After taking the PARCC Sample Set Tutorial, PARCC Primer participants are ready to take the PARCC Practice Tests. The Practice Tests provide an opportunity for students, parents and educators to experience the computer-based assessment in math and English language arts prior to the administration of the assessment in spring 2015. Students can answer Practice Test questions using the technology-enhanced items such as drag and drop, multiple select, calculator and text highlighting, just as they will do when taking the actual test. The PARCC Practice Tests will provide the test taker with a score.

More than half of Illinois public schools will administer the PARCC assessment online in spring 2015. Other schools will administer the same test in a paper-based format this school year. That actually translates to about 75 percent of Illinois students who are scheduled to take the online version, with other eligible students scheduled to take a paper-and-pencil version. The goal is for all schools in Illinois to administer the assessment online in the near future.

You will need:

- Computer, projector and screen for station leader.
- Computer devices that are Wi-Fi ready for all participants.
- Wi-Fi access for all computers in the room.
- Access to electricity and extension cords.
- Fully charged batteries in all devices.
- Scratch paper, pencils and copies of the PARCC Practice Test Handout (included).

Prior to the PARCC Primer Event:

- Go to http://www.parcconline.org/the-right-devices and make sure your school has the proper devices to administer the Practice Test. Cell phones will not work and if using a tablet, you should use an external keyboard. If a large crowd is expected, encourage participants to bring their personal Wi-Fi-ready devices.
  - Next, check your browsers. On the same web page (http://www.parcconline.org/the-right-devices), you will find the list of compatible browsers:
    - Google Chrome 35+
    - Mozilla Firefox 28+
    - Internet Explorer 9+
    - Apple Safari 5.1+
The TestNav App is required and free for Chromebooks and iPad and Android tablets. (Search for TestNav on the Android app store.)

Prior to participants arriving:

- Turn on all computers.
- Set devices to http://www.parcconline.org/take-the-test. Check the volume level of each device.
- Place a piece of scratch paper, pencil and PARCC Practice Test Handout next to each device.
- Set station leader’s computer to http://www.parcconline.org/take-the-test and turn projector on to see if the web page is in focus. Test the volume level on the computer.

As participants are seated and it is time to begin, ask them to activate their computers by moving the mouse or depressing the space bar. Have your computer projecting the http://www.parcconline.org/take-the-test web page.

Now you are ready to begin:

1. (Suggested script) As the station leader, you might say, “Now that you have taken the PARCC Tutorial, we are going to take a PARCC Practice Test. This will show you what the computer-based assessment will be like when your children take the test this spring. I will guide you through the process and the handout on your desk provides you with step-by-step instructions, as well. Please look at the ‘How to Take the PARCC Practice Test Handout’ and go to step 1. Your computer should already be on the Practice Test page. If not, please go to the web address listed as step 1. Next, we’ll move on to step 2 on your handout.”
2. “You should see two boxes labeled ‘English Practice Tests’ and ‘Mathematics Practice Tests.’ Let’s begin with the English Practice Test by selecting the green bar labeled ‘View English Practice Tests.’ You will be directed to the ‘English Language Arts/Literacy Practice Tests.’”
3. “Scroll down the page until you see ‘Please select your grade level to view practice tests.’ Under this heading are the practice tests for grades 3-11. Select Grade 3.”
4. “You are now at the Grade 3 Performance-Based Assessment Practice Tests. Select the ‘Computer-Based Practice Test.’ You will be directed to the Grade 3 ELA/Literacy assessment.”
5. “You should see the heading: ‘Welcome! You are about to start a test.’”
6. “Enter a name (You may enter any name or just your first name.) in the box above the blue button labeled ‘Start Test Now.’”
7. “Read the instructions carefully.”
8. “When you have read the instructions, select the blue button labeled ‘Start Test Now.’ You will be directed to ‘Session 1,’ where there are 13 questions.”
9. “Select the blue button labeled ‘Start Section.’”
10. “You are now beginning the PARCC ELA assessment. You have (insert time here) to answer Practice Test questions. I will let you know when you have about 5 minutes left and then I will explain how to submit your answers.”

11. Allow time for the participants to answer questions. Let them know when they have 5 minutes remaining.

12. (suggested script) When there is about 5 minutes remaining, you might say, “When you have reached the end of the Practice Test questions, you should see the heading ‘Congratulations! You have finished the last section in this test.’ This alerts you to review your answers or submit your answers.”

13. “To review your answers before submitting them for a score, select the button labeled ‘Review Answers.’ That will allow you to view a summary of your responses. Select the ‘View’ button to the right and you will see your response. Once you are satisfied with your answers, select the green button labeled ‘Submit Final Answers.’”

14. “If you do not want to review your answers, select the green button labeled ‘Submit Final Answers.’”

15. “Once your final answers are submitted, you will see a summary of your answers and your score.” (If the computers are connected to printers, you can instruct them to print their score page by selecting the “Print This Page” button at the top left corner of the summary.)

16. “Select the blue button at the bottom left corner of the page that is labeled ‘Continue.’ A ‘Test Submit Warning’ pop-up will appear and ask if you want to submit your final answers or cancel.”

17. “If you are ready to submit your answers, select the green button labeled ‘Yes, Submit Final Answers.’ Once your final answers are submitted, you cannot return to the test. When you see your answer summary, select the blue button in the lower left corner labeled ‘Continue.’ You will receive the ‘Test Submit Warning’ pop-up again asking you to confirm if you want to submit your answers. You will know that your answers have been successfully submitted when you see the ‘Logout Complete’ indicator.”

18. “If you are not ready to submit your answers, select the button labeled ‘No, Cancel.’ If you would like to return to the test, use the back arrow button on your browser. Review your answers by selecting the ‘View’ button to the right of the response. Continue until you are ready to submit your final answers or until we are out of time.”

19. Allow time for questions and answers.

20. Direct participants to the second page of the handout, where they can find the link to take the Practice Tests at home. (suggested script) You might say, “If you would like to take a Practice Test at home, please see the link on the second page of your handout. Thank you for participating.”