

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	X			
Enter accommodations and accessibility features in registration	X	X		
Order and track additional materials shipments	X	X		
Set up user accounts in live and training site for School Test Coordinators	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	
Sign security agreement	X	X	X	X
Complete recommended and required 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 students to inform them about expectations for the PARCC field test;		X	X	
Distribute test materials to test administrators (day of testing)		X		
Assemble a sufficient supply of pencils and scratch paper for student use		X	X	

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Prepare the testing environment			X	
Receive test materials from School test coordinator and track receipt			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
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 test coordinator to determine resolution		X		
Arrange for and supervise make-up administrations		X		
Administer the PARCC field test according to the directions in the Test Administrator Manual and using the appropriate administration script			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>			
	District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator
For PARCC Administration:				
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	X			
Complete School ID form for each grade/subject and band together used test booklets and answer documents using vendor-supplied paper bands		X		
Assemble, seal, and label boxes for return shipment		X		
Contact UPS to schedule return of scorable and nonscorable test materials		X		
Ensure successful pickup of test materials by UPS		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 file copies with the lea test coordinator		X		
Shred scratch paper written on by students and vendor-supplied mathematics reference Sheets written on by students		X		
Recycle test administrator manuals, blank or unused scratch paper, and unused vendor-supplied mathematics reference sheets, and vendor-supplied rulers and protractors		X		
Collect test materials from students and track their return to the School test coordinator			X	
Report accommodations usage to the School test coordinator			X	
Complete survey: https://www.surveymonkey.com/s/3ZJSXH3			X	