**PARCC Update: Submit Final Answers**

Email attachment:  [Steps for Unsubmitting a Student Test](#)

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**What is happening?**
Pearson is released an update on Saturday, March 21, 2015 that prevents students from being able to submit their test if they have unvisited units.

**Why is this happening?**
Pearson has received feedback from PARCC states that students have been submitting tests accidentally when testing out-of-order due to an absence or other circumstance.

**What does this mean?**
For example:

- The Performance-Based Assessment is 3 units long and a student missed unit 1.
- The student begins testing with unit 2.
- The student continues testing with unit 3, but still needs to finish unit 1 on a make-up testing day.

In this example, the student will no longer be able to click the “Submit Final Answers” button at the end of their test. Instead, they will see the following message (outlined in dark blue):

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![Message](image-url)
This update will **not** affect students who have completed a portion of a unit. An entire unit must be unvisited for the notification to appear.

**What do I need to do?**

No actions are needed to accept the update. The online testing platform (TestNav) will automatically begin functioning as described after Pearson releases the update.

Notify your Test Administrators that if a student receives the message shown in this bulletin, and the student has completed the current unit of the test, then they should select the User icon in the top right corner of the test and choose “Logout of TestNav” and click the blue “Save and Return Later” button.

After successfully logging out, the Test Administrator can follow the PARCC Make-Up Testing Directions for Computer-Based Testing documentation to ensure the student completes the missing unit or units of the test.
Note: Test Administrators will still be able to mark a student complete in PearsonAccess\textsuperscript{next} even if the student has not visited all units of a test.

**Unsubmitting Student Tests**

Though the above update should alleviate the issue from continuing, those students who have already prematurely reached “completed” status can still be unsubmitted. All PearsonAccess Next users with the LEA/District Test Coordinator Role have been given the ability to unsubmit tests. The directions to do this are attached to this email. ISBE will continue to work on the unsubmit requests that we have received and will only unsubmit if still necessary but, using this new role, districts no longer have to wait for ISBE to do this.

**When to Unsubmit a Student Test**

Student tests should only be unsubmitted in the event that a student has entered “completed” status prior to completing all units of the test. If this is the scenario, schools do not have to contact ISBE prior to unsubmitting the test. Test Coordinators should still follow the guidelines outlined in the manual. Unsubmitting a test is not appropriate if a student has visited all test questions, unless this is due to an irregular situation that has been communicated to ISBE.

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