What to do in the case of an incorrect accommodation delivery issue (PARCC Computer-Based)

Please see attached document for information on how to handle a missing or incorrect accommodation delivery issue. This document includes information on voiding a test if necessary. All users with the role of LEA/District Test Coordinator have been given the Student Test Update Role which allows for the voiding of tests.

Marking Tests Complete (PARCC Computer-Based)

It is important that districts do not mark a student’s test as complete until they are absolutely sure this is the correct action. The only reason this would be done is if the student wouldn’t submit the test on his or her own (because of a transfer, refusal, incorrect test assignment, incorrect accommodation, etc.). If a student is marked complete erroneously, the district will have to fax a request to the state offices for them to unsubmit the student tests.

Reason Not Tested in PearsonAccess Next (PARCC Computer-Based)

When marking a test complete in PearsonAccess Next (please refer to “Marking Tests Complete” above), the system will require a reason to be entered in an open-ended field. Though it is required to complete the action, this reason will not be reported as the official reason. The official reason not tested will be indicated during the ISBE corrections window. Districts should enter a clear, logical explanation in this field for organizational purposes.

Quick Tips for PARCC Test Administrators

PARCC has developed a document based on the most frequently asked questions posed to their Support Center. You can find it here.

Chain-of-Custody Form

Chain-of-Custody requirements can be found in section 2.5 of the Test Coordinator Manual. Districts can choose to use their own form instead of the PARCC-provided form as long as it has all the necessary information. Chain-of-Custody forms should be used for both paper and online testing.
Seal Code Guidance (PARCC Computer-Based)

The most common irregularity we have received so far has been instances of test administrators presenting all seal codes to the student before the appropriate time. This results in students moving ahead into the next unit before it is time to do so. Please review the Seal Code Guidance prior to test administration. Occasionally this will happen because the test administrator is confused by the length of the test and the time it takes most students to complete. Most tests are generously timed and not designed to rush students into completion. In addition to reviewing the ELA and Math Test Specification Documents, test administrators can view a student’s status by clicking on the status itself:

![Test Progress Screen]

The “section” field in the above ELA test status refers to the unit. In this specific unit, there are only 7 questions. In order to move on to the next “section” (or unit), a new seal code would be needed. In some math tests, this screen will include an extra section because of the calculator/non-calculator parts (which fall within the same unit and, therefore, don’t require an extra seal code). Additionally, test administrators can view the status bar for the student:

![Status Bar Screen]

This status bar refers to the entire test (all units). The above status bar shows that the student has finished unit 1 but not the other units.