Testing Irregularities

• Irregularity form is in the Test Coordinator Manual

• It is also available as a fillable form on Avocet:
  http://avocet.pearson.com/PARCC/Home#q=irregularities
Testing Security

• Please be especially mindful of the security of the test. Cell phones should be monitored closely.
Testing Environment – Prohibited Materials

- Posters, maps, charts, and displays that define, explain, or illustrate terms or concepts
- Mathematical formulas/theorems (for Mathematics units)
- Graphic organizers
- Multiplication tables*
- 100s charts*
- Word lists
- Definitions
- Writing formulas
- Any manipulative not approved through unique accommodation prior to testing
Test Administrators Assisting Students during Online Testing

• Test administrators cannot assist students with the testing platform during a test unit.
Seal Code Guidance

• Seal Codes (online testing only) are used to prevent students from going to the next unit before they are assigned to do so.

• Guidance can be found here: http://avocet.pearson.com/PARCC/Home#6880
PARCC Make-Up Testing Directions for Computer-Based Testing

- The directions for computerized make-up testing have been posted on Avocet
- http://avocet.pearson.com/PARCC/Home#7428
Student Log-Out Procedures

• This document will provide the specific process (with screenshots):
  http://avocet.pearson.com/PARCC/Home#6879
PARCC Highlighter and Stray Marks Guidance (paper testing)

• Highlighter and marks are allowed as long as they aren’t in the response areas.

Precaching Availability

• Caching is available
• Proctor Cache and Sessions MUST be set up
• CAUTION: Any changes to a student PNP after caching mean that the needed test forms may not be cached.
• Recommendation – Cache again before right before testing starts.
SIS Uploads

• SIS will make their next data transfer to PearsonAccess Next this weekend.

• More information will be coming on how to handle changes during the testing window.
Contact

- **Assessment Office**
  - 866-317-6034
  - assessment@isbe.net

- **SIS Help Desk**
  - 217-558-3600 (Option 2)

- **Join our listservs!**
  - **Assessment Listserv**
    - Send a blank email with “SUBSCRIBE” in the subject line to assessment@isbe.net
  - **Technology Point-of-Contact Listserv**
    - Send a blank email with “SUBSCRIBE” in the subject line to jbaiter@isbe.net

- **PARCC Support Center**
  - 888-493-9888
  - parcc@support.pearson.com
# 2015 PARCC Communication Plan

We have identified four points of contact for you based on your needs. Some of the topics below are also hyperlinked to useful documents.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping</td>
<td>Pearson’s PARCC Help Desk</td>
</tr>
<tr>
<td>Placing additional orders</td>
<td>Phone: 888-493-9888</td>
</tr>
<tr>
<td>PANext (PearsonAccess Next)</td>
<td>Email: <a href="mailto:parcc@support.pearson.com">parcc@support.pearson.com</a></td>
</tr>
<tr>
<td>TestNav 8</td>
<td>Online Chat: Available in PANext</td>
</tr>
<tr>
<td>Technology issues related to PANext or TestNav 8</td>
<td>Website: <a href="http://parcc.pearson.com">http://parcc.pearson.com</a></td>
</tr>
<tr>
<td>Setting up proctor caching</td>
<td></td>
</tr>
<tr>
<td>Setting up and managing test sessions</td>
<td></td>
</tr>
<tr>
<td>Connection, network, or server issues</td>
<td>Learning Technology Centers (LTC)</td>
</tr>
<tr>
<td>Basic technology troubleshooting</td>
<td>(see page 2 of this document)</td>
</tr>
<tr>
<td>Test administration</td>
<td>ISBE Assessment Division</td>
</tr>
<tr>
<td>Test irregularities</td>
<td>Phone: 866-317-6034</td>
</tr>
<tr>
<td>Administering accommodations</td>
<td>Email: <a href="mailto:assessment@isbe.net">assessment@isbe.net</a></td>
</tr>
<tr>
<td>Users in PANext</td>
<td>Fax: 217-782-6097</td>
</tr>
<tr>
<td>Scheduling</td>
<td>Website: <a href="http://www.isbe.state.il.us/assessment/">http://www.isbe.state.il.us/assessment/</a></td>
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<tr>
<td>Approval of additional orders</td>
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<td>Unique Accommodations</td>
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<tr>
<td>Student data uploads</td>
<td>ISBE Student Information System (SIS)</td>
</tr>
<tr>
<td>Accommodation and PNP uploads</td>
<td>Phone: 217-558-3600</td>
</tr>
<tr>
<td>New students</td>
<td>Email: <a href="mailto:sis@isbe.net">sis@isbe.net</a></td>
</tr>
<tr>
<td>Assessment Session Location upload</td>
<td>Website: <a href="http://www.isbe.net/sis/">http://www.isbe.net/sis/</a></td>
</tr>
</tbody>
</table>

Additional Resources:

- [PARCC.pearson.com](http://www.isbe.state.il.us/assessment/pdfs/2015/parcc/parcc-comm-plan-15.pdf)
- [Pearson Avocet Site](http://www.isbe.state.il.us/assessment/pdfs/2015/parcc/parcc-comm-plan-15.pdf) (containing all manuals)
- [Illinois Assessment Key Dates Calendar](http://www.isbe.state.il.us/assessment/pdfs/2015/parcc/parcc-comm-plan-15.pdf)
- [PARCC FAQ](http://www.isbe.state.il.us/assessment/pdfs/2015/parcc/parcc-comm-plan-15.pdf)
  - Grades 5-8
  - High School
- [ELA Blueprints, Test Specs, & Evidence Tables](http://www.isbe.state.il.us/assessment/pdfs/2015/parcc/parcc-comm-plan-15.pdf)
Upcoming Webinars

• Every Friday (10am) for the next several weeks we will be holding our usual Illinois Assessment Update webinar. Additionally, we will make ourselves available every Tuesday at 1:30pm for an Open Office Hour where we will just be online to respond to questions, concerns, and feedback.

• [http://www.isbe.state.il.us/assessment/](http://www.isbe.state.il.us/assessment/) (under “News and Updates”)