Technology and the Test

To Do List

To Do List Prior to the PARCC Primer: Technology and the Test Event:

1. Reserve date and time for PARCC Primer: Technology and the Test event on school calendar. (The PARCC Primer outline allows for a 60-minute event. However, you may choose to plan and schedule time for a longer event.)

2. Arrange at least three staff, including the principal and a technology instructor, to assist with event. If possible, have a staff person take photos of the event to put on your school’s web page and social media outlets.

3. Send the attached PARCC Primer: Technology and the Test Parent Invitation to parents/guardians a week or two in advance of the event. Send a reminder a day or two before the event. The Parent Invitation can be edited to fit your school’s information and includes a place for an RSVP date.

4. What is needed:
   a. Position a table at the entrance of event for participants to register. A sample sign-in sheet is included.
   b. Event outline is included.
   c. This event can be held in one room. Include a table to hold handouts.
   d. This event requires a computer for every participant, a place to sit and use the computer, scratch paper and a pencil. It is helpful for the instructor of this session to use a computer and projector in order to project onto a screen the steps the participants will need to follow.
   e. “How to Take the PARCC Practice Sample Set Tutorial Handout” is included and copies will need to be made.
   f. “How to Take the PARCC Practice Tests Handout” is included and copies will need to be made.
   g. Make copies of the PARCC Primer Evaluation Form, which is provided.
   h. Create grade-specific folders to be used during the Question-and-Answer Session. Instructions for creating the folders are included with the PARCC Primer materials.
   i. Email Holly Whisler at hwhisler@isbe.net with date of event.

To Do After the PARCC Primer Technology and the Test Event:
1. Collect evaluation forms and summarize feedback. Scan feedback summary and email to Holly Whisler at hwhisler@isbe.net.

2. Meet with event staff and discuss what went well with the PARCC Primer: Technology and the Test event and what could be done differently for the next PARCC-related event. Summarize feedback and send to Holly Whisler at hwhisler@isbe.net.