

Preparing for the PARCC Field Test: Training for Test Administrators



Purpose

By the end of this training module, you will have a general understanding of your role and responsibilities as a Test Administrator, including:

- security policies and protocols
- tasks before, during and after testing
- general information about accessibility features and accommodations



PARCC Acronyms

Acronym	Name
CBT	Computer Based Test
CCR	College and Career Ready
CCSS	Common Core State Standards
ELA	English Language Arts
ELA/L	English Language Arts/Literacy
EOY	End of Year
LEA	Local Education Agency
PARCC	Partnership for Assessment of Readiness for College and Careers
PBA	Performance Based Assessment

Acronym	Name
PBA	Performance Based Assessment
PBT	Paper Based Test
SDU	Student Data Upload
TAM	Test Administration Manual
TCM	Test Coordinator Manual
STC	School Test Coordinator
TA	Test Administrator



Agenda

- ❖ Roles and responsibilities
- ❖ Field Test schedule and testing times
- ❖ Tasks to complete *before, during, and after* testing
- ❖ Additional information

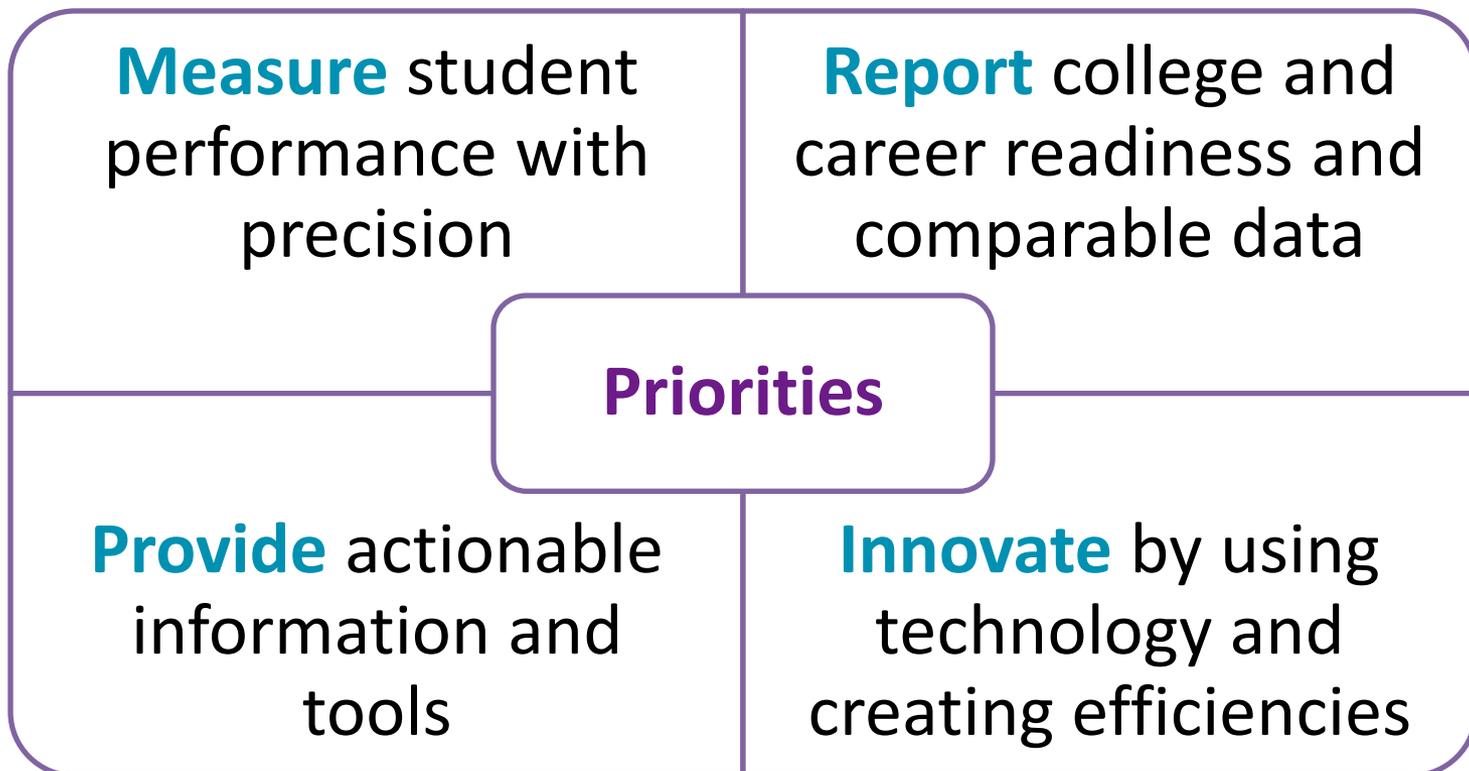


Agenda

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Roles & Responsibilities

PARCC Goal - Develop and Implement a High Quality Assessment System





Roles & Responsibilities

Field Test Purpose

- The field tests are designed to generate data to evaluate the quality of the test questions
- They will also provide an opportunity for a number of important research studies
- But are not designed to yield individual student, school, or district results

*Refer to p. 1 in the
CBT TAM*



Roles & Responsibilities

Roles

- **School Test Coordinator** – individual at the school level responsible for the overall coordination of the test administration
- **Test Administrator** – individual at the school ultimately responsible for administering the assessment
- **Proctor** – individual who may be called on to help a Test Administrator monitor a testing session
- Refer to *Appendix E* in the TAM for your state-specific policy

*Refer to pp. 2-3 in
the CBT TAM*



Roles & Responsibilities

Test Administrator Primary Responsibilities

- Complete necessary training
- Understand all test administration protocols
- Prepare and distribute testing materials
- Ensure appropriate implementation and documentation of testing accommodations, when applicable
- Read scripts as written and keep accurate time
- Actively supervise students at all times
- Maintain security and ensure collection of test materials



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Field Test Schedule

Testing Windows

Component	Administration Dates
Performance-Based Assessment	March 24 to April 11, 2014
End-of-Year	May 5 to June 6, 2014

*The prescribed testing dates for your state may slightly differ from these dates. Please contact your LEA/district if you have any questions about your testing dates.

*Refer to p. ii in the
CBT TAM*



Field Test Schedule

Make-Up Testing

- For students who are absent, become ill during original test sessions, and are affected by technology failures or interruptions
- Students are **not** allowed to return to any session of the test they have already completed
- Test security and administration protocols apply
- The School Test Coordinator will establish the make-up testing schedule for your school

*Refer to p. 4 in the
CBT TAM*



Field Test Schedule

Guidelines for Testing Time

Total Field Test Administration Time = Session Time + Additional Time

Example: Grade 3 ELA/Literacy

PBA Literary Analysis Session

Session Time = 60 min

Additional Time = 30 min

Total Field Test Administration Time = 60 min + 30 min = 90 min

*Refer to pp. 4-8 in
the CBT TAM*



Field Test Schedule

Guidelines for Testing Time (continued)

- If all students have completed testing at the end of the session time, the session may end
- Once the Total Field Test Administration Time has been reached, the test session must end
- A student may be allowed extended time accommodations **only if** listed in his or her IEP or 504 Plan (or EL Plan, if required)
- Refer to *Appendix E* in either TAM for your state-specific policy

*Refer to pp. 4-8 in
the CBT/PBT TAM*



Field Test Schedule

Breaks

- Between test sessions, scheduled breaks should occur (check with your School Test Coordinator)

Example: Grade 3 ELA/Literacy

Performance Based Assessment	
8:00am – 9:30am	Literary Analysis Session
9:30am – 9:35am	Scheduled Break
9:35am – 11:05am	Research Simulation Session

- During a test session, short breaks may be permitted at the discretion of the Test Administrator

*Refer to pp. 5-6,
24 in the CBT TAM*



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Before Testing



Before Testing

PREPARE FOR FIELD TEST ADMINISTRATION

- 1) Prepare for Test Administrator Responsibilities
- 2) Prepare students
- 3) Prepare the testing environment
- 4) Obtain test materials



Before Testing

1) Prepare for Test Administrator Responsibilities

- Review the CBT Test Administrator Manual:
www.parcc.pearson.com/support
- Complete training with your School Test Coordinator
- Review additional training modules for *PearsonAccess* and *TestNav*
- Sign the Security Agreement
- Refer to *Appendix E* in the TAM for your state-specific policy

*Refer to p. 19 in
the CBT TAM*

Before Testing

2) Prepare Students

- Administer Sample Items and Tutorial
- Inform students about prohibited materials
- Encourage students to do their best

PARCC Partnership for Assessment of Readiness for College and Careers

Home Resources **Sample Items** Tutorial

Sample Items

Try out sample test questions on the technology platform that students will use when taking the Field Test later this spring. Teachers, students, parents and others can engage with the different types of items (drag-and-drop, multiple select, etc.) and computer based tools (calculator, highlighter, etc.) that will be available. These Sample Item Sets are web-based, available 24/7, and require no log in or password. To get a true understanding of the range of rigor, item types and functionalities, users should try test items in more than just one grade, as each grade level does not have all item types. Sample Items will not be scored.

The PARCC ELA/Literacy summative assessments will include one prose constructed response (PCR) item for each of the tasks that appear on the performance-based assessment component of the PARCC summative assessments. PARCC draft generic rubrics are available to score the three PCRs for Grade 3, Grades 4-5, and Grades 6-11. [Click here for more information on rubrics.](#)

PDF versions of the sample items are also available [here](#).

PARCC is excited to be re-releasing the sample items on the technology platform, and we will update items and tutorials in February based on feedback we receive from the field.

Device and Browser Requirements for Viewing Sample Item Sets:

- The computer operating system and web browser requirements for viewing the Sample Item Sets are the same as those for the general TestNav 8 platform. Please note that due to the use of newer web technologies to enable assessment item interactivity and accessibility across a broad range of platforms and device types, some older browser and operating system combinations do not adequately support the technology-enhanced item functionalities. Please consult our [system/browser requirements](#) for the complete list of supported systems.

Name	Audience	ELA Literacy Rubric	Associated Resources	Publication Date
Grade 3-5 ELA & Math Sample Item Set	Grades 3-5 students, Grades 3-5 educators	Grade 3 - Generic Rubrics (Draft) Grades 4-5 - Generic Rubrics (Draft)		1/17/2014
Grade 6-8 ELA & Math Sample Item Set	Grades 6-8 students, Grades 6-8 educators	Grades 6-11 - Generic Rubrics (Draft)		1/17/2014
High School ELA & Math Sample Item Set	High school students, High school educators	Grades 6-11 - Generic Rubrics (Draft)	TI Graphing Calculator Software: Windows © MSI Macintosh ©	1/17/2014

*Refer to pp. 19-20,
32 in the CBT TAM*



Before Testing

3) Prepare the Testing Environment

- Arrange students' seating configuration:
 - Seat students in every other seat
 - Arrange monitors back-to-back
 - Seat students back-to-back
 - Seat students in a semicircle
 - Seat students in widely spaced rows or in every other row
- Cardboard, plastic, and other types of partitions may be used to prevent students from viewing other monitors

*Refer to p. 13, 22
in the CBT TAM*



Before Testing

3) Prepare the Testing Environment (continued)

- Cover or remove prohibited materials from the testing room
 - Posters, maps, charts, displays and graphic organizers
 - Mathematical formulas and theorems
 - Number lines, multiplication tables and 100s charts
 - Word lists, definitions and writing formulas
 - Any manipulative not approved for use prior to testing
- It is **not** necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance

*Refer to pp. 14-17
22 in the CBT TAM*



Before Testing

4) Obtain Test Materials

- Student Authorization Tickets
- Seal Codes (written on the board)
- Scratch paper
- Headphones (ELA/Literacy or students receiving certain accommodations)
- Calculators (for mathematics sessions)
- Testing – Do Not Disturb sign
- Additional materials required by students' IEP and/or 504 Plans (or EL Plan, if required)

*Refer to pp. 14-17,
28 in the CBT TAM*



Before Testing

4) Obtain Test Materials (continued)

- Plan to administer applicable testing accommodations
- Check that all necessary materials and equipment are available and in good and working condition

*Refer to pp. 20-21
in the CBT TAM*



During Testing



During Testing

ADMINISTER THE PARCC FIELD TEST

- 1) Prepare students and the testing room
- 2) Read the appropriate script
- 3) Distribute materials
- 4) Keep time
- 5) Supervise test administration
- 6) Maintain test security
- 7) (Optional) provide breaks



During Testing

1) Prepare Students and the Testing Room

- Ensure students are not in possession of prohibited materials
- Seat students and ensure that students' testing areas are cleared of all other materials
- Make note of absent students for make-up testing
- Post a “Testing—Do Not Disturb” sign on the outside of the door of the testing room

*Refer to pp. 13, 22,
25-29 in the CBT TAM*

During Testing

2) Read the Appropriate Script

- Read word-for-word all text that is boxed and printed in bold type and preceded by the word “Say”
- Use professional judgment
- Assist students with log-in errors



ELA/Literacy Performance-Based Assessment Field Test:
Grades 3–High School

Literary Analysis Session of the ELA/Literacy Performance-Based Performance Based Assessment (PBA)

SAY Today, you are going to take the Literary Analysis Session of the PARCC ELA/Literacy Performance-Based Assessment.

You should only have a pencil at your desk.

You may not have any electronic or recording devices, other than your testing device, at your desk or anywhere you can reach during testing, even if they are turned off or you do not use them. If you have any electronic devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, collect the electronic device and store it until the testing session is complete. If applicable, based on your state or local policy, make sure recreational books or other allowable materials are out of the students' reach during testing.

Instructions for Logging In

SAY Please sit quietly while I distribute Student Authorization Tickets and scratch paper.

Do NOT log in until I tell you to do so.

Distribute Student Authorization Tickets and scratch paper.

SAY Write your full name at the top of both sheets of scratch paper.

(Pause.)

Now, look at your Student Authorization Ticket and make sure it has your first and last name on it.

ELA/Literacy for PBA
Literary Analysis

Refer to pp. 22, 25-119 in the CBT TAM

During Testing

3) Distribute Materials

- Distribute test materials when instructed to do so
- Instruct students to print their names on each sheet of scratch paper

TestNav8 Electronic Test – Student Authorization Ticket

PARCC Field Test

Student Name: Student Last Name, Student First Name
Session Name: Ms Jones - Period 2
Location: School Computer Lab
Test: Grade 03 - ELA

You are authorized to take the electronic version of Grade 03 - ELA. When you are ready to access the test site, please type in the following:

<https://parcc.testnav.com>

You will be asked to provide the following information in order to access the test on the computer.

Please wait for the instructions from the test monitor before proceeding.

Username: XXXXXXXXXXXX
Password: XXXXXX

*Refer to pp. 23, 25
in the CBT TAM*



During Testing

4) Keep Time

- Keep accurate time
- TestNav will not “lock” a student out when time is complete
- Refer to *Appendix E* in the TAM for your state-specific policy

*Refer to p. 23 in
the CBT TAM*



During Testing

5) Supervise Test Administration

- Be an active proctor
- Redirect a student's attention to the test without coaching or assisting the student in any way
- Clarify general directions, but do **not** clarify vocabulary words, phrases, and terminology used in test items
- Dismiss students for misconduct
- Refer to *Appendix E* in the TAM for your state-specific policy

*Refer to pp. 17, 20,
23 in the CBT TAM*



During Testing

6) Maintain Test Security

- Adhere to your school's Test Security Protocols
 - Chain-of-custody documentation plan
 - Breaches of test security
 - Testing irregularities
- Report breaches of test security and testing irregularities immediately
- Refer to *Appendix E* in the TAM for your state-specific policy

*Refer to pp. 9-13,
23 in the CBT TAM*



During Testing

7) Provide Breaks (Optional)

- Monitor students during breaks
 - Individual restroom breaks
 - Classroom break of up to three minutes
- Ensure that students do **not** communicate, do **not** access cell phones or the internet, and are **not** able to see content on other students' test materials

*Refer to pp. 5-6,
24 in the CBT TAM*



After Testing



After Testing

ADMINISTER THE PARCC FIELD TEST

- 1) Return materials
- 2) Complete Test Administrator Survey



After Testing

1) Return Materials to the School Test Coordinator

- Collect and return the following materials
 - Test Administrator Manual
 - Student Authorization Tickets
 - Printed seal codes
 - Used and unused scratch paper
 - Headphones (if applicable)
- Notify the School Test Coordinator immediately about any missing Student Authorization Tickets, printed seal codes, or scratch paper

*Refer to p. 120 in
the CBT TAM*



After Testing

2) Complete Test Administrator Survey

- Access the survey at:

<https://www.surveymonkey.com/s/3ZJSXH3>

- Information from the survey will be used to inform future PARCC testing efforts

*Refer to p. 120 in
the CBT TAM*



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Additional Information

Frequently Asked Questions

1. If all students have completed testing at the end of initial Session Time, can the test session end? *Yes*
2. What if all students complete testing before the end of initial Session Time – can the test session end then? *No*
3. What if all students complete testing in the middle of Additional Time Allowed – can the test session end then? *Yes. Please refer to Appendix E in the TAM for the state-by-state addendum*



Additional Information

Frequently Asked Questions

4. What are the procedures for severe weather or safety threats? *Refer to Section 2.13 in the Test Administrator Manual*
5. What happens if the power or Internet go out during the test? *Refer to Section 2.13 in the Test Administrator Manual; prior to testing, consult the TestNav 8 User Guide*

Additional Information

Frequently Asked Questions

<http://www.parcconline.org/sites/parcc/files/FrequentlyAskedQuestionsabouttheFieldTestAdministration2-11-14.pdf>



Frequently Asked Questions about the PARCC Field Test

Updated February 11, 2014

This document contains Frequently Asked Questions about the PARCC Field Test Administration. Questions fall into the following categories:

- [General Questions about the PARCC Field Test](#)
- [Requirements for Participating in the PARCC Field Test](#)
- [Timing and Scheduling for the PARCC Field Test](#)
- [Preparing for the PARCC Field Test](#)
- [Technology Questions about the PARCC Field Test](#)
- [Security Policies and Procedures](#)
- [Mathematics Tools for the PARCC Assessments](#)
- [Questions about Computer-Based Administration](#)
- [Questions about Paper-Based Administration](#)
- [Accessibility Features and Accommodations for the PARCC Field Test](#)
- [Training for the PARCC Field Test](#)
- [Preparing for Operational Assessments in 2014-2015](#)

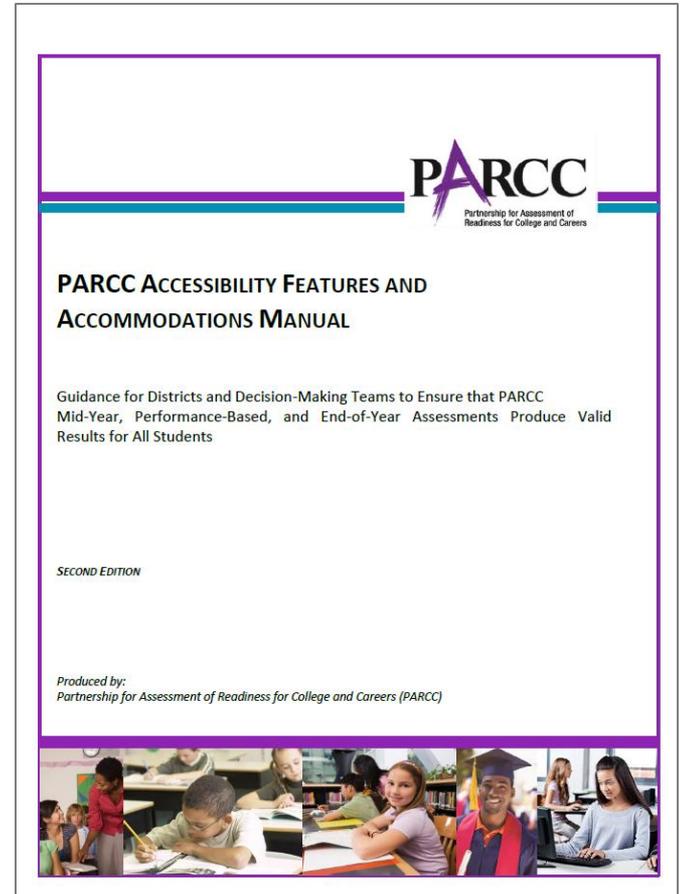
General Questions about the PARCC Field Test

1. [What is the purpose of the PARCC Field Test?](#)

Additional Information

Accessibility Features and Accommodations Manual

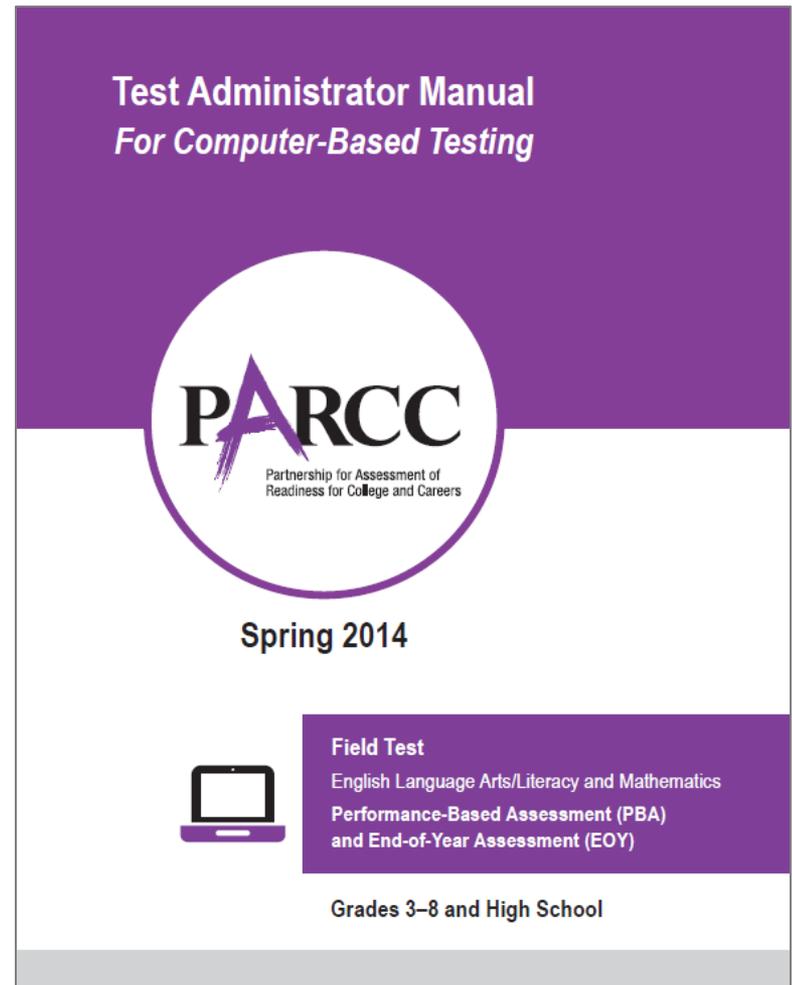
www.parcconline.org/parcc-accessibility-features-and-accommodations-manual



Additional Information

Test Administrator Manual For Computer-Based Testing

www.parcc.pearson.com/support



Additional Information

Additional Training

<http://www.parc.pearson.com/tms>

- How to log students in and out of a test session
- How to resume a test session



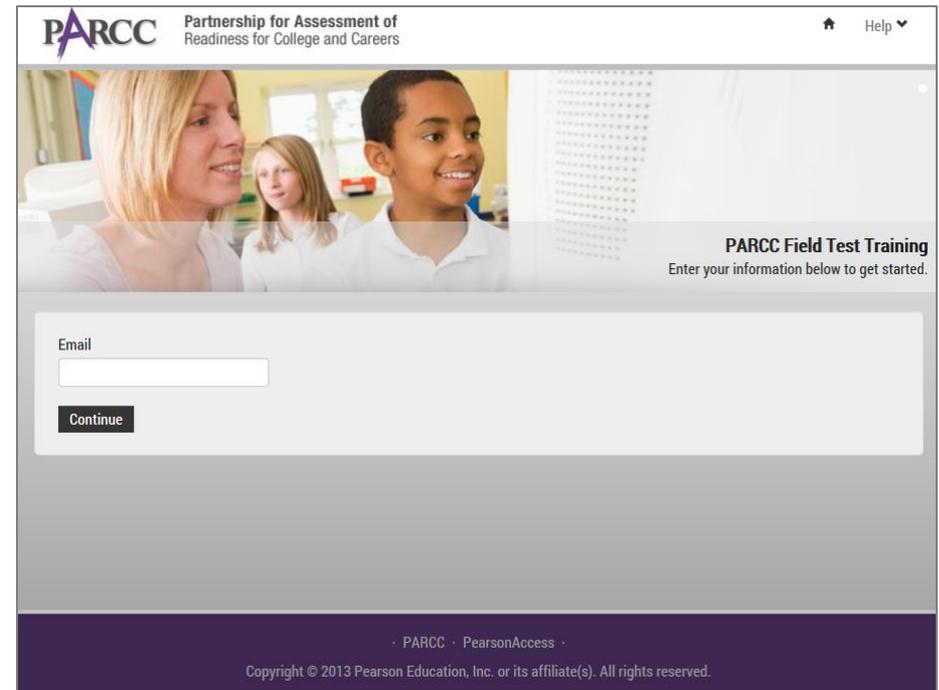
The image shows a screenshot of a web-based sign-in form. At the top, the text "Sign In" is displayed in a large, bold, black font. Below this, the instruction "Please sign in:" is written in a smaller, regular black font. There are two input fields: the first is labeled "Username" and has a person icon to its left; the second is labeled "Password" and has a key icon to its left. Below the input fields is a blue button with the text "Sign In" in white. The entire form is enclosed in a light gray border.

Additional Information

Additional Training

<http://www.parc.pearson.com/tms>

- Emerging Technologies (iPads and Chromebooks)
- Accessibility Features and Accommodations with CBT



The screenshot shows the PARCC Field Test Training registration page. At the top, the PARCC logo is on the left, and the text "Partnership for Assessment of Readiness for College and Careers" is on the right. A home icon and a "Help" dropdown menu are in the top right corner. Below the header is a banner image of a teacher and two students looking at a computer screen. To the right of the image, the text "PARCC Field Test Training" is displayed above the instruction "Enter your information below to get started." Below the banner is a registration form with an "Email" label, a text input field, and a "Continue" button. At the bottom of the page, there is a footer with the text "PARCC · PearsonAccess" and "Copyright © 2013 Pearson Education, Inc. or its affiliate(s). All rights reserved."



Additional Information

Online Support and Resources: <http://PARCC.Pearson.com/Support>

Call Toll Free: 1-888-493-9888 (7:00 am – 9:00 pm EST, Mon. –Fri.)

Email: PARCC@support.pearson.com

Contact *PARCC Support* for assistance with:

- ❖ navigating PearsonAccess
- ❖ navigating the Training Center
- ❖ managing student data
- ❖ setting up test sessions
- ❖ managing user IDs and passwords
- ❖ accessing resources
- ❖ setting up proctor caching
- ❖ submitting additional orders
- ❖ shipment inquiries
- ❖ TestNav



**Thank you for your help in
administering the PARCC Field Test!**