



# **Preparing for the PARCC Field Test: Training for Test Coordinators**



# Today's Workshop

- I. Roles and Responsibilities of LEA and School Test Coordinators**
- II. Tasks for Technology and School Test Coordinators to complete BEFORE testing**
- III. Tasks for Technology and School Test Coordinators to complete DURING testing**
- IV. Tasks for Technology and School Test Coordinators to complete AFTER testing**
- V. Additional Information and Support**



# About this Training

All information covered during this training can be found in the

***PARCC Test Coordinator Manual:***

**[www.parcc.pearson.com/support](http://www.parcc.pearson.com/support)**



# At a Glance: Test Coordinator Manuals

	Computer-Based Manual
Security policies and protocols	✓
Tasks for Test Coordinators to complete before, during, and after testing	✓
Information about accessibility features and accommodations	✓



# Test Administration Training Modules

For additional information about the technical aspects of Field Test administration, please refer to the training module: *Test Administration for Computer-Based Testing Training Module*. This training module is available on <http://www.parcc.pearson.com/tms>:

Topics for this training include:

## Computer-Based Training

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



# 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



# **Roles and Responsibilities of Test Coordinators**



# PARCC LEA Test Coordinator's Primary Responsibilities

- ✓ Review policies and instructions for test administration
- ✓ Ensure the School Test Coordinator and Test Administrators complete appropriate field test training
- ✓ Monitor testing to ensure that test administration and security protocols are being followed
- ✓ Investigate all testing irregularities and notify state contact to determine resolution
- ✓ Ensure all test sessions are complete

# Roles & Responsibilities

## LEA TEST COORDINATOR

### **BEFORE TESTING:**

- Establishes protocol for testing schedule
- Develops, implements, and enforces test security plan for the district
- Develops and implements training, logistics plans
- Trains School Test Coordinators and Tech. Coordinators
- Ensures the security and accounts for all test materials

### **DURING TESTING:**

- Monitors test administration
- Supports School Test Coordinators by answering questions
- Ensures security of test materials and/or login tickets between testing sessions
- Schedules and supervises make-up testing
- Maintains master list of students and their required accommodations

### **AFTER TESTING:**

- Investigates testing irregularities and or security breaches
- Verify applicable test materials have been accounted for and securely destroyed
- Monitor reports of testing irregularities and security breaches



# PARCC School Test Coordinator's Primary Responsibilities

- ✓ Serve as school's primary contact person for Field Test
- ✓ Coordinate all PARCC Field Test-related activities
- ✓ Prepare Test Administrators to administer the PARCC tests according with *Test Administrator Manual (TAM)*
- ✓ Ensure Technology Coordinator is trained and completes all necessary tasks for Computer-Based Testing (if applicable)
- ✓ **Oversee the inventory,\* distribution, collection, and return\* of secure test materials** (\*applies to paper-based administration only)
- ✓ Observe and monitor test administration in your school and report any testing irregularities
- ✓ Ensure the security of test materials and compliance with test administration procedures before, during, and after testing

# Roles & Responsibilities

## SCHOOL TEST COORDINATOR

### **BEFORE TESTING:**

- Establishes the testing schedule
- Develops and implements test security plan for the school
- Develops and implements training, logistics plans for the school
- Trains Test Administrators, Tech. Coordinators
- Ensures the security and accounts for all test materials
- Ensures standard test environments for students

### **DURING TESTING:**

- Monitors test administration in classrooms
- Supports Test Administrators by answering questions
- Ensures security of test materials and/or login tickets between testing sessions
- Schedules and supervises make-up testing
- Maintains master list of students and their required accommodations

### **AFTER TESTING:**

- Collects and inventories all test materials from test administrators after each session
- Completes online documentation
- Make copies of all Optional Secure Materials Tracking Forms for CBT, Testing Irregularities/Security Breaches form, and files copies with the LEA Test Coordinator



# PARCC Field Test Schedule

Schools can test at **any time** during the Field Test testing windows:

Component	Administration Dates
Performance-Based Assessment (PBA)	March 24 to April 11, 2014
End-of-Year (EOY)	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.



**Tasks for School Test  
Coordinators to complete  
BEFORE testing**



# Before Testing: Test Scheduling

See TCM for reference:  
• CBT: p. 4-8

## 1. ESTABLISH THE TESTING SCHEDULE

- ❑ For the Field Test, LEAs and Schools may set their own schedules within each testing window (PBA, EOY)
- ❑ Schedule testing for the early part of each testing window to maximize number of available testing days in case of issues

### ***Policies on scheduling and testing time:***

- ✓ Each session for a subject and grade **must** be completed in a **single** school day to avoid compromising item validity
  - ✓ For CBT: Schools with multiple classrooms testing in the same grade must be scheduled as close together as possible
- ✓ Schools should take into account breaks between sessions



# Before Testing: Test Scheduling

See TCM for reference:  
• CBT: p. 4-8

## Make-Up Testing

- ❑ Students who are not tested on the regular administration date should be tested on a make-up day
- ❑ Make-up testing sessions may be scheduled for any day *after* the initial administration date as long as they fall within testing window
- ❑ Test sessions must be administered in order
- ❑ The same test security and administration protocols for regular administration sessions apply to make-up test sessions

**NOTE:** Students who become ill or have to leave for other reasons during testing should attempt to finish a test they started on a scheduled make-up date. Test administrators must note the exact place in test where student stopped. Students are not allowed to return to any previous session or change any previously completed item(s).



# Before Testing: Test Scheduling

See TCM for reference:

- CBT: p. 4-8

## Guidelines for Testing Time

- ❑ In planning schedule, include **Total Field Test Administration Times** for each session (See Tables 1.1 to 1.8 in TCM for times)
- ❑ **Session Time** is the amount of time it should take a student to complete a session
- ❑ **Additional Time Allowed** is approximately 50% of Session Time
- ❑ Schools **must** provide all students with the **entire** amount of field test administration time listed for the Session Time and must schedule accordingly
- ❑ Students who are productively engaged in testing must also be provided the **Additional Time Allowed** to complete session
- ❑ A new session cannot be started until ALL students in session are finished or relocated for extended time accommodation



# Guidelines for Scheduling ELA/Literacy and Mathematics Session Times for PBA and EOY Components

TASK	Time Allotted for Administration
Preparation <b>before students arrive</b> —includes logging in and setting up computer work stations (CBT Only)	<b>2 minutes</b> per computer work station (CBT Only)
Preparation <b>after</b> students arrive— includes ensuring students are logged in (CBT only), reading instructions and answering questions	<b>10 minutes</b>
Distribute test materials to students	<b>5 minutes</b>
Administer Field Test session ( <b>Session Time</b> )	<b>40 - 80 minutes</b> (Session/grade level dependent). See Tables 1.1–1.8 in Test Coord. Manual for <b>Session Times</b>
<b>Additional Time Allowed</b> for all students who are productively engaged at the end of <b>Session Time</b>	<b>20 - 40 minutes</b> (Session/grade level dependent). See Tables 1.1–1.8 in Test Coord. for <b>Additional Time Allowed</b>
End-of-session activities, including collecting test materials and closing CBT sessions	<b>5 -15 minutes</b>
<b>TOTAL SCHEDULED TIME:</b>	<b>80 - 150 minutes</b>



# Before Testing: Test Security

See TCM for reference:  
• CBT: p. 9

## 2. DEVELOP AND IMPLEMENT TEST SECURITY PLAN

A successful Security Plan will:

- ✓ Inform individuals authorized to be involved in test administration to review security protocols, prohibited activities, testing irregularities, and security breaches and sign Security Agreement
- ✓ Establish a documented chain of custody
- ✓ Designate central locked storage area for securing test materials
- ✓ Document that Technology Coordinators, Test Administrators, and Proctors have received necessary documentation and training for successful, secure administration of the PARCC Field Test



# Before Testing: Test Security

See TCM for reference:  
• CBT: p. 9-11

School Test Coordinators must develop a **Chain-of-Custody Plan** that ensures test materials are accounted for at all times before, during, and after test administration. The Chain-of-Custody Plan should:

- ✓ Include procedures for documenting the hand off and return of test materials between School Test Coordinators and Test Administrators.
- ✓ Include a process to document shredding or recycling, as appropriate, of test materials that are not returned to Pearson.

**Failure to develop, implement, and follow a Chain-of-Custody Plan could result in test invalidations or other action per state policy.**



# Before Testing: Test Security

See TCM for reference:

- CBT: p. 10

The School Test Coordinator must distribute test materials to and from Test Administrators **each test administration day**. Test materials must **not** be stored in classrooms prior to or following the day of administration. Test materials that will be distributed by the School Test Coordinators to each Test Administrator include:

- ✓ Student Authorization Tickets (CBT)
- ✓ Seal Codes (CBT)
- ✓ Headphones (CBT)\*
- ✓ Scratch Paper\* (both)



# Before Testing: Test Security

See TCM for reference:  
• CBT: p. 41

## Security Checklist:

- School Test Coordinators must maintain a log of secure materials. You may use the *Optional Secure Materials Tracking Form (CBT)* (See **Appendix C** in Test Coordinator Manual for example) or your own equivalent log to track secure materials.
- Schools also need a log to account for collection and destruction of Mathematics Reference Sheets written on by students as well as for scratch paper written on by students.
- Test Administrators are not to have extended access (>15 minutes) to test materials before or after administration.
- Test Administrators must document the return of all secure test materials to the Test Coordinator immediately after testing.



# Before Testing: Training Plan

See TCM for reference:  
• CBT: p. 19-20

## 3. DEVELOP A TRAINING PLAN

Make sure that you:

- ✓ Designate a fully-trained alternate School Test Coordinator
- ✓ Ensure all school staff involved in administering PARCC tests are trained and understand their responsibilities and security protocols
- ✓ Ensure Test Administrators understand the expectation of “active proctoring” while students are testing
- ✓ Encourage Test Administrators to use the checklists available in Appendices of the Test Coordinator Manuals
- ✓ Ensure Test Administrators and Proctors sign the Security Agreement (see **Appendix A** of Manual) after training is complete.



# Before Testing: Logistics Plan

See TCM for reference:  
• CBT: p. 20-21

## 4. DEVELOP A TEST ADMINISTRATION LOGISTICS PLAN

To ensure successful and secure administration of the PARCC Field Test, make sure that your Logistics Plan includes the following tasks:

- ✓ Identify all students participating in each grade-level tests
- ✓ Authorize individuals to serve as Test Administrators
- ✓ Train all relevant staff
- ✓ Inform students and parents about the PARCC Field Test
- ✓ Meet with students to review testing day policies and expectations
- ✓ Designate appropriate testing spaces
- ✓ Work with Test Administrators to schedule Sample Tests for their assigned students prior to the Field Test



# Before Testing: Logistics Plan

See TCM for reference:  
• CBT: p. 6-8

## 4. DEVELOP A TEST ADMINISTRATION LOGISTICS PLAN (continued)

- ✓ Plan ahead to provide “accessibility features” (CBT only) for all students and accommodations for EL/LEP students and students with disabilities on test day by:
  - Reviewing each student’s approved IEP or 504 Plan ahead of time
  - Preparing a list showing each student and his/her specific accommodation(s)
  - Indicating whether a specific test setting or Test Administrator will be required
  - Training all Test Administrators on CBT test accommodations and CBT accessibility features (if applicable)
  - (CBT only) Ensuring required accessibility features and accommodations are selected during registration process (e.g., read-aloud/text-to-speech) and ensuring each student knows how to use accessibility features and accommodations prior to testing
- ✓ Schedule test administration sessions and locations



# Before Testing: Logistics Plan

See TCM for reference:  
• CBT: p. 6-8

## 4. DEVELOP A TEST ADMINISTRATION LOGISTICS PLAN (continued)

- ✓ Prepare a record of Test Administrators and their students for each testing session
- ✓ Assign students and testing locations to Test Administrators
- ✓ Establish school policy\* for dismissing students and/or allowing them to read a recreational book after completing individual tests
- ✓ Develop a plan to store the *Test Administration Manuals* between administrations if your school is administering both the PBA and EOY components of the Field Test
- ✓ (CBT only) Consult with Technology Coordinator to confirm that all computers used for testing meet minimum requirements for computer-based testing (refer to the *PearsonAccess User Guide* for details on infrastructure and system requirements)



# Before Testing: Final Preparations

See TCM for reference:  
• CBT: p. 6-8

## 5. FINAL PREPARATION FOR CBT TESTING

Before the day of testing, School Test Coordinators must:

- ✓ Verify testing rooms are set up so students are separated by a reasonable distance to encourage independent work and prevent collaboration
- ✓ Ensure testing rooms are clear of any and all instructional displays



# Before Testing: Final Preparations

See TCM for reference:

- CBT: p. 25

## 6. FINAL PREPARATION FOR CBT TESTING *(continued)*

On the **day of testing**, immediately prior to the beginning of the test session (**NOT** in advance), distribute the following materials:

- ✓ Student Authorization Tickets
- ✓ Printed Seal Codes
- ✓ Headphones
- ✓ Scratch paper for students to use during the test session
- ✓ Timing device (if needed) to keep track of time during testing
- ✓ “Testing—Do Not Disturb” signs to post on testing room doors



# Before Testing:

See TCM for reference:

- CBT: p. 6-8

## CBT Secure Materials Handling

For Computer-Based Testing (CBT), School Test Coordinators must print the following CBT secure materials, which can be printed up to one week prior to testing:

- ❑ **Student Authorization Tickets.** Each test session will have a unique Test Code for each student that will be printed on Student Authorization Tickets. Students will be prompted to enter the Test Code to access the test via TestNav (the browser-based application used to administer PARCC tests).
- ❑ **Seal Codes.** Seal Codes are four-digit codes used to lock test sessions so that students cannot go ahead to the next session or go back to a previous session that has already been completed. Seal codes are the electronic equivalents of the adhesive tabs that are used to seal sections of paper test booklets.



**Tasks for Technology  
Coordinators to complete  
BEFORE testing**



# Before Testing:

See TCM for reference:

- CBT: p. 26

## Technology Coordinator Tasks

For Computer-Based Testing (CBT), the Technology Coordinator must complete the following **before** the first day of testing:

- Review *Test Coordinator Manual* sections that apply to the Technology Coordinator
- Review Technology Coordinator Checklist (in *Test Coordinator Manual Appendices*)
- Review *PearsonAccess* User Guide for specific instructions on PearsonAccess functions and technology-related troubleshooting
- Review “Setting Up” and “Infrastructure Trial” online training modules
- Prepare Student Computers and Test Administrators’ Computers for Testing



**Tasks for School Test  
Coordinators to complete  
DURING testing**



# During Testing

See TCM for reference:  
• CBT: p. 6-8

## 1. MONITOR TEST ACTIVITY

- ❑ Ensure that Test Administrators are actively monitoring students during testing
- ❑ Investigate and document all testing irregularities and security breaches and report incidents to LEA and/or SEA

## 2. SCHEDULE AND SUPERVISE MAKE-UP TESTING

- ❑ Students who are not tested on the regular administration date due to illness or other excused absence should be tested on a make-up day
- ❑ Ensure all make-up testing is completed before the end of the testing window



# During Testing: Breaks

See TCM for reference:

- CBT: p. 6-8

- ❑ Scheduled breaks should occur *between* test sessions. During the scheduled break, students are permitted to go to the restroom, get up to stretch, and/or get a drink, if needed.
- ❑ During a test session, individual restroom breaks may be provided at the discretion of the Test Administrator.
- ❑ At the discretion of the Test Administrator, a classroom may take a break of up to three minutes during a test session. Test Administrators are responsible for ensuring students do not communicate during this break and that students are not able to see content on other students' devices.



# During Testing: Breaches in Test Security

See TCM for reference:

- CBT: p. 6-8

The school test coordinator or principal must ***immediately*** report ***any*** concern about breaches in test security or noncompliance with test administration procedures to the either the LEA or SEA, according to their state policy (see state-by-state policies in the appendix of the *Test Coordinator Manual*).

Instruct Test Administrators to contact the School Test Coordinator and/or principal immediately to report all testing irregularities.



# During Testing: Breaches in Test Security

See TCM for reference:

- CBT: p. 6-8

## Breaches of Test Security Include:

- Use of electronic devices (e.g. cell phone, smartphone, e-reader, tablet computer) by Test Administrator or student(s) while secure test materials are still distributed or while testing is in progress
- Reading non-test related material(s) before closing out the test session (CBT) or turning in test materials (PBT)
- Altering or interfering with students' responses in any way
- Leaving test materials unattended or failing to keep them secure
- Leaving students unattended while they are testing
- Formally or informally scoring student responses to test items
- Failing to follow test administration directions
- Not administering a session according to the allotted time



# During Testing:

## Breaches in Test Security

See TCM for reference:

- CBT: p. 17-18

### **Additional Breaches of Test Security Include:**

- Failing to actively monitor testing students at all times
- Encouraging students to finish early
- Cheating by students (passing notes or talking to one another while testing or sharing responses to test items)
- Administering test(s) to family members or allowing unauthorized persons access to secure test materials
- Giving students access to test items or prompts prior to testing
- Viewing or letting students view secure content before testing
- Copying or reproducing any part of the passages or test items or any secure test materials or online test forms
- Removing secure materials from the school's campus



# During Testing: Clarifying Directions

See TCM for reference:  
• CBT: p. 21-22

## What Clarifying Directions means:

- No part of the **test** may be read to the student.
- All directions may be repeated to students as needed.
- The Test Administrator may clarify all word used in the scripted directions, NOT directions for specific test items.
- Directions may be provided in student's native language.

## Students who are off task:

- Test Administrators can say student's name.
- Tell student to return to work on test.
- Provide visual cues for the student to stay on task.



# During Testing: Breaches in Test Security

See TCM for reference:

- CBT: p. 6-8

## Testing Irregularities Include:

- Building evacuation or lock-down
- Displaying testing aids in the testing environment (e.g., a bulletin board with relevant instructional material(s) during testing
- Failing to provide a student with a documented accommodation
- Providing a student with an accommodation that is not documented and therefore is not appropriate

ALL instances of security breaches and testing irregularities must be reported to the School Test Coordinator immediately and he/she must, in turn, report the incident(s) to the LEA Test Coordinator and to SEA, according to their state policy.



**Tasks for School Test  
Coordinators to complete  
AFTER testing**



# After Testing:

See TCM for reference:

- CBT: p. 27-29

## CBT Test Cleanup Activities

After all students have completed all sessions of the test and submitted their responses, manually stop the tests. Refer to the *PearsonAccess* User Guide for specific instructions. You cannot stop a *PearsonAccess* Test Session until:

- ✓ All students are in Completed or Marked Complete status
- ✓ Absent students in Ready status have been moved to a make-up *PearsonAccess* Test Session or have been removed. Do not mark a student's test complete if the student was absent and is still in "Ready" status.

**NOTE:** Students should not "Submit" the test in between test sessions. Between testing sessions of each component, students should exit and save the test. When the next session begins, the Test Administrator will need to Resume each student.



# After Testing: CBT Field Test Surveys

- ❑ All Field Test Administrators will complete a survey to gather feedback about the experience of administering PARCC assessments.
- ❑ Students who participate in the Field Test will complete a survey to gather feedback about the student experience of taking PARCC assessments.

## Survey data will:

- ✓ Improve test administration protocols
- ✓ Identify potential sources of confusion for students
- ✓ Provide data on the occurrence of technical difficulties
- ✓ Provide data on the effectiveness of the testing environment to maximize student performance
- ✓ Provide data on the extent to which students engaged in on-task and/or off-task behaviors during the assessment



**Tasks for Technology  
Coordinators to complete  
AFTER testing**

# After Testing

Technology coordinators must delete ALL test content from the Proctor Caching computer(s).

Failure to comply is a security breach and could lead to test invalidation.



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