrators complete appropriate PARCC field test training	X	X		
Develop Security and logistics plans for test administration	X	X		
Review student/accommodations list and develop a plan for their use		X	X	
Arrange for a proctor, if necessary		X		
Meet with technology coordinator to discuss test security and administration protocols and plans, review infrastructure preparation and troubleshooting, and have this individual sign the Security agreement	X	X		
Meet with test administrators and proctors to discuss test security and administration protocols and plans, review Sample items and tutorial schedule, review day of test activities (including the test administrator checklist for computer-Based testing), and have these individuals sign Security agreements		X		
Meet with students to inform them about expectations for the PARCC field test; review plans for administering Sample items and tutorial; discuss details about prohibited activities, use of personal electronic devices during testing and breaks, and lea or school		X	X	

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	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
For PARCC Administration:				
policy on use of recreational books and/or dismissal after test completion				
Provide students with opportunity to practice computer-based testing by administering the Sample items and tutorial before the day of the PARCC field test		X	X	
Distribute test materials to test administrators (day of testing)		X		
Meet with School test coordinator to discuss test security and administration protocols and plans, review Sample items and tutorial schedule, and review day of test activities			X	
Assemble a sufficient supply of pencils and scratch paper for student use		X	X	
Prepare the testing environment			X	
Receive test materials from School test coordinator and track receipt			X	
Meet with District and School test coordinators to discuss test security and administration protocols and plans, review infrastructure preparation and troubleshooting, review practice test schedule, and review day of test activities				X
Discuss and implement plans for handling possible technical interruptions during testing	X	X	X	X

During Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
In Pearson Access:				
Start test sessions	X	X	X	
Resume test sessions after breaks		X	X	
Monitor for testing issues through Early Warning System			X	
Provide seal codes as student move from one session to another			X	
Document any error codes or technology issues during testing	X	X	X	X

During Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
For PARCC Administration:				
Provide School test coordinators with additional materials, as necessary	X			
Monitor testing to ensure that test administration and security protocols are followed and required administration information is being documented and collected	X			
Be available during testing to answer questions from School test coordinators	X			
Investigate all testing irregularities and notify the PARCC State contact to determine resolution	X			
Provide test administrators with additional materials, as necessary		X		
Monitor each testing room to ensure that test administration and security protocols are followed and required administration information is being documented and collected		X		
Be available during testing to answer questions from test administrators		X		
Investigate all testing irregularities and notify lea test coordinator to determine resolution		X		
Arrange for and supervise make-up administrations		X		
Administer the PARC C field test according to the directions in the Test Administrator			X	

During Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
For PARCC Administration:	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
Manual and using the appropriate administration script				
Be available to support technology issues as they arise during PARCC field test				X
Ensure proctor caching software is running on proctor caching computer(s)				X
Monitor each testing room to ensure that there are no technical issues				X

After Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
In Pearson Access:	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
Mark complete any student unable to complete assessment	X	X		
Stop test sessions	X	X	X	

After Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
For PARCC Administration:	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
Ensure all test sessions are complete	X			
Investigate testing irregularities or security breaches	X			
Confirm completion (and receipt, if necessary) of optional Secure materials tracking form for computer-Based testing (and/or any other equivalent materials tracking logs) and testing irregularities/Security Breaches form.	X			
Verify applicable test materials have been securely destroyed (Test Administrator Manuals, Student authorization tickets, seal codes, mathematics reference Sheets written on by students, and scratch paper written on by students)	X			
Notify the lea test coordinator about any missing materials and conduct the necessary investigation		X		
Make copies of all optional Secure materials tracking forms for computer-Based testing (and/or any other equivalent materials tracking logs), testing irregularities/Security Breaches forms, and file copies with the lea test coordinator)		X		
Organize materials and securely destroy Test Administrator Manuals, Student authorization tickets, seal codes, mathematics reference Sheets written on by students, and scratch paper written on by students		X		

After Testing	User with Access to Complete or be Involved with Task <i>*where multiple users could be involved decisions must be made on level of involvement</i>			
For PARCC Administration:	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
Collect test materials from students and track their return to the School test coordinator using the optional Secure materials tracking forms for computer-Based testing (and/or any other equivalent materials tracking logs used by your school)			X	
Report accommodations usage to the School test coordinator			X	
Complete survey: https://www.surveymonkey.com/s/3ZJSXH3			X	
Delete test content from the proctor caching computer(s)				X