Test Administrator Training

Most screenshots are from the Training Site (brown theme). The Live Site (blue theme) will have the same steps.
Avocet is a site that places all testing manuals in a searchable format

- http://avocet.pearson.com/PARCC/Home

Make-up Testing Directions
1/20/2015

Make-Up Testing Directions for Computer-Based Testing will be available prior to the start of the PARCC Spring 2015 Administration.

Browser Requirements
1/7/2015

Avocet works best on Google Chrome, Firefox, and Internet Explorer 11. Users on older browsers might experience some loss of features or technical problems. Consider downloading a free, current browser:

- Google Chrome – http://www.google.com/chrome

PARCC 2015 Spring Manuals are Now Available
12/23/2014

The PARCC 2015 Spring Manuals are now available. Use the index on the left to search through sections of the manuals. On the right you may preview the pages for that section. You can print the selected preview pages by clicking the green print button. You can also use the green Download PDF button to download the full manual.
ADMINISTERING THE ONLINE TEST
Navigate to http://il.pearsonaccessnext.com and sign in with your credentials (talk to your Test Coordinator if you don’t know your login info).
Make sure the test administration is correct (Op Spring PBA or Op Spring EOY).

Make sure the organization is correct.

Under “Testing,” click “Sessions.”

A session organizes testing, it is a group of students who are taking the E/la or math test (all units) together.
You won’t be able to see any sessions until you either search for a specific session name or click the down arrow next to the “search” button and click “Show all results.”
Find your session and place a checkmark next to it.

After checking the session, click “Go to Students in Sessions.”
In order for students to log in, the TA MUST start the session. You won’t hit stop until all students are complete or marked complete (could be days later).

This is where you can see each student’s status. The color-coded key can be found at the top and the descriptions in section 6.3 of the TA Manual.

You must click the name of the session here to see the list of students.

This is where you can view/print student test tickets and seal codes.
The Student Testing Ticket allows the student to log in to TestNav8 (the testing platform). It is handed to the student and contains the URL, the student’s username, and their password. This test ticket will stay the same as long as the student is in the session. It should be kept secure.

*Be sure you know your local technology plans. If using an iPad or a Chromebook, students won’t use the above URL but instead will use an app. Ask your test coordinator for specifics.
The Seal Codes are what prevent the student from going on to the next unit before it is time to do so. When it is time to go on to the next unit, the Test Administrator can give the seal code to the entire class. The students will then enter the code and be given permission to move forward.
After starting the session, you can click on the student’s status “bar” to see a breakdown of where they are in the test.
You’ll have various tasks you can complete by using the “Select Tasks” dropdown. You’ll need to place a checkmark by the student first to make changes for them.
When students log off or are exited from the system, you'll need to resume them in order for them to log back in next time.

Who do you resume?
1. Students who get exited during a test unit.
2. All students before they can start Unit 2, etc.

This is where you can see a specific student's information (accommodations, etc.).
If a student is exited from a test unit, you must “resume” them before they can log back in. The error message below will occur on their screen in certain situations (e.g. the student hits ctrl+alt+delete).

Guidance for Troubleshooting Computer-Based Testing can be found in section 6.8.1 for the TA manual. Additional error codes can be found here:
https://support.assessment.pearson.com/display/TN/Error+Codes
Once you resume them, you will get a message indicating your action was successful.

To return to the “Students in Sessions” screen, click “Exit Tasks.”
Timekeeping

- The tests are not timed by the system, but instead by the TA.
- Unit Testing Time is the total amount of time (minutes) that students are allowed without an accommodation.
- Times can be found in section 1.5.2 of the TA manual.
After a student’s test has been submitted and all secure materials have been collected

• Local (District) Decision from options below:
  – After student has checked his or her work, the student must sit quietly until the session has ended.
  – After student has checked his or her work, the TA dismisses the student.
  – After student has checked his or her work, the student may sit quietly and use allowable materials (list on next slide).
Materials allowed ONLY AFTER a student’s test has been submitted and after all secure materials have been collected

- Recreational books (subject matter of recreational books must be unrelated to content being assessed).
- Textbooks for subjects other than the one being tested.
- Pamphlets, magazines, or periodicals (subject matter must be unrelated content being assessed).
- Notebooks or papers of any kind (subject matter must be unrelated to content being assessed).
- Pens or colored pencils.
Calculator Policy


Allowable Calculators

• Grades 3-5: No calculators allowed, except for students with an approved calculator accommodation
• Grades 6-7: Four-function with square root and percentage functions
• Grade 8: Scientific calculators
• High school: Graphing calculators (with functionalities consistent with TI -84 or similar models)

• For students who need a calculation device accommodation, refer to the PARCC Calculator Policy and the PARCC Accessibility Features and Accommodations Manual page 38-40 for additional guidance.
Where to find additional topics (section numbers from TA manual)

- Make-up Testing: 1.5.3
- Test Security: 2.0
- Testing Irregularities: 2.5.2
- Prohibited Materials: 3.7
- Prohibited Classroom Resources: 3.8
- Supervising the Test: 6.8
- Breaks: 6.9
- All scripts (verbal directions) are found in the TA manual.
# 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>
</table>
| • Shipping  
  • Placing additional orders  
  • PANext (PearsonAccess Next)  
  • TestNav 8  
  • Technology issues related to PANext or TestNav 8  
  • Setting up proctor caching  
  • Setting up and managing test sessions | Pearson's PARCC Help Desk  
Phone: 888-493-9888  
Email: parcc@support.pearson.com  
Online Chat: Available in PANext  
Website: [http://parcc.pearson.com/](http://parcc.pearson.com/) |
| • Connection, network, or server issues  
  • Basic technology troubleshooting | Learning Technology Centers (LTC)  
(see page 2 of this document) |
| • Test administration  
  • Test irregularities  
  • Administering accommodations  
  • Users in PANext  
  • Scheduling  
  • Approval of additional orders  
  • Unique Accommodations | ISBE Assessment Division  
Phone: 866-317-6034  
Email: assessment@isbe.net  
Fax: 217-782-6097  
Website: [http://www.isbe.state.il.us/assessment/](http://www.isbe.state.il.us/assessment/) |
| • Student data uploads  
  • Accommodation and PNP uploads  
  • New students  
  • Assessment Session Location upload | ISBE Student Information System (SIS)  
Phone: 217-558-3600  
Website: [http://www.isbe.net/sis/](http://www.isbe.net/sis/) |

### 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)
- [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)