Description: The following is a sample script to begin the PARCC Primer: Technology and the Test event. The principal or assistant principal should welcome families with a brief introduction of perhaps no more than five minutes. The script may be edited to better address your school’s audience.

I. Introduction
   a. (suggested script) “Welcome, parents, students and staff, to the very first PARCC Primer: Technology and the Test event at (insert school name). Thank you for attending this evening and helping our students make a smooth transition to the new assessment system called PARCC. PARCC is an acronym that stands for the Partnership for Assessment of Readiness for College and Careers. PARCC is a group of states that came together to create a new assessment system that is aligned with the new and more rigorous Illinois Learning Standards. Teachers have been incorporating these standards into their curricula, which means that students have been learning and preparing for the PARCC assessments that will be administered this spring.”
   b. “I am (introduce yourself) and I would like to introduce the staff who are assisting us this evening.” (Introduce staff and their respective roles for the event. For example, “Miss Smith is our technology coordinator and will be assisting us with our PARCC Sample Set Tutorial.”)

II. Overview of event
   a. “This evening we are here to learn about the PARCC assessment by getting hands-on experience with the test questions and the technology-enhanced features of the assessment system. This is your opportunity to see the PARCC assessment as your children will see it and to ask questions as you have them. Since it’s not possible to cover everything in an hour, we will have a question-and-answer session at the end of the evening and you will receive information to take home with you.”
   b. “Our first activity will be to take the PARCC Sample Set Tutorial. This will take no more than 15 minutes and will show you all of the technology-related tools that the assessments offer students. After the tutorial, you will get a chance to take a third-grade English language arts/literacy PARCC Practice Test. We will take about 30 minutes and if you finish the English practice test, you can give a math test a try. Our station leader will walk you through the process and you have handouts for both the tutorial and practice test that provide step-by-step instructions.”
c. “After we take the practice test, we will have a question-and-answer session to close the evening. I’ll hand it over to (insert name of person who will instruct the tutorial session), who will instruct us during the PARCC Sample Set Tutorial. Remember to ask questions and have fun!”