PARCC Primer Event Outline – (Scheduled for 60 minutes. Your event may be longer.)

I. Introduction – Principal or Assistant Principal - 5 minutes
   - Script for Introduction is included.
   - Participants will need two handouts: the “How to Take the PARCC Sample Set Tutorial Handout” and the “How to Take the PARCC Practice Test Handout.”

II. PARCC Sample Set Tutorial – 15 minutes
   - The “PARCC Sample Set Tutorial Instructions for Station Leader” is included.
   - The “PARCC Sample Set Tutorial Handout” for participants is included.

III. PARCC Practice Tests –30 minutes Begin with the grade 3 English Practice Test and if participants finish in less than 30 minutes, they may continue with another test of their choice.
   - The “PARCC Practice Test Instructions for Station Leader” document is included.
   - The “How to Take the PARCC Practice Test Handout” is included.

IV. Question-and-Answer Session – 15 minutes
   - Grade-Specific Parent Resource Folders.
     - “Parent Resource Folder Instructions” and all necessary documents are included.
     - Include the Evaluation Form during this segment.
   - Scripts for elementary audience, middle school audience and the high school audience are included with materials.

V. Meet with event staff to evaluate your event and summarize feedback.

VI. Scan and email completed evaluation forms to Holly Whisler at hwhisler@isbe.net.

VII. A link to a brief survey will be sent to you at a later date to report your success.