WELCOME

2017 PARCC

District Test Coordinator &

District Technology Coordinator Training

Test Procedures & Administration Policies

http://www.state.nj.us/education/assessment/

Veronica Orsi & Orlando Vadel
Office of Assessments
New Jersey Department of Education

(FINAL 01-10-17)

PLEASE!

**Silence Cell Phones or
Use Vibrate Mode**

&

**No Conversation In Room
During Training Session**

2017 PARCC District Test Coordinator Training Slides*

•Special Note: The numbers referenced above are slide numbers, not page numbers. More then one slide may appear on a page when printing slides as handouts.

2017 PARCC
Mandatory Turnkey Training

- **Scheduled by District - School Test Coordinator Training & School Technology Coordinator Training**

- **Scheduled by School - <u>Mandatory</u> Test Administrator & Proctor Training**

- **Training Materials, Teacher & Student Resources**

  <u>User ID & Password Needed</u>

  Operational Site: https://nj.pearsonaccessnext.com/customer/index.action/

  Training Site: http://trng.pearsonaccessnext.com/

  <u>Open to All</u>

  Public Site: www.parcconline.org/

  Information Central: http://parcc.pearson.com/

Important NJDOE & PARCC Links

Assessability Features & Accommodations

http://avocet.pearson.com/PARCC/Home#10616

Calculator Policy

http://avocet.pearson.com/PARCC/Home#11128

Clarifications Document 2016-17 PARCC

http://www.state.nj.us/education/assessment/district/120916Clarification.pdf

Graduation Testing Requirements

https://homeroom5.doe.state.nj.us/broadcasts/2016/NOV/02/15464/Reminder%202017%20Graduation%20Assessment%20Requirements.pdf

www.state.nj.us/education/assessment/parents/GradReq.pdf

2017 Portfolio Appeals Process

Portfolio Appeals Process for Students Who Have Not Met Their Assessment Graduation Requirement

Student Participation in Statewide Assessments

http://education.state.nj.us/broadcasts/2015/SEP/09/14046/Participation%20Guidance.pdf

http://education.state.nj.us/broadcasts/2015/SEP/09/14046/USDE%20Correspondance.pdf

ACCESS for ELL Students

New Requirements and Changes Regarding the ACCESS for ELLs 2.0 English Language Proficiency Test

NJTRAx Required Update

Schools Are Requested to Update NJTRAx Data

NJDOE County-District-School (CDS) Information System

- **Update information in NJTRAx – NJDOE's technology readiness tool: https://app.njtrax.org/**

- **NJTRAx is used for support and reporting.**

- **Enter District Test Coordinator & District Technology Coordinator contact info in County-District-School (CDS) application (Name, Telephone, E-mail)**

- **Must keep District & School information up to date at http://homeroom.state.nj.us/**

- **See Broadcast Memo: Schools Are Requested to Update NJTRAx Data**

NJDOE Contact Information
PARCC Coordinator Topics

- **Testing Schedule**

- **Accessibility Features & Accommodations**

- **PBT Students Who Move <u>After</u> They have Started Testing**

- **Unusual Circumstances on Test Days**

- **Violations of Test Security**

- **Test Irregularities**

- **Un-submitting Students**

- **School Emergencies that Affect Testing**

- **General Testing Policies**

NJDOE Contact Information

E-Mail – the BEST way to contact NJDOE
firstname.lastname@doe.state.nj.us

Grades 3-5: Orlando.Vadel@doe.state.nj.us
Grades 6-8: Timothy.SteeleDadzie@doe.state.nj.us
High School: Veronica.Orsi@doe.state.nj.us
Technology: Gilbert.Gonzalez@doe.state.nj.us

Grade Level Program Coordinator ONLY: Please do NOT address e-mails to multiple PARCC Coordinators as this causes confusion & delays.

Subject Line: Include the Name & CDS Code of your School/District AND 2-3 Key Words Describing Issue.

Auto Signature: Include Your Name & Phone Number. IF an emergency, please provide Cell Phone Number & Flag "High Importance".

NJDOE Contact Information

www.state.nj.us/education
firstname.lastname@doe.state.nj.us

Test Coordinators

PARCC 3-5	Orlando Vadel	609-341-3456
PARCC 6-8	Timothy Steele-Dadzie	609-292-4363
PARCC High School	Veronica Orsi	609-292-8739
PARCC Technology	Gilbert Gonzalez	609-777-2080
PARCC Portfolio Appeals	Faye Ball	609-984-1970
NJBCT & NJASK Science	John Boczany	609-292-5622
DLM & APA	Elizabeth Celentano	609-984-0107
NAEP	Tabitha McKinley	609-984-1540

Voice-Mail Messages: Speak slowly & leave name <u>AND</u> phone number with extension <u>FIRST</u>. We must write down this information.

9

NJDOE Contact Information

www.state.nj.us/education

firstname.lastname@doe.state.nj.us

Content Specialists

PARCC Mathematics: Grades 3-5
Timothy Giordano   609-633-8015

PARCC Mathematics: Grades 6-8 & End-of-Course
Michael Luke   609- 984-9637

PARCC Language Arts Literacy
Cristin Geoghegan   609-633-6917

NJBCT & NJASK Science
John Boczany   609-292-5622

NJDOE Contact Information

www.state.nj.us/education

firstname.lastname@doe.state.nj.us

Measurement Specialists

PARRC   Don White   609-777-2051

DLM/APA Data Manager   Gilbert Gonzalez   609-777-2080

Office of Assessment - Fax

609-984-6032 (do NOT FAX unless instructed to do so)

Directions for Uploading Forms on PearsonAccessNext

http://avocet.pearson.com/PARCC/Home#srDoc=5063&srPage=1

Additional NJDOE Contact Information
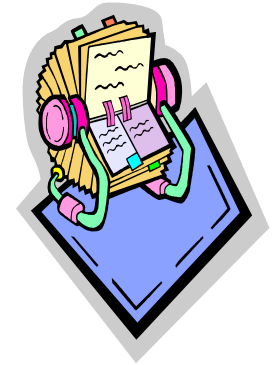
Questions Regarding Annual Progress Targets
Office of Student Accountability/Title I
Phone number: 609-943-4283

Questions Regarding English Learners
Office of Bilingual Education
Phone number: 609-633-6889

Questions Regarding Students with Disabilities
Office of Specialized Populations
Phone number: 609-292-2912

PARCC Support
Contact Information

PARCC Toll Free Phone Number
888-493-9888

Online Support & Resources
http://PARCC.Pearson.com/Support

PARCC Email
PARCC@support.pearson.com

Contact PARCC Support Regarding

- Navigating **PearsonAccess**^{next}

- **Navigating the Training Center**

- **Managing Student Registration Data**

- **Setting-Up Test Sessions**

- **Managing User IDs & Passwords for School Level Staff**

- **Accessing Resources**

- **Infrastructure Readiness**

- **Proctor Caching**

- **Submitting Additional Orders**

- **Inquiring About Shipments**

Technology Problems with Students Ability to Respond to Test Items

- Contact staff per district's Chain-of-Command immediately

- Note time remaining on the clock

- Have the student **Refresh**
  - If that does not work, **Resume the Test**
  - If that does not work, have the student **Log-out & Log-in**
  - If that does not work, **Swap the Device**
  - If that does not work, do **NOT** have student submit.

- Do **NOT** allow the student to leave the testing room.

- Wait for further assistance from coordinators.

What's New – Spring 2017

- **Work Request Order for CBT Transfer Students**
- **Accommodation Reminders**

- **Test Dates – Single 30 Day Testing Window**
- **Fewer But Longer Unit Times**
- **More Uniform Unit Times**

- **First-Time 12th Grader Testers**
- **Select Adult High School Testers**
- **AP/IB Grade 11 ELA/L Exemption**

- **No Seal Codes**
- **Combined Student Registration/Personnel Needs Profile**
- **Paper-Based Materials – packages of 4 (instead of 5)**

- **Spell Check on TestNav**
- **Expanded Calculator Accommodation**

2016-2017 PARCC DATES
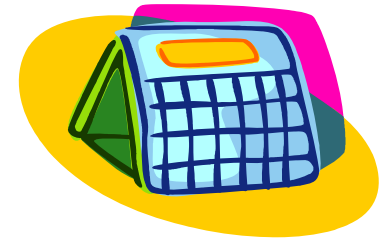
Fall Block High School - Semester Based Courses
PBT: November 28, 2016 thru December 9, 2016
CBT: November 28, 2016 thru January 17, 2017

Grades 3-8 AND Regular / Year-Long High School Courses
PBT: March 27 thru April 7, 2017
CBT: March 27 thru May 19, 2017

Spring Block High School - Semester Based Courses
PBT: April 24 thru May 5, 2017
CBT: April 24 thru June 5, 2017

2017-2018 PARCC TEST DATES

Fall Block - High School Semester Based Courses ONLY
      PBT: November 27, 2017 thru December 8, 2017
      CBT: November 27, 2017 thru January 16, 2018

Grades 3-8 & Year-Long High School Courses
      PBT: April 16-27, 2018
      CBT: April 16 thru May 25, 2018

Spring Block - High School Semester Based Courses ONLY
      PBT: April 23 thru May 4, 2018
      CBT: April 23 thru June 8, 2018

Key 2017 New Jersey Dates

Event	Date
Initial Materials Arrive in Districts *no later than*	**March 13**
Additional Order Window - All Materials *including Test Booklets & Answer Folders*	**March 14 to May 5**
Additional Order Window Closes for Ancillary Materials *only*	**May 12**
Deadline to Return Scorable & Nonscorable Materials to Pearson	**No later than 1 week after PBT window closes**
Record Changes/Data Clean-Up: Critical Warnings, Rejected Student Test Attempts , etc. resolution in PearsonAccess[next]	**June**

Unit Times ELA/L *

ELA/L	Unit 1	Unit 2	Unit 3	Total Time For NON Field Test Schools
Grade 3	90	75	90	4 Hr. 15 Min.
Grades 4-5	90	90	90	4 Hr. 30 Min.
Grades 6-11	110	110	90	5 Hr. 10 Min.

ELA/L	Unit 1	Unit 2	Unit 3	Unit 4	Total Time For Field Test Schools
Grade 3	90	75	90	90	5 Hrs. 45 Min.
Grades 4-5	90	90	90	90	6 Hrs.
Grades 6-11	110	110	90	110	7 Hrs.

* Does not include 25-30 minutes needed for logging on students, reading directions, and closing-out students.

20

Unit Times
Mathematics – ALL Schools *

Mathematics	Unit 1	Unit 2	Unit 3	Unit 4	Total Time
Grades 3-5	60	60	60	60	4 Hr.
Grades 6-8	80	80	80	NA	4 Hr.
Algebra I, Geometry, Algebra II	90	90	90	NA	4 Hr. 30 Min.

* Does <u>not</u> include 25-30 minutes needed for logging on students, reading directions, and closing-out students.

Scheduling Test Units

- **After Hours Testing for Adult HS & Alternative HS programs ONLY -- must request Delivery Schedule Override for *sessions* PRIOR to start of testing window.**

- **Utilize ANY school day during the 30-day testing window; start as soon as possible.**

- **No more than TWO units per day per Individual Student.**

- **Back-to-Back units permitted with a Supervised Break between units.**

- **Multiple Groups of students can be scheduled in a single day: A.M. Group 1 = 2 Units; P.M. Group 2 = 2 Units.**

- **Units WITHIN a content area MUST be administered in sequence, (i.e. ELA/L Unit 1 first, followed by Unit 2, followed by Unit 3).**

Scheduling Test Units

- Absent students can <u>resume testing</u> *with* <u>assigned group</u> & be assigned to make-up sessions only for units actually missed.

- No special order by grade: 3,4,5, or 6,7,8 or 3,6,4.

- No special order by content area: schedule Math 1st then ELA/L or ELA/L then Math.

- <u>Grades</u> may be combined for the <u>SAME</u> content area <u>IF</u> <u>Unit Times & Scripts</u> (read-aloud directions) are the <u>SAME</u> (useful for Make-Ups & Students with Extended Time).

- Students with <u>Extended Time</u> (IEP, 504, EL) <u>MUST</u> begin testing in the morning & complete a given unit by the end of that <u>School Day</u>.

EMERGENCIES & SCHEDULING PROBLEMS
Procedures for Cancelled Testing

Delayed Opening or Anticipated Early Release
- Proceed with testing **ONLY** if there is adequate time to complete the scheduled Units on the affected day.
- Do **NOT** start testing if in doubt.
- Remember to consider **EXTENDED TIME** testers.

Testing is Cancelled for the Day
1. **Reschedule** the cancelled Units by either:
   - pushing the entire schedule forward **OR**
   - rescheduling the cancelled Units for "make-up testing".

2. **Complete** an Irregularity Report form available at: http://avocet.pearson.com/PARCC/Home#10741

3. **Upload** the form to PearsonAccessNext following these instructions: http://avocet.pearson.com/PARCC/Home#10889

4. **E-Mail** the form (do **NOT** fax) to grade level NJDOE PARCC coordinator.

24

EMERGENCIES & SCHEDULING PROBLEMS
Procedures for INCOMPLETE Test Unit (Early Release or Prolonged Outage)

Students Are Unable to Complete a Started Unit

- TA guides students to sign out of TestNav on testing devices if students are logged in.

- TA confirms that no students display as actively testing in Pearson Access Next.

- TA locks all unlocked units in Pearson Access Next.

- TA secures all testing devices & secure test materials in accordance with the district's Test Security Plan.

- TA documents the time remaining on the clock at the time of the interruption.

25

EMERGENCIES & SCHEDULING PROBLEMS

Procedures for INCOMPLETE Test Unit (Early Release or Prolonged Outage)

1. **Reschedule** incomplete Unit for next available day.

   - Ideally the incomplete Unit should be finished **BEFORE** moving on to the next Unit in the affected test.

   - Provide students with the **TIME REMAINING** to respond to previously **UNVIEWED ITEMS**.

2. **Complete** an Irregularity Report form available at: http://avocet.pearson.com/PARCC/Home#10741

3. **Upload** the form to PearsonAccessNext following these instructions: http://avocet.pearson.com/PARCC/Home#10889

4. **E-Mail** the form (do **NOT** fax) to grade level NJDOE PARCC coordinator.

WHO MUST TAKE 2016-17 PARCC

Grades 3-8

http://www.state.nj.us/education/assessment/district/120916Clarification.pdf

- **<u>ALL</u> General Education Students**

- **Newly arrived English Learners (EL) may be excluded from taking the English Language Arts/Literacy assessment (exception is <u>not</u> permitted for high school)**

- **Students with Disabilities <u>except</u> severely handicapped students who must take DLM and/or APA as specified in their *IEP(exempt from taking General Assessments*).**

- **Middle School Students Enrolled in a <u>one-year</u> Algebra I or Geometry course <u>must</u> take the Algebra I or Geometry assessment <u>instead</u> of the Grade 7 or Grade 8 Math assessment.**

WHO MUST TAKE 2016-17 PARCC

Grades 3-8

- Middle School Students enrolled in a <u>two-year</u> Algebra 1 or Geometry course, must take their grade level Math assessment in the <u>first year</u> of the course (i.e. Grade 7 or Grade 8 Math) <u>AND</u> take the PARCC end-of-course assessment associated with that course in the <u>second year</u> of the two-year course (i.e. Algebra 1 or Geometry).

- Middle School Students Enrolled in <u>multiple</u> Mathematics Requisite Courses will take <u>only</u> one PARCC Math assessment that being Algebra 1 or Algebra 2.

WHO MUST TAKE 2016-17 PARCC

High School - General Guidance

- **General Education & English Language Learners**

- **Students with Disabilities must take PARCC <u>except</u> severely handicapped students who must take DLM as specified in their IEP (*exempt from taking General Assessments*).**

- **Special Education *Exempt From Passing* are <u>required to take</u>, but not pass, <u>multiple</u> Math assessments (Algebra I, Geometry, Algebra II) and multiple ELA/L assessments (Grade 9, Grade 10, Grade 11).**

- **Special Education *Exempt From Passing* are <u>not</u> required to pass PARCC or transitional graduation assessments, or to participate in the appeal process.** **29**

WHO MUST TAKE 2016-17 PARCC

High School – Math

- **High school students <u>not</u> enrolled in a requisite Math course, do <u>not</u> take a PARCC Math assessment (i.e. enrolled in Calculus, Trigonometry).**

- **<u>ALL</u> <u>Grade 9-12</u> high school students, <u>currently enrolled</u> in an Algebra I, Geometry, or Algebra II course, <u>must</u> take the associated PARCC assessment <u>UNLESS</u> they are repeating the course <u>AND</u> have previously passed the assessment associated with that course.**

WHO MUST TAKE 2016-17 PARCC

High School – Math

- **Students Enrolled in Multiple Mathematics Requisite Courses will take <u>ONLY</u> one PARCC Math assessment that being <u>Algebra 1</u> or <u>Algebra 2</u>.**

- **High school students enrolled in a <u>two-year</u> Algebra 1, Geometry, or Algebra 2 course take the assessment for that course in the <u>2nd year</u> of the course; they do <u>not</u> take the associated test in the 1st first year of the two-year course.**

WHO MUST TAKE 2016-17 PARCC

High School - Math

- **High school students enrolled in an <u>integrated</u> Math course, that includes Algebra or Geometry AND is a _prerequisite_ for an Algebra 1 or Geometry course, do <u>not</u> take the Algebra 1 or Geometry assessment while enrolled in the integrated course. Rather, they _must wait_ until they are enrolled in an Algebra 1 or Geometry course to take the associated assessment.**

- **High school students enrolled in an <u>integrated</u> Math course, that includes Algebra or Geometry AND is an _alternative_ to an Algebra 1 or Geometry course, _must take_ the Algebra 1 or Geometry assessment respectively.**

WHO MUST TAKE 2016-17 PARCC
High School - ELA/L

- **Grade 9, 10 & 11 students <u>must</u> take their grade level ELA/L PARCC assessment regardless of the type of ELA/L course they are enrolled in.**

- **<u>EXCEPTION</u> Students who are repeating a course <u>AND</u> have previously passed the assessment associated with that course are <u>not</u> required to re-take that PARCC assessment.**

- **<u>EXCEPTION</u> Grade 11ELA/L Exemption: Grade 11 students currently <u>enrolled</u> in an AP English or IB English course, <u>who</u> <u>take</u> <u>the</u> <u>AP</u> <u>or</u> <u>IB exam</u> associated with that course, are <u>not</u> required to take the ELA/L Grade 11 PARCC assessment.**

33

WHO MUST TAKE 2016-17 PARCC

High School – ELA/L

- There is <u>NO</u> ELA/L Exemption for high school English language learners (Grades 3-8 <u>ONLY</u>).

- English-language learners enrolled in English as a Second Language (beginner, intermediate or advanced level) <u>must</u> take the ELA/L assessment associated with their *course equivalent/credit assignment* and <u>not</u> the level of the ESL course.

  <u>EXAMPLE</u>: a student taking an advanced level ESL course for ninth-grade credit will take the Grade 9 ELA/English 1 assessment.

WHO MUST TAKE 2016-17 PARCC
High School – ELA/L

- Grade 12 students, currently enrolled in an ELA/L course to meet a grade 9, 10 or 11 ELA/L course requirement, **must** take the grade level ELA/L assessment associated with that course **UNLESS** they are repeating the course **AND** have previously passed the assessment associated with that course.

- Grade-level ELA/L *course/credit assignment* determines participation in PARCC and **not** grade-level homeroom assignment.

WHO MUST TAKE 2016-17 PARCC

High School – ELA/L

- **Students enrolled in multiple ELA/L courses will take <u>ONLY</u> one ELA/L assessment, as deemed appropriate by the school district; <u>UNLESS</u> one of the multiple courses is Grade 10 ELA/English 2. In that case, these students <u>must</u> take the Grade 10 ELA/English 2 assessment.**

WHO MUST TAKE 2016-17 PARCC

Adult High School Students

PARCC Cohort vs. Non-PARCC Cohort

- Adult high school students <u>enrolled</u> in a requisite course <u>must take</u> the associated PARCC assessment <u>UNLESS</u> they have <u>taken</u> <u>ANY</u> past statewide graduation test, i.e. MBS, HSPT 9, HSPT 11, SRA, HSPA, or AHSA.

- Adult high school students who <u>passed</u> any of these <u>historical</u> <u>statewide</u> <u>assessments</u>, will have their passing <u>scores</u> <u>banked</u> and <u>counted</u> toward their graduation testing requirement. These students do <u>NOT</u> take PARCC.

- Adult high school students, who took but did <u>not</u> <u>pass</u> any of the <u>historical</u> <u>statewide</u> <u>assessments</u>, must meet the graduation testing requirement via the transitional graduation tests or the portfolio appeals process.

WHO MUST TAKE 2016-17 PARCC

Other HSPA Cohort High School Students

- *S*tudents who belong to a HSPA cohort do <u>NOT</u> take <u>any</u> PARCC assessments regardless of course enrollment in the 2016-17 school year (<u>RR12</u> & *select* <u>AH</u> students only).

- HSPA cohort students must rely on <u>transitional graduation tests</u> or <u>appeal process</u> for not yet passed HSPA/AHSA content area(s).

DLM STUDENTS

EXEMPT FROM TAKING PARCC

All students who are **EXEMPT FROM TAKING** the general assessment **MUST** participate in **Dynamic Learning Maps** (DLM) assessments in English Language Arts/Literacy & Mathematics as specified in their IEP.
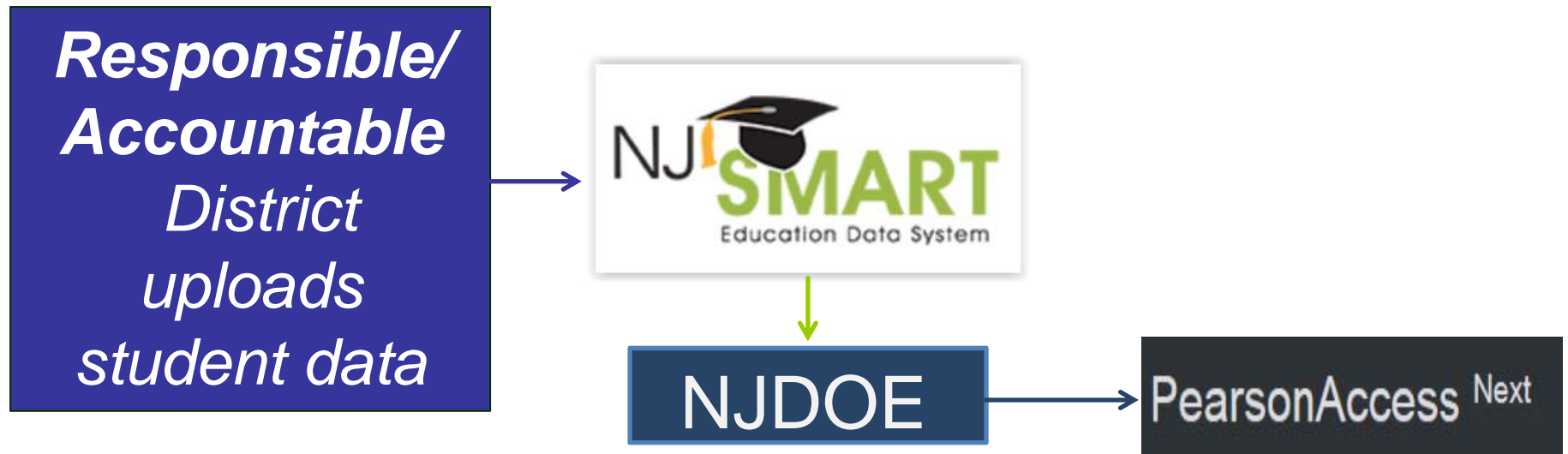
Detailed Information & Decision Guidelines Available at:

http://www.state.nj.us/education/assessment/apa/dlm/

http://www.dynamiclearningmaps.org/

Spring Student Registration/Personal Needs Profile INITIAL Upload by NJDOE

Responsible/Accountable
District uploads student data

NJ SMART
Education Data System

NJDOE

PearsonAccess Next

Editing of Student Registration/Personal Needs Profile AFTER NJDOE Initial Upload

Testing
District/School uploads/edits student data

PearsonAccess Next
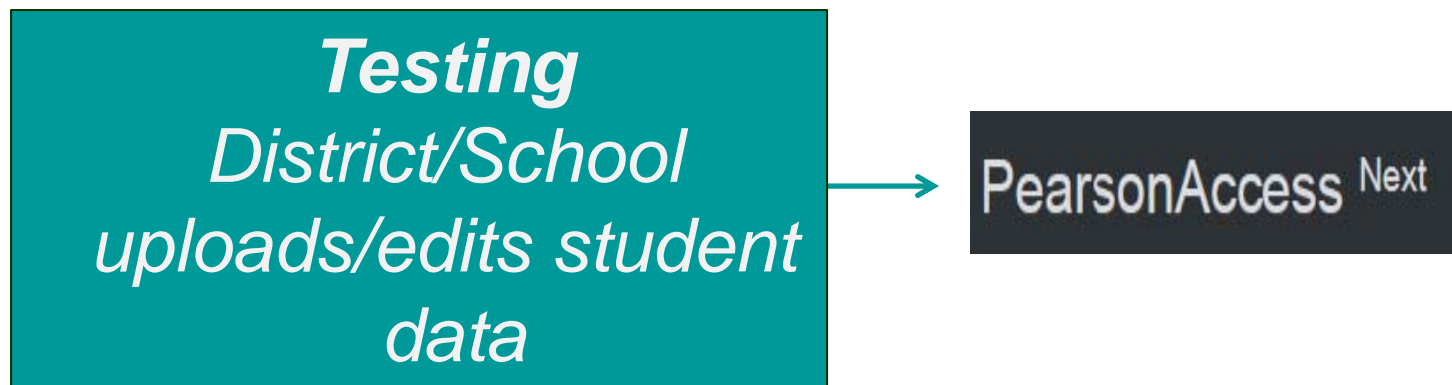
Student Registration/Personal Needs Profile

- **Single Combined SR/PNP data file upload with separate records for ELA/L and for Math**

- **Must upload prior to the preparation of Test Sessions.**

- **SR/PNP can be updated up until a test starts but Test Session Preparation must be repeated.**

- **Beware of natural progressions** (accountable school, aka responsible school, changes from middle school to high school or from K-8 school to regional high school) **and the need to update student information in the district data system** (Genesis, Powerschool, Realtime) **prior to NJSMART & SR/PNP imports.**

- **Beware of students attending ORP & ODP placements. Coding for Accountable/Responsible School & Testing School must be accurate.**

41

Intra-District Out-of-Resident Placement (ORP)

Student attends another school <u>within</u> his/her DISTRICT due to program services (i.e., English language learner or special education program) not being available in the neighborhood school.

State Assessment <u>Testing</u> Site District Code **<u>AND</u>** State Assessment **Accountable** District Code	**<u>SAME</u>** four-digit district code.
State Assessment <u>Testing</u> Site School code	Three-digit code of the school that is <u>testing</u> the student.
State Assessment **Accountable** School Code	Three-digit code of the **school the student <u>would</u> normally attend <u>if</u> the "neighborhood" school could provide his or her educational services/program.**

Out-of-District Placement (ODP) Sending/Receiving

Student attends an out-of-district placement <u>outside</u> of his/her DISTRICT (i.e., approved private, public receiving, or special services commission).

State Assessment <u>Testing</u> Site District Code	Four-digit code of the district that is <u>testing</u> the student.
State Assessment <u>Testing</u> Site School Code	Three-digit code of the school that is <u>testing</u> the student.
State Assessment **Accountable** District Code	Four-digit code of the **district the student resides in.**
State Assessment **Accountable** School Code	Three-digit code of the **school the student <u>would</u> normally attend if the "sending" school could provide his or her educational services/program.**

Student Registration/Personal Needs Profile

http://avocet.pearson.com/PARCC/Home#10522

Embedded Accessibility Features in TestNav

- **Must be enabled prior to testing so students can access features during testing** (Color Contrast, Mathematics Text-to-Speech).

Online Accommodated Forms in TestNav

- **Need to be made available to students** (ASL, Closed Captioning, ELA/L Text-to-Speech, Spanish Mathematics).

Hard Copy Accommodated Forms

- **Braille, Large Print, Paper Tests, Read-Aloud Kits**
- **Must be ordered in advance via SR/PNP upload.**
- **Require advance shipping.**

Externally-Provided Features & Accommodations

- **Must be planned for in advance.**

INITIAL MATERIALS SHIPMENT

- **Quantities (including 5% overage per school) are derived from information provided in initial SR/PNP File upload**

- **Initial materials shipment will be arrive in district two weeks prior to your district's start date.**

- **Materials are packaged by school and are shipped to district office address as indicated in PearsonAccess[next].**

INITIAL MATERIAL SHIPMENT

Test Coordinator Kit

(in re-sealable plastic bag)

- Paper Bands
- Color Coded Pearson Scorable & Nonscorable Return Labels

- UPS Ground Return Labels

- Pre-Printed/Pre-Gridded Used Test Booklet/Return School Headers

- Student ID Labels & Roster

- Return Instructions Sheet

- Shipping Carrier Return Instructions

Other Materials

- Packing List & Chain-of-Custody Forms

- Test Coordinator Manuals

- Test Administrator Manuals

- Paper Based Test Booklets & Answer Documents

- Math Reference Sheets, Rulers & Protractors

- Large Print Kits

- Braille Kits

- Read Aloud Kits

INITIAL MATERIAL SHIPMENT

- **Test Coordinator Manuals – 1 per School**
- **Test Administrator Manuals – 1 per 25 students**
- **School Header Sheet – 1 per grade/subject testing**
- **Scorable Return Label – 1 per 25 students**
- **Nonscorable Return labels – 1 per 25 students**
- **UPS Return labels – 1 per 25 students**
- **Paper Bands – 1 per 20 students**
- **Math Reference Sheets – 1 per Math student (grades 5-8 & high school ONLY for paper-based testing)**

AUDITING TEST MATERIALS

Upon Receipt Of Test Materials DTC Must

1. <u>Remove</u> the Packing List, Chain-of-Custody Form & Test Coordinator Kit from Box 1.

2. <u>Inventory</u> materials <u>immediately</u> to verify that all materials have been included & are not damaged.

3. <u>Count</u> through the shrink wrap <u>only</u>. Do <u>not</u> open shrink-wrapping until two school days before testing.

4. <u>Secure</u> materials in <u>locked</u> <u>storage</u> with limited access.

AUDITING TEST MATERIALS

Then the DTC Must

1. **Report** the following to Pearson using the *Form to Report Contaminated, Damaged, or Missing Materials* (See Appendix E in TCM or http://avocet.pearson.com/PARCC/Home#16221).

   - **Non-receipt of items listed on School Packing List**
   - **Discovery of a damaged or missing test materials**
   - **Discovery of missing or duplicate sequence numbers on any Test Booklets.**

2. **Order** additional material if necessary.

3. **Keep** the shipping boxes to return SCORABLE and NONSCORABLE materials to Pearson after testing is completed.

ADDITIONAL ORDERS

http://avocet.pearson.com/PARCC/Home#10871

- **Do not submit additional orders prior to arrival of initial shipment of test materials.**

- **All test materials should be inventoried prior to any additional order.**

- **Test Booklets and Answer Documents will be shipped in packs of 4. Order on a one-to-one basis: if you need 7 test booklets/answer documents, enter 7.**

- **Once approved by NJDOE, allow 4-5 business days for its arrival.**

- **Each additional order is packaged by school.**

- **The order will be shipped to district offices.**

ADDITIONAL ORDERS

New Admits & Students with IEP or 504 Changes

If you missed the deadline for the initial materials order follow these steps:

- **Import a SR/PNP Import File for students not yet registered or who have a change in their SR/PNP.**

- **Submit an order for additional materials if required (check district overage).**

Users that Request Additional Orders

- **LEA Test Coordinator**
- **School/Institution Test Coordinator**
  - Other user assigned the "Request Additional Order" add- on-role in your district/school.

NJDOE will Approve/Reject All Additional Orders

Ordering Additional Materials

Three-Step Process on the Orders & Shipments page of PearsonAccess[next]

1. Verify the shipping information.
2. Enter a quantity.
3. Review and complete the ordering process.

Refer to the Orders & Shipment Tracking Module found at
https://parcc.tms.pearson.com

TEST MATERIALS
PARCC PROVIDED

Paper-Based Test Materials

- **Test Booklets** (packs of 4)

- **Answer Documents** (packs of 4)

- **Consumable Test Booklet - Grade 3 _only_**

- **Paper version of Mathematics Reference Sheets (_not_ applicable for Grades 3 & 4)**

- **Grade Applicable Mathematic Tools**

Computer-Based Test Materials

- **Student Testing Tickets printed by STC**

TEST MATERIALS
# SCHOOL AND/OR STUDENT SUPPLIED

- **Headphones or Ear Buds** (MUST adjust volume before start of test)
  - **ELA/L: Required for ALL students**
  - **Math: Text-to-Speech Accessibility Feature** (plugged in)
  - **Math: Noise Buffering Accessibility Feature** (unplugged)

- **Headsets with Microphone** (MUST adjust volume before start of test) **ONLY for Accommodated Students with Speech-to-Text** (which is ALWAYS delivered by an external device)

- **Blank Scratch Paper** - graph, lined or unlined paper

- **Pencils** - wooden #2 with erasers

- **Calculators** - as specified by PARCC policy available at: http://avocet.pearson.com/PARCC/Home#srDoc=5188&srPage=1

- **Math Tools** - as specified by PARCC policy available at: http://avocet.pearson.com/PARCC/Home#srDoc=5019&srPage=2

TEST MATERIALS
## School and/or Student Supplied

- **Materials Specified by Accommodation or Accessibility Features** (Braille Note-Taker, Word-to-Word Translation Dictionary)

- **Approved External Devices CANNOT access internet & CANNOT save or store any information.**

- **Timing Device** (Computers do NOT time the units, TAs do)

- **Flip Chart or Board** (TA MUST Track Time Remaining)

- **Door Sign - "Testing – Do Not Disturb"** (See Appendix C in TAM or http://avocet.pearson.com/PARCC/Home#9760)

- **Leisure Reading Materials ONLY** (Appendix C: State Policy Addendum in TCM or http://avocet.pearson.com/PARCC/Home#11196)

MATHEMATICS REFERENCE SHEETS
http://avocet.pearson.com/PARCC/Home#9810
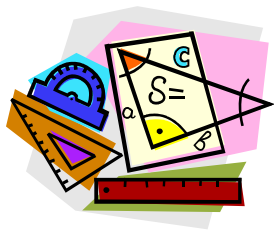
- Mathematics Reference Sheets based on Common Core State Standards for Mathematics.

- Students **must** have prior instructional exposure.

- Required for Algebra I, Geometry, Algebra II & Grades 5-8.

- **Not Applicable** for Grade 3 & 4 Mathematics.

- Automatically **provided on TestNav** for computer-based testers.

- Paper versions **only** provided for paper-based testers.

- Schools **may** download & print copies for **CBT** testers available on Avocet under "During Paper-Based Testing".

MATHEMATICS TOOLS

http://avocet.pearson.com/PARCC/Home#11131
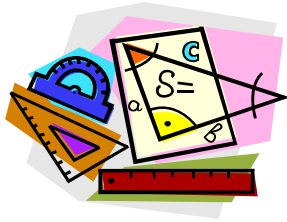
- **Geometry tools such as tracing paper, reflection tools, straight edge and compass are _optional_ and _allowable_ materials for Grade 8 Mathematics & Geometry**

- **Rulers and protractors for _paper-based_ assessments at certain grade levels will be _provided_ by PARCC. For _computer-based_ assessments, required tools will be provided through the _TestNav_ platform.**

Rulers and Protractors

Grade(s)/Course(s)	PARCC – Provided	Allowable (Not Provided)
Grade 3	Ruler (1/4 – inch)	--
Grades 4 – 7	Ruler (1/8 – inch/cm) & Protractor	--
Grade 8	Ruler (1/8 – inch/cm)	Protractor
Algebra I, Geometry, Algebra II,	--	Ruler & Protractor

57

CALCULATORS

http://avocet.pearson.com/PARCC/Home#11128

- **Permitted ONLY on "Calculator Section" of Math Units.**

- **NOT Permitted on "Non-Calculator" sections.**

- **Computer-Based Testing - calculator AUTOMATICALLY provided on *TestNav platform* during Calculator Sections.**

- **Students must have prior experience with TestNav provided calculator (practice tests & tutorials are available).**

- **Paper-Based Testing - *hand-held calculators* MUST be used.**

- **All hand-held calculators MUST meet grade/course specific calculator requirements.**
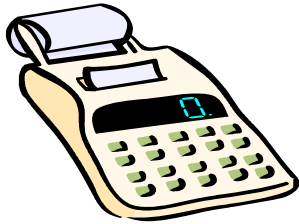
CALCULATORS

- Hand-held calculators **MUST** be distributed & collected as specified in *TAM*.

- District <u>may</u> provide CBT students with hand-held calculators as permitted.

- Student <u>may</u> use <u>own</u> calculator as permitted.

- Examiners **MUST** have **EXTRA** calculators if hand-held calculators are required by IEP or 504 Plan.

- **Remove** instructional manuals & function reference sheets of hand-held calculators **before** testing.

- Memories & programs of **ALL** hand-held calculators **MUST** be cleared **before** & **after** testing.
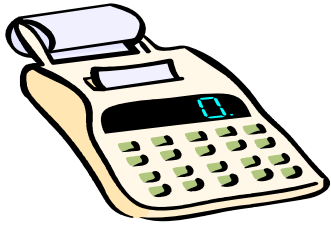
CALCULATORS

- **Grades 3-5 Mathematics: <u>NO</u> calculators <u>EXCEPT</u> for students with IEP or 504 calculator accommodation.** (Use four-function version for accommodated grade 3-5 students).

- **Grades 6-7 Mathematics: Four-function w/ Square Root & Percentage Functions**

- **Grade 8 Mathematics: Scientific Calculator**

- **Algebra I, Geometry, Algebra II: Graphing Calculator**

- **<u>ONLY</u> IEP/504 students are permitted to use lower-level version of their specified calculator. These students <u>MUST</u> be provided with <u>BOTH</u> the grade/course specified calculator (hand-held or TestNav) <u>AND</u> an <u>additional</u> <u>HAND-HELD</u> "lower-level" <u>calculator</u>.**
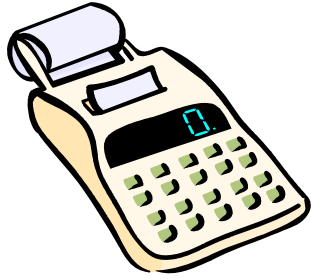
CALCULATORS

- **NO Tablet, Laptop (PDA) or Phone-Based Calculators.**

- **NO sharing by Students during a Testing Session.**

- **NO QWERTY keyboards.**

- **NO Built in Computer Algebra Systems (CAS).**

- **NOT Permitted for Grade 3-5 except IEP or 504 specified.**

- **NOT Permitted for Non-Calculator Sections except IEP or 504 specified.**

Considerations for
All Students

Accessibility
Features for ALL
Students

(Including Identified in
Advance)

Accommodations
for SD, 504, EL

Only
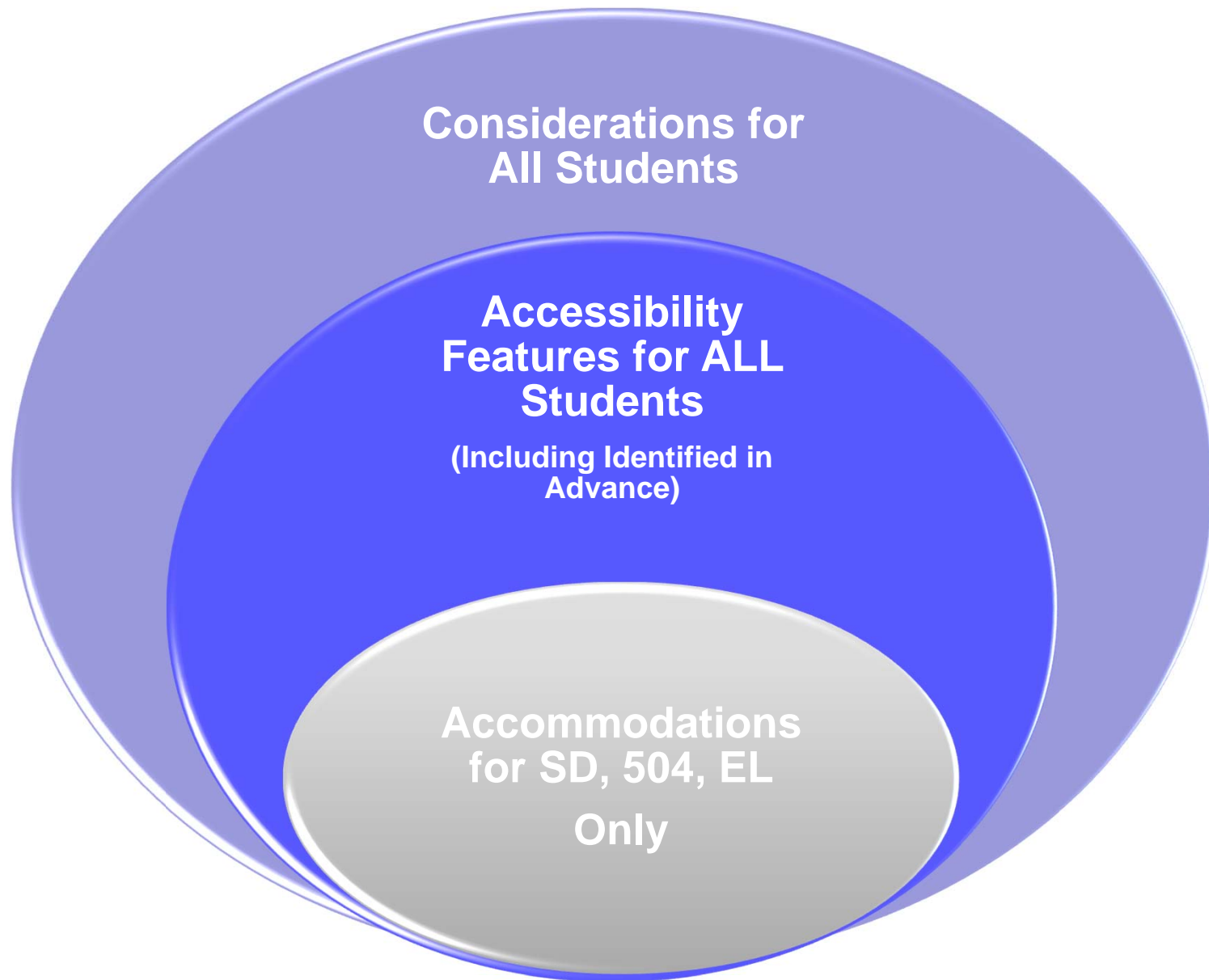
http://avocet.pearson.com/PARCC/Home#10616 62

ADMINISTRATIVE CONSIDERATIONS
for ALL Students

Small Group Testing
Time of Day
Separate or Alternate Location
Specified Area or Setting
Adaptive and Specialized Equipment or Furniture
Frequent Breaks

ACCESSIBILITY FEATURES
for ALL Students Identified in Advance

- Available to **ALL** students.

- Delivered on the computer testing platform.

- Identified and "turned on" prior to testing, via each student's Student Registration/Personal Needs Profile (SR/PNP).

- Ensures each student receives appropriate features without distraction of un-needed features.

- Once identified by SR/PNP, each student will decide whether or not to use the feature.

- Tutorials for features, navigation, and tools are available at https://parcc.pearson.com/tutorial/

ACCESSIBILITY FEATURES
for ALL Students Identified in Advance

Accessibility Feature	Computer-Based Testing	Accommodated Form
Answer Masking (SR/PNP)	Embedded in TestNav	No
Color Contrast Background/Font Color (SR/PNP)	Embedded in TestNav	No
Text-to-Speech for Mathematics (SR/PNP)	Embedded in TestNav	Yes
Human Reader or Human Signer for Mathematics (SR/PNP)	TA Provided	Yes - Plus TA "Read Aloud Kit"

ACCESSIBILITY FEATURES for ALL Students

Audio Amplification
Blank Paper (provided by TA)
Eliminate Answer Choices
Bookmark/Flag Items for Review
General Administration Directions Clarified (provided by TA)
General Administration Directions Read Aloud & Repeated as Needed (provided by TA)
Highlight Tool
Headphones or Noise Buffers (not plugged in)

Accessibility Features for ALL Students

Line Reader
Magnification/Enlargement Device
NotePad
Pop-up Glossary
Redirect Student to the Test (provided by TA)
Spell Check or External Spell Check Device
Writing Tools
Student Reads Assessment Aloud to Him/Herself (requires one-on-one test session)

ACCOMMODATIONS for Students with Disabilities IEP & 504 Plans

- **IEP or 504 team is responsible for making all accommodation decisions, which in turn, are identified in the student's Personal Needs Profile (PNP).**

- **Accommodations must be documented in an approved IEP or 504 plan prior to the test administration.**

- **Students should have prior experience using the accommodation routinely during classroom instruction and local assessments.**

- **Accommodated Tutorials are available at https://parcc.pearson.com/tutorial/**

ACCOMMODATIONS for Students with Disabilities

- Extended Time
- Screen Reader Version
- ASL Video Version
- Refreshable Braille Display w/ Screen Reader Version
- Text-to-Speech ELA/L
- Hard Copy Braille Version
- Large Print Paper Version
- Regular Print Paper Version
- Tactile Graphics
- Human Signer for Test Directions

ACCOMMODATIONS for Students with Disabilities Identified In Advance

Accommodation	Computer Based	Accommodated Form
Text-to-Speech or Video of a Human Interpreter for ELA/L	Embedded in TestNav	Yes
Closed-Captioning of Multimedia Passages for ELA/L	Embedded in TestNav	Yes
Descriptive Video	Embedded in TestNav	Yes
Human Reader for ELA/L	TA Provided	Yes - Plus TA "Read Aloud Kit"

ACCOMMODATIONS for Students with Disabilities District Provided

- **Assistive Technology**
- **Word Prediction External Device**
- **Braille Note-Taker**
- **Braille Writer**
- **Calculation Device & Mathematics Tools**
- **Calculator on Non-Calculator Sections**

Constructed Responses

- **Human Scribe, Human Signer, & External Assistive Technology Device for Speech-to-Text**

Selected Responses

- **Human Scribe, Human Signer, & External Assistive Technology Device for Speech-to-Text**

EMERGENCY Accommodations

http://avocet.pearson.com/PARCC/Home#10624

- **Sprained** or **broken** arm prior to testing: prepare a Temporary/Emergency Section 504 Plan.

- Student can receive assessability features & accommodations described in **PARCC Accessibility Features & Accommodations Manual.**

- <u>Complete Form</u>: **Use of an Emergency Accommodation on a PARCC Assessment Request** form *(see Appendix F in Accessibility Features and Accommodations Manual)*

- <u>Revise & Upload Student's Updated SR/PNP</u>: include newly required accessibility features & accommodations (extra time, scribe, special form, etc.).

72

ACCOMMODATIONS for English Learners

- **Spanish Versions** available for <u>all</u> **Mathematics Assessments** Grades 3-8, Algebra 1, Geometry, and Algebra 2 (on-line, paper & pencil, large-print).

- <u>All</u> ELA/L assessments available <u>only</u> in **English**.

- **Newly Arrived** English Learners (Spanish & non-Spanish speakers) - in **Grades 3-8** <u>only</u>, who entered the United States after July 1 of the current school year, may be excluded from taking the Grade 3-8 ELA/L assessments in the current school year.

- **High School Students** <u>must</u> take ELA/L with EL accommodations.

- Provide <u>ALL</u> EL students with appropriate EL accommodations - See **PARCC Accessibility Features & Accommodations Manual** (extended time, word-to-word translation dictionary, general directions in native language, etc.).

- EL accommodations are <u>no longer restricted</u> to students receiving services.

73

ACCOMMODATIONS for English Learners

English Learner Accommodations: Specified in SR/PNP
Extended time (provided by TA)
Word-to-Word Dictionary (English/ Native Language)
Mathematics Response: Speech-to-Text **or** Mathematics Response Human Scribe (provided by TA)
General Administration Directions Read Aloud & Repeated in Student's Native Language (provided by TA) Downloadable translated read-aloud directions <u>ONLY</u> in the following languages: Spanish, Arabic, Navajo, Chinese Mandarin, Vietnamese, Portuguese, Haitian Creole, Urdu, and Russian. These scripts are available at http://avocet.pearson.com/PARCC/Home#10624
General Administration Directions Clarified as Needed in Student's Native Language (provided by TA)

ACCOMMODATIONS for English Learners

English Learner Accommodations: Specified in SR/PNP
Online Transadaptation of the Mathematics Assessment in Spanish
Paper-Based Edition of the Mathematics Assessment in Spanish
Large Print Edition of the Mathematics Assessments in Spanish
Text-to-Speech for the Mathematics Assessments in Spanish Human Reader for the Mathematics Assessments in Spanish
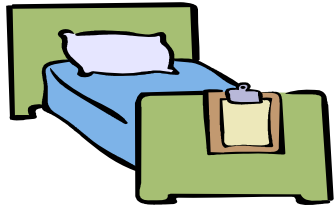
HOMEBOUND, BEDSIDE &

NON-TESTING ODP PLACEMENTS

- Students receiving homebound or bedside instruction **MUST** be tested unless they are too ill to participate.

- Students must use Paper & Pencil test forms which **MUST** be identified in Student Registration / Personal Needs Profile upload. Do Additional Order Request if need is identified after initial SR/PNP upload has occurred.

- **ALL** procedures for paper testing must be adhered to.

- Students attending an Out-of-District Placement that is **NOT** an approved testing site **MUST** either:

   1. Return to the home district to be tested; or,

   2. Home district must send a test administrator to the ODP site to test the student at the ODP placement.

76
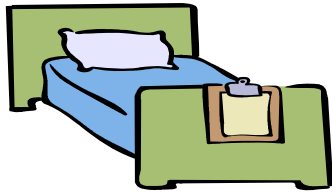
HOMEBOUND, BEDSIDE & NON-TESTING ODP PLACEMENTS

Test Administrator MUST be:

- Licensed professional employed by the district.

- Trained by school or district test coordinator.

- Sign appropriate Chain of Custody Forms & Test Security Agreement.

- Maintain test security at ALL times.

- Return secure test materials to school coordinator ASAP after testing is completed.

NOTE: Students may be brought back to a district office to test online if deemed appropriate (i.e. in-home suspension).

STUDENTS ATTENDING OUT-OF-DISTRICT & OUT-OF-RESIDENT SCHOOL PLACEMENTS

Responsibilities of Responsible/Accountable/Sending District-School

- **Ensure** that **ALL** students are tested **regardless** of instructional placement.

- **Include** all **ODP students** in NJSMART submission **regardless** of their instructional placement.

- **Ensure** that **Responsible** School/District & **Testing** School/District are **correctly identified** in NJSMART.

- **Ensure IEPs** and **504 Plans** are up to date & shared with student's ODP/Receiving District.

STUDENTS ATTENDING OUT-OF-DISTRICT & OUT-OF-RESIDENT PLACEMENTS

Responsibilities of Testing /Receiving District-School

- **Review** & edit SR/PNP upload.

- **Create Test Sessions** using actual SMID & Room Number from ODP testing site.

- **Ensure** that **Responsible** School/District & **Testing** School/District are **correctly identified** in SR/PNP.

- **Ensure** that **Accommodations** & **Assessability Features** are **correctly identified** in SR/PNP.

- **Provide** accommodations and accessibility features as identified in each student's IEP, 504 or EL Plan.

Schools Choice are NOT

$$\neq$$

Out-of-District Placements

- **NJDOE's Inter-district Public School Choice Program allows <u>approved</u> <u>choice</u> <u>districts</u> to enroll students who do not reside within their districts without cost to their parents.**

- **Students attending a school outside their district as a direct result of the <u>Public School Choice Program</u> are <u>NOT</u> considered ODP or ORP.**

- **Choice Schools <u>ARE</u> Accountable (Responsible) Schools .**

Charter Schools are NOT

$$\neq$$

Out-of-District Placements

- **Students attending a charter school, regardless of the charter school's location, are NOT considered ODP or ORP placements.**

- **Charter Schools ARE the Accountable (Responsible) School.**

TEST SECURITY

- **Security is a district-wide responsibility.**

- **Absolutely NO reproduction or transmittal by any means of test items, passages, prompts, or other secure items or materials.**

- **Security breaches may have:**

  - **Financial consequences for the district**

  - **Professional consequences for staff**

  - **Disciplinary consequences for students**

- **Inform ALL district & school personnel of security procedures prior to test administration.**

- **For details see Section 2.0 of the Test Coordinator Manual and http://avocet.pearson.com/PARCC/Home#10804.**

SECURITY PLAN

- **Mandatory Turnkey Training**

- **Locked Storage of Secure Materials**

- **Delivery Problems**

- **Technology Problems**

- **Missing Secure Materials**

- **Reporting Breaches & Irregularities**

- **Damaged/Contaminated Materials**

- **Chain-of-Command**

- **Disruptive or Sick Student**

- **Fire / Emergency Procedures**

- **Inclement Weather**

- **See *Test Coordinator Manual* for details**

83

SECURITY PLAN
Unauthorized Electronic Devices

- Unauthorized devices are **NOT** permitted in **ANY** testing room **ANY** time before, during, or after testing. NO EXCEPTIONS!

- Have a **WRITTEN POLICY**.

- Include district approved **SANCTIONS** for violations & parental notification procedures.

- **NOTIFY** Parents, Students & Staff of Device Ban of policy & district approved sanctions well in advance of testing.

- Include **PROCEDURES** for collecting cell phones & other devices each day prior to testing.

- Include procedures to have all violations **IMMEDIATELY** reported up the chain-of-command.

- Contact appropriate grade level NJDOE PARCC coordinator **IMMEDIATELY** .

- Do **NOT** release violators until told to do so by NJDOE staff.

TRAINING STAFF

- **Turnkey Training:** Required for <u>ALL</u> Staff Involved in Testing

- See <u>http://avocet.pearson.com/PARCC/Home#10805</u> for training guidelines.

- **Special Testing:** One-On-One Testing, Scribes, Small Group Testing, ELL & etc.

- **Responsibilities** of School Coordinator, School Technology Coordinator, Test Administrators & Proctors

- <u>ONLY</u> Test Administrators May Handle Secure Test Materials

- Proctors (1 per 25 students) handle **Non-Secure** materials <u>ONLY</u>

- Test Administrators & Proctors <u>MUST</u> be <u>ALERT</u> at <u>ALL</u> times

- <u>ALL</u> Testing Staff <u>MUST</u> sign Test Security Agreement

Security Protocols For Computer Based Testing
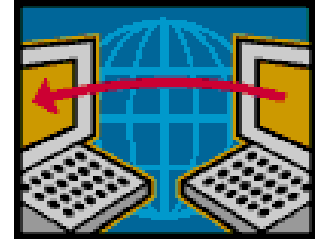
- **All computers/testing devices must have the required software to support computer-based testing.**

- **All computers/testing devices must have access to broadband and secure internet connectivity.**

- **Chain-of-Custody Form (NJDOE provided template or district designed) must be used to track distribution and collection of Student Testing Tickets.**

Security Protocols For Paper & Pencil Testing
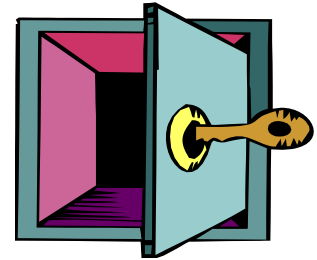
- Test Booklets **must** be stored in a secure location at all times when not in use.

- Test Booklets may **never** be accessible to personnel not responsible for testing.

- Each school must have a designated secure location with **locked** **&** **restricted** **access** to store secure test materials.

- Test Coordinators & Test Administrators **must** use all PARCC provided **Security** **Forms** to document test booklet distribution & test booklet return.

TESTING SITES

- **Students** Well Spaced With Ample Surface Area

- **Assigned** Seating

- **Good** Lighting & Ventilation

- **Clock & Chart** to Display Time Remaining

- **NEVER** leave students unattended

- **Supervise** students at **ALL** times including Restroom Breaks

- **Monitors** to Keep Hallways Quiet & Testing Rooms Undisturbed

- **Post** "Testing - Do Not Disturb" signs on Testing Room Doors of Testing Rooms (see Appendix C of TAM)

TESTING SITES

- <u>NO</u> Coats, Backpacks, or Purses

- <u>NO</u> Instructional Displays

- <u>NO</u> Buzzers, Bells or Non-Emergency   Announcements or Interruptions

- <u>NO</u> Cell Phones, MP3 Players or Any Unauthorized Electronics

- <u>NO</u> Food or Beverages (except if by IEP or 504)

- <u>NO</u> Unauthorized Materials

TESTING SITE NO NO'S
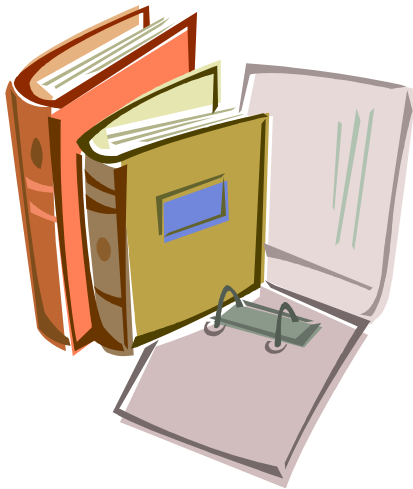
<u>SECURITY FORMS</u>

- **Security Agreement** - Appendix B, *Test Administrator Manual*

- **District Receipt & District Return Forms for Paper Based Tests** - *http://www.state.nj.us/education/assessment/parcc/forms/*

- **Chain-of-Custody Forms** -
http://www.state.nj.us/education/assessment/parcc/forms/

- **Form to Report a Testing Irregularity or Security Breach** -
http://www.state.nj.us/education/assessment/parcc/forms/

- **Form to Report Contaminated, Damaged, or Missing Materials** - Appendix E, *Test Coordinator Manual*

- **Post-Test Certification Form** - Appendix E, *Test Coordinator Manual*

Disposition of Security Forms

Forms That Stay In District

- **Security Agreements**
- **Chain-of-Custody Forms for Paper-Based Testing Materials**
- **Computer-Based Chain-of-Custody Forms**
- **File copy of all other forms e-mailed to NJDOE or uploaded to PAN.**

Forms Uploaded to PAN

- **District Receipt Form for Paper-Based Testing Materials**
- **District Return Form for Paper-Based Testing Materials**
- **Post Test Certification Form**
- **Irregularity Reports documenting <u>Routine</u> <u>Refusals</u> <u>&</u> <u>Minor</u> <u>Irregularities</u>**

Directions for Uploading Forms on PAN
http://avocet.pearson.com/PARCC/Home#10889

Disposition of Security Forms

Forms that MUST ALWAYS be E-Mailed to NJDOE Grade Level PARCC Coordinator

- **Intra-District School-to-School Chain-of-Custody Form for Transferred Paper-Based Testing Materials Form**

- **District-to-District Chain-of-Custody Form for Transferred Paper-Based Testing Materials Form**

- **Form to Report Contaminated, Damaged, or Missing Materials**

- **Irregularity Reports documenting:**
  - **Security Breaches**
  - **Major Irregularities**
  - **Cell Phone Incidents**

ONLY fax Forms to NJDOE Grade Level PARCC Coordinator If Requested (Fax: 609-984-6032)

- **ONLY FAX Forms if Requested by Assessment Office Staff**
- **DO NOT FAX Forms Unless Requested**

Security Agreement

http://avocet.pearson.com/PARCC/Home#srDoc=4631&srPage=1

- **ALL staff involved in PARCC testing MUST sign the Security Agreement BEFORE each testing window to document that each staff member has been sufficiently trained.**

  - **District Test Coordinators**
  - **School Test Coordinators**
  - **District Technology Coordinators**
  - **School Technology Coordinators**
  - **Test Administrators**
  - **Proctors**

- **Schools MUST maintain the original signed versions of the Security Agreements for THREE years.**

Security Agreement

Appendix B -Test Administrator Manual

PARCC **2014–2015 PARCC Assessment**
Security Agreement

The content of the PARCC assessment is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the PARCC assessment or have access to test materials, including technology coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions including (but not limited to) score invalidation or employment and licensure consequences.

For School Test Coordinators
- I will establish and carry out a PARCC security plan.
- I will provide training in PARCC's test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are not in use.
- I will follow all security policies and test administration protocols described in the *Test Coordinator Manual* (TCM).

For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers
- I will not view test content or student responses except if necessary to administer certain accommodations).
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting, from cell phone, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns (as specified in the TCM and Test Administrator Manual [TAM]).
- I will follow the procedures as specified in the TCM and TAM regarding the disposition of all test materials.

For Test Administrators and Proctors
- I will complete training necessary to understand PARCC's test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
  - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
  - Not allow students to access cell phones or other unapproved electronic devices during testing.
  - Not allow students to access notes, books, or any instructional materials during testing.
  - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the TAM and by my School Test Coordinator.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the TAM.

I have read the PARCC Security Agreement and understand my role in this test administration.

_____   _____
First Name (print)   Last Name (print)

Role:
☐ School Test Coordinator   ☐ Technology Coordinator   ☐ Test Administrator   ☐ Proctor   ☐ Other: _____

_____   _____
Signature   Date

Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.
The signed agreement must be maintained by the school at least three years, unless otherwise directed by your state policy.

Keep in district <u>THREE</u> years. <u>NO</u> unauthorized electronic device use by staff.

Chain-of-Custody Forms

District Chain-of-Custody Form for Initial Shipment of Materials Form
- A full list of materials within the district
- Form and security numbers
- Quantity sent
- Delivery information for each secure test material
- LTC and STC Sign-off for quantity received

School Chain-of-Custody Form
- Security numbers for each secure test material
- Student and Test Administrator assignment
- Date and time for checking-out and checking-in materials

District Chain-of-Custody Form for District Overage of Materials
- Security numbers for each overage material
- Date and signature lines for the LTC and STC

Computer-Based Chain-of Custody Form
- Materials Moved from Locked Central Storage Area to Classroom
- Materials Moved from Classroom to Locked Central Storage Area
- Materials Securely Destroyed by Shredding

District Receipt Form For Paper-Based Testing Materials

Download from NJDOE *http://www.state.nj.us/education/assessment/parcc/forms/*

New Jersey District Receipt Form
For Paper-Based Testing Materials

INSTRUCTIONS:

This form is to be completed by the LEA Test Coordinator to account for delivered secure test materials from the contractor for students who are taking the Paper-Based Tests. This form documents that secure paper-based test materials were received based on the ordering process.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for at least four consecutive assessment cycles.

Security Numbers

Grade/Course: _____

Number of Test
Booklets Received: _____

Number of Answer
Folders Received: _____

Number of Missing
Test Booklets: _____

Number of Missing
Answer Folders: _____

DIRECTIONS

This form should be immediately after the secure test booklets and materials are received from the contractor. Please RETAIN ALL district receipt forms for your records. **THIS FORM SHOULD BE COPIED PER GRADE LEVEL AND OR COURSE.**

LEA TEST COORDINATOR

By completing this form, I certify that the receipt of all secure test booklet and materials from the contractor has been verified by the following:
- Counting test booklets and other materials
- Verifying the security numbers; and
- Verifying the test booklets and other secure test materials are consistent with the information provided via the district packing list received from the contractor.

_____   _____
Name and Title   Date

97

District Return Form For Paper-Based Testing Materials

Download from NJDOE *http://www.state.nj.us/education/assessment/parcc/forms/*

New Jersey District Return Form
For Paper-Based Testing Materials

INSTRUCTIONS:

This form is to be completed for students who have participated in Paper-Based Tests. This form documents that secure paper-based test materials have been accounted for and documented for return to the contractor.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for at least four consecutive assessment cycles.

Security Number

Grade/Course: _____

Number of Test
Booklets Returned: _____

Number of Test
Booklets Unused: _____

Number of Test
Booklets Missing: _____

Number of Answer
Folders Returned: _____

DIRECTIONS

This form must completed by the LEA Test Coordinator. Please RETAIN ALL district return forms for your records. **THIS FORM SHOULD BE COPIED PER GRADE LEVEL OR COURSE.**

LEA TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I certify that:
- Each secure test booklet was returned and or accounted

_____   _____
         Name and Title   **Date**

Chain-of-Custody Form For Paper-Based Testing Materials

Download from NJDOE *http://www.state.nj.us/education/assessment/parcc/forms/*

New Jersey Chain-of-Custody Form
For Paper-Based Testing Materials

INSTRUCTIONS:

This form is to be completed for students who are taking the Paper-Based Tests. This form documents that secure paper-based test materials were signed out and signed back in by the test administrator and school test coordinator.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for at least four consecutive assessment cycles.

Security Number	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

Security Number	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

DIRECTIONS

Each Test Administrator must sign this form when test booklets are issued. The School Test Coordinator must sign when test booklets are returned immediately after testing is completed. Please RETAIN ALL chain-of-custody forms for your records. **THIS FORM SHOULD BE COPIED FOR EACH DAY OF TESTING.**

SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I certify that:
- I have issued the secure test booklets in numerical order; and
- Each secure test booklet issued was returned to me immediately after testing was completed.

_____   _____
Name and Title   Date

Sample Computer-Based Chain-of-Custody Form

Recommended template downloadable from NJDOE
http://www.state.nj.us/education/assessment/parcc/forms/

New Jersey Chain-of-Custody Form
For Computer-Based Testing Materials

INSTRUCTIONS:

This form is to be completed for students who are taking the Computer-Based Tests. This form documents that computer-based test materials were signed out and signed back in by the test administrator and school test coordinator.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for at least four consecutive assessment cycles.

Number of Student Testing Tickets Assigned	Number of Blank Scratch Paper Assigned	Number of Mathematics Reference Sheets Assigned (if applicable)	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

DIRECTIONS

Each Test Administrator must sign this form when the above listed applicable computer-based test materials are issued. The School Test Coordinator must sign when all applicable computer-based test materials are returned immediately after testing is completed. Please RETAIN ALL chain-of-custody forms for your records. **THIS FORM SHOULD BE COPIED FOR EACH DAY OF TESTING.**

SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I certify that:
- I have issued the above applicable computer-based test materials; and
- All applicable computer-based test materials were returned to me immediately after testing was completed.

_____   _____
Name and Title   **Date**

Intra-District School-to-School Chain-of-Custody Form For Transferred Paper-Based Testing Materials

Download from NJDOE *http://www.state.nj.us/education/assessment/parcc/forms/*

New Jersey Intra-District School-to-School Chain of Custody Form
For Transferred Paper-Based Testing Materials

INSTRUCTIONS:

This form must be completed when students who are taking the Paper-Based Test move from one school to another school within the same district, before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former school to the current school.

Schools must follow the procedure as discussed below.

The LEA Test Coordinator picks up the secure paper-based test materials from the former STC and hand delivers the materials to the current STC as soon as possible to ensure the student is able to complete testing within the prescribed paper-based testing window.

When the secure paper-based test materials are picked up by the LEA Test Coordinator, he/she must complete columns 1 through 6; and the former STC must complete column 7, sign, and date the form.

When the LEA Test Coordinator hand delivers the secure paper-based test materials to the current STC, he/she must complete column 8, sign, and date the form, and provide a copy of the form to the LEA Test Coordinator. The LEA Test Coordinator must send a copy of the completed form to the appropriate PARCC State Coordinator via email.

1	2	3	4	5	6	7	8
Form	Test Booklet Number	Grade	Test	Student Name	NJ SMART #	Former STC Initial	Current STC Initial

I certify that the receipt of all secure paper-based test materials have been transferred and verified.

_____ _____   _____ _____
(Print) Former STC Test Coordinator   Date   (Print) Current STC Test Coordinator   Date

_____   _____
(Signature) Former STC Test Coordinator   (Signature) Current STC Test Coordinator

_____ _____Ext._____   _____ _____Ext._____
Former CDS Code   Former Contact Phone Number   Current CDS Code   Current Contact Phone Number

Inter-District District-to-District Chain-of-Custody Form for Transferred Paper-Based Testing Materials

Download from NJDOE *http://www.state.nj.us/education/assessment/parcc/forms/*

New Jersey District-to-District Chain of Custody Form
For Transferred Paper-Based Testing Materials

INSTRUCTIONS:

This form must be completed when students who are taking the Paper-Based Test move from one district to another before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former district to the current district. Once transferred, the former district is not responsible for returning the secure paper-based test materials; rather the current district is responsible for returning the materials to the contractor.

Districts must select one of the following options for transferring secure paper-based test materials from the former district to the current district.

Option 1 – The former LEA Test Coordinator sends the secure paper-based test materials to the current LEA Test Coordinator via traceable overnight delivery (i.e., FedEx, USPS, or UPS) to ensure the student is able to complete testing within the prescribed paper-based testing window. The former LEA Test Coordinator must complete columns 1 through 7, sign, and date the form, and include a copy of the form in the shipment. Upon receipt of the shipment, the current LEA Test Coordinator must complete column 8 and send a copy of the completed form to the former LEA Test Coordinator and the appropriate PARCC State Coordinator via email.

Option 2 – The former LEA Test Coordinator hand delivers the secure paper-based test materials to the current LEA Test Coordinator as soon as possible to ensure the student is able to complete testing within the prescribed paper-based testing window. The former LEA Test Coordinator must complete columns 1 through 7 and present this form to the current LEA Test Coordinator who must complete column 8, sign, and date the form, and provide a copy of the form to the former LEA Test Coordinator and send a copy of the completed form to the appropriate PARCC State Coordinator via or email.

1 Form	2 Test Booklet Number	3 Grade	4 Test	5 Student Name	6 NJ SMART #	7 Former LEA TC Initial	8 Current LEA TC Initial

I certify that the receipt of all secure paper-based test materials have been transferred and verified.

_____   _____   _____   _____
(Print) Former LEA Test Coordinator   Date   (Print) Current LEA Test Coordinator   Date

_____   _____
(Signature) Former LEA Test Coordinator   (Signature) Current LEA Test Coordinator

_____   _____ Ext._____   _____   _____ Ext._____
Former CDS Code   Former Contact Phone Number   Current CDS Code   Current Contact Phone Number

Inter-District Transfer "Work Request" for Computer-Based Testing

- Districts no longer need to contact NJDOE to transfer CBT students between districts.

- In PAN the District Test Coordinator of the <u>new</u> district will use the **Work Request** feature to **REQUEST** the transfer.

- In PAN the District Test Coordinator of the <u>former</u> district will use the **Work Request** feature to **APPROVE** the transfer request.

- If a NEW Student ENTERS Your District after initial SR/PNP – See Page 2
  http://avocet.pearson.com/PARCC/Home#srDoc=4854&srPage=1

- If a Student LEAVES Your District after initial SR/PNP – See Page 9
  http://avocet.pearson.com/PARCC/Home#srDoc=4854&srPage=1

Reporting Testing Irregularities & Security Breaches Contaminated, Missing, & Damaged Materials

- **STC <u>must</u> report incident to the DTC *immediately*.**

- **DTC <u>must</u> then *E-mail* the appropriate NJDOE PARCC coordinator *ASAP* after receiving call from STC.**

- **STC <u>must</u> complete appropriate form documenting the incident & provide completed form to DTC.**

  - **Form to Report a Testing Irregularity or Security Breach** (including testing disruptions due technical problems, severe weather or safety threats)

  - **Form to Report Contaminated, Damaged, or Missing Materials.**

- **DTC <u>must</u> upload form to PearsonAccess[next] within *five* school days.**
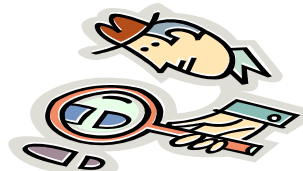
Form to Report a Testing Irregularity or Security Breach

Download from NJDOE *http://www.state.nj.us/education/assessment/parcc/forms/*

New Jersey Testing Irregularity and Security Breach Form

Instructions for the LEA Test Coordinator or School Test Coordinator:
1. Call to report a testing irregularity or security breach immediately upon discovering it.
2. After calling, complete this form.
3. Submit this completed form **within five school days** of the incident.
4. Maintain a copy of the submitted form as per our state policy in **Appendix C** of the Test Coordinator Manual and email the completed form to the appropriate PARCC State Coordinator.

LEA District:	**School:**
LEA/District Organization Code: NJ ___ ___ ___ ___ ___ ___/___ ___ ___	
Contact Name:	**Role:**
Phone and Extension: ( ) - ext:	

Test Administration:	**Type of Issue:**
Date of Incident: / /	**Grade:** **Assessment:**
Mode:	**Form:**
Unit:	**Item Number(s):**
Test Administrator's Name:	**Test Administrator's SMID:**
Student Name:	**DOB:** / /
Student State ID Number (NJ SMART ID):	

Detailed Description:

***When completing this form, please ensure you provide a detailed description of the incident; name of the device; investigation steps taken; and actions taken by staff to resolve the incident. Use additional paper, if necessary.

Form to Report Contaminated, Damaged, or Missing Materials (Paper-Based Testing)
Appendix E - Test Coordinator Manual
http://avocet.pearson.com/PARCC/Home#16221

PARCC
2014–2015 PARCC Assessment
Form to Report Contaminated, Damaged, or Missing Materials

Instructions:
1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated (Section 6.4), damaged (Section 6.5), or missing (Section 6.11).
2. Then report the incident using this form to describe the circumstances. For special instructions on reporting instances of damaged or missing materials, Test Coordinators should refer to **Appendix C** and follow state-specific procedures.
3. Submit the form according to your state's policy in **Appendix C** to either your LEA Test Coordinator or the PARCC State Contact (and keep the LEA informed).

State _____

☐ Fall Block PBA ☐ Spring PBA
☐ Fall Block EOY ☐ Spring EOY

Contact Name _____   **Contact Phone and Ext** _____

Contact Person's Role _____

Contact Email _____   **Contact Phone and Ext** _____

School Name _____   **School Code** _____

LEA Name _____

LEA Code _____

Complete this form and submit the completed form to Pearson via one of the following methods:
Fax   319-341-5261
Mail   Pearson PARCC Program Team
          Mail Stop 155
          2510 North Dodge St., Iowa City, IA 52245
Email   PARCC.assessment@pearson.com

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example Grade 8 ELA PBA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to LEA protocol.

Post-Test Certification Form
Appendix F - Test Coordinator Manual
http://avocet.pearson.com/PARCC/Home#10807

PARCC 2014–2014 PARCC Assessment
Post-Test Certification Form

This form is to be completed after test administration. Please refer to your state-specific policy for who (School Test Coordinator or LEA Test Coordinator) should complete the form and how the form is submitted.

By submitting this form, I certify that administration of the PARCC assessments has been completed at the following school/district according to PARCC security policies. All known security breaches and testing irregularities have been properly reported.

First Name	Last Name
State	Role
School Name	Phone Number and Ext
LEA Name	School Code
Administration	LEA Code
Were any Forms to Report a Testing Irregularity or Security Breach submitted for the school? ☐ Yes ☐ No	
All secure test materials have been returned to Pearson. Any secure test materials not returned to Pearson have been tracked, destroyed and/or reported using the Form to Report Contaminated, Damaged, or Missing Materials.	
Ship back date	Number of scorable boxes shipped _____
	Number of non-scorable boxes shipped _____
Were any Forms to Report Contaminated, Damaged or Missing Materials submitted for the school? ☐ Yes ☐ No	
Full Name (printed)	Date
School/LEA Test Coordinator Signature	
Principal (if different from above) Full Name (printed)	Date
Principal Signature	

Check your state policy for specific requirements for how long to maintain this document and whether or not you are required to submit this form to your state.

PREPARING MATERIALS FOR RETURN SHIPMENTS

- **District Test Coordinator receives materials from School Test Coordinator.**

- **Scorable Test Booklets or Answer Folders <u>must</u> include a Student ID Label or hand-gridded student demographic data.**

- **Complete School Header Sheets for each grade level and subject.**

- **Scorable and Nonscorable Materials <u>must</u> be packaged separately in the boxes in which they were delivered.**

- **Do <u>not</u> overfilled boxes.**

- **Place one return shipping label on the top of each box.**

- **Sequence of boxes is indicated on each return shipping label.**

ARRANGE FOR PICKUPS

- Pickups must be scheduled at least 24 hours in advance and no later than one week after the completion of testing.

- Contact UPS at 800-823-7459 to schedule pickup.

- Check to see if you qualify for freight shipment.

- UPS customer service is available 24/7. Tell UPS you are calling about a pickup request for Pearson and will be using their "Return Service."

- Once pickup is confirmed, keep a record of the confirmation number you receive from UPS in case a question arise.

SCORABLE MATERIALS
THAT MUST BE RETURNED

- **USED** (by student) Grade 3 Test Booklets

- **TRANSCRIBED** (by scribe) Grade 3 Test Booklets

- **USED** (by student) Grade 4-HS Answer Documents

- **TRANSCRIBED** (by scribe) Grade 4-HS Answer Documents

NONSCORABLE MATERIALS
THAT MUST BE RETURNED

- **<u>UNUSED</u> Answer Documents (Gr. 4– HS)**

- **<u>UNUSED</u> Test Booklets (Grade 3)**

- **<u>DO NOT SCORE</u> marked Test Booklets (Grade 3)**

- **<u>DO NOT SCORE</u> marked Answer Documents (Gr. 4–HS)**

- **<u>ALL</u> Test Booklets (Gr. 4–HS)**

- **<u>ALL</u> Large Print Test Booklets**

- **<u>ALL</u> Braille Test Booklets**

- **<u>ALL</u> Human Reader Scripts**

- **<u>ALL</u> Tactile Graphics**

PACKING MATERIALS FOR RETURN SHIPMENTS
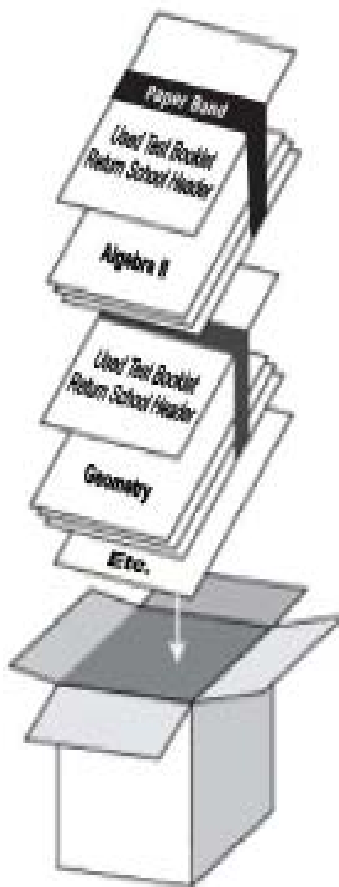
- Place materials in the shipping boxes.

- One school, per box. **Do <u>not</u> combine two school's test materials in one box.**

- Once all materials are in boxes, indicate the sequence of boxes being returned for the school (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on the return shipping label.

- **Do <u>not</u> mix Scorable and Nonscorable materials in the same box.**

RETURN SCORABLE MATERIALS


```
                                    P-0254    S-00010

DISTRICT NAME

DISTRICT ADDRESS 1
CITY NAME,  XX  10001-0001     DIST: BOX_____OF_____

SCHOOL:_____

SCH : BOX_____OF_____

RETURN LABELS-SCORABLE MATERIALS

PEARSON
905 WEST HOWARD LANE
AUSTIN, TX 78753
PARCC SPRING 2015-PBA SCORABLE TEST MATERIALS


     621-233-XX1     0039493683      ANS
```

	Scorable (District & School)
Different Ship-to Address on the UPS Ground Labels	Cedar Rapids, IA
Different Colored Labels	**Scorable**: **Red** label

Scorable Label

UPS Label

Scorable box

MR. SAMPLE
(716) 664-6273
SAMPLE HIGH SCHOOL
600 SAMPLE RD
SAMPLETOWN NY 14701

5 LBS   1 OF 1

RS

SH---   SCORABLE PARCC RETURN
TO: ---(440) 841-4712
PEAR---
9200 EARHART LANE SW
CEDAR RAPIDS IA 52404

IA 524 0-10

UPS GROUND
TRACKING #: 1Z 1Y3 95W 90 0002 1821

BILLING: P/P
DESC: DOCUMENTS
RETURN SERVICE
REF1: 421008

PARCC Spring PBA 15   SEQ NO:00000
.   CUU 12.2 PDF 54.5V 09/2014

TRACKING NUMBER:1Z1Y395W9000021821

SCORABLE PARCC RETURN

RETURN NONSCORABLE MATERIALS

```
                                    P-0254      S-00010

DISTRICT NAME

DISTRICT ADDRESS 1
CITY NAME,  XX  10001-0001      DIST : BOX_____OF_____


SCHOOL:_____

SCH : BOX_____OF_____

RETURN LABELS-NONSCORABLE MATERIALS

PEARSON
710 WEST HOWARD LANE
AUSTIN, TX 78753
PARCC SPRING 2015-PBA NONSCORABLE TEST MATERIALS


   ║║║║║║║║║║║║║║║║║║║║║║║║║║

   621-233-XX2      0039493687      SEC
```
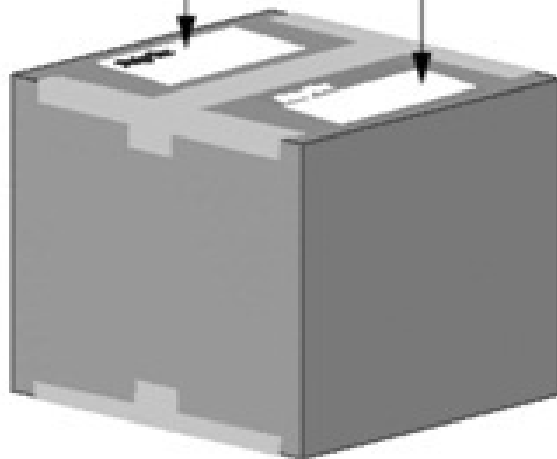
	Nonscorable (District & School)
Different Ship-to Address on the UPS Ground Labels	Cedar Rapids, IA
Different Colored Labels	**Nonscorable**: **Purple** label

Nonscorable
Label

UPS
Label

Nonscorable
box

MR. SAMPLE
(716) 664-6273
SAMPLE HIGH SCHOOL
600 SAMPLE RD
SAMPLETOWN NY 14701

5 LBS   1 OF 1

RS

SHIP   NONSCORABLE PARCC RETURN
(319) 841-4712

7405 IRISH DR SW
CEDAR RAPIDS IA 52404

IA 524 0-10

UPS GROUND
TRACKING #: 1Z 1Y3 623 90 0919 6995

BILLING: P/P
DESC: DOCUMENTS
RETURN SERVICE
REF1: 421008

PARCC Spring PBA 15

SEQ NO:00000

CUU 12.2 PDF 54.5V 09/2014

TRACKING NUMBER:1Z1Y36239009196995

NONSCORABLE PARCC RETURN

NOT-TESTED CODES & VOID CODES

Not-Tested Codes
Student has _never_ logged onto TestNav
1 - Absent
2 - Medical Emergency
3 - Other (refusal)

Void Codes
Student _logged_ _on_ to TestNav
1 - Student Cheating
2 - Security Breach
3 - Other (refusal, wrong form, off-grade, off-course, accommodation not provided or accommodation provided in error)

NOTE: A student who starts a test, but does not complete it due to being absent for make-up testing, _CANNOT_ be voided. The test attempt will be scored "as is".

DATA CLEAN-UP
SCHOOLS OF ACCOUNTABILITY

- **Run** *Students Where Responsible District/School is Different from Testing District/School* Operational Report

- **See-** http://avocet.pearson.com/PARCC/Home#10529

- **Update** Incorrect Responsible District/School codes on student's record via User Interface, SR/PNP File, or Student Test Update File

- **See-** http://avocet.pearson.com/PARCC/Home#9630

DATA CLEAN-UP
RED FLAGS & REJECTED STUDENT WARNINGS

- **Review Red Flag Warnings & Rejected Student Tests**
  - Click on Red Flag icon (see black banner on top of PAN page)
  - Click on Testing icon (see white banner on top of PAN page)

- **Resolve Warnings Student Errors, Student Critical Warnings, and Student Warnings**

  - Demographic Mismatch
  - Missing Demographic Information
  - Failed Validations
  - Multiple Students Found
  - Organization Not Found
  - Student Not Found