

# 2017 PARCC District Test Coordinator & District Technology Coordinator Training

PearsonAccess<sup>Next</sup> & PARCC Technology Requirements



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# Agenda for this Presentation

## Part I: Before Testing - Technology Coordinator Preparation

- Technology Guidelines & Requirements
- Technology Setup

## Part II: Before Testing - Test Coordinator Preparation

- What's new this year?
- PearsonAccess<sup>next</sup>
- Student Readiness
- Infrastructure Trial

## Part III: During Testing

- Session Management
- Technical Troubleshooting
- TestNav Expected Behaviors

## Part IV: After Testing

- Session Clean-Up
- Resolve Critical Warnings
- Purge Test Content

## Part V: Additional Information

- Paper Materials
- Resources & Support



# Part I

## Before Testing - Technology Coordinator Preparation



## Part I: Before Testing – Technology Coordinator Preparation

- Resources
- Technology Guidelines & Requirements
- Technology Setup
  - ✓ Configure the Network
  - ✓ Install ProctorCache
  - ✓ Precache Test Content & TestNav Configurations in PearsonAccess<sup>next</sup>



## Resources – Manuals for Technology Coordinators

- <http://parcc.pearson.com/technology-setup/>
  - Hardware and Software Guidelines
  - PARCC Infrastructure Trial Guide
  - Browser and App Setup Guides
  - Proctor Caching Installer and Guide
  - TestNav 8 Expected Behaviors document
  - TestNav 8 User Guide
  - PearsonAccess<sup>next</sup> Online User Guide
- <http://parcc.pearson.com/manuals-training/>
  - Avocet
  - Training Modules



## Resources – Training Modules for Technology Coordinators

- <https://parcc.tms.pearson.com/>
  - Proctor Caching and TestNav Configuration
  - Infrastructure Trial
  - Student Readiness Resources
  - Technology Readiness for Schools and Districts



## Resources – Bulletins

parcc.pearson.com/bulletins/

**PARCC** Partnership for Assessment of Readiness for College and Careers

PearsonAccess<sup>next</sup> Technology Setup Manuals & Training Test Preparation **Bulletins** Support

### Bulletins

News for Test Coordinators, Test Administrators, districts, and schools. [Subscribe via RSS](#)

Jan 21, 2016 | PARCC Technology Bulletin

In this Technology Bulletin, you will find information about TestNav and PearsonAccess Version Updates, Infrastructure Trial, and Practice Tests.

[Read Bulletin »](#)

- <http://parcc.pearson.com/bulletins/>  
– Subscribe via RRS



# Technology Guidelines

The screenshot shows a web browser window with the address bar containing `parcc.pearson.com/technology-setup/`. The page header includes the PARCC logo and navigation links: Home, PearsonAccess<sup>next</sup>, Technology Setup, Manuals & Training, Test Preparation, Bulletins, and Support. The main content area is titled "Technology Setup" and contains a paragraph of introductory text. To the right of the text are two green buttons: "TestNav8 Downloads Page »" and "Use Browser-Based TestNav8 ▾". Below the text are two columns of content. The left column is titled "Technology Guidelines" and contains the text "View the information on hardware and software requirements for administering the PARCC tests." with a button labeled "Technology Guidelines ▾". The right column is titled "User Guides" and contains the text "User Guides are product guides to be used by Test Coordinators, Test Administrators, and technology personnel for technical instructions and troubleshooting." with a button labeled "User Guides ▾".

parcc.pearson.com/technology-setup/

**PARCC** Partnership for Assessment of Readiness for College and Careers

Home PearsonAccess<sup>next</sup> Technology Setup Manuals & Training Test Preparation Bulletins Support

## ⚡ Technology Setup

Are you prepared for your computer-based PARCC assessment? While your students are preparing their minds for the assessment, please use our tools and information to prepare your technology, too. Confirm technical readiness for your state, district, or school to use TestNav, an engaging and interactive testing experience for today's students, who learn and play in a digital environment.

TestNav8 Downloads Page »

Use Browser-Based TestNav8 ▾

### Technology Guidelines

View the information on hardware and software requirements for administering the PARCC tests.

Technology Guidelines ▾

### User Guides

User Guides are product guides to be used by Test Coordinators, Test Administrators, and technology personnel for technical instructions and troubleshooting.

User Guides ▾





# Technology Guidelines

Technology

www.parcconline.org/assessments/administration/technology

PARCC PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS

ABOUT ASSESSMENTS INSTRUCTIONAL TOOLS RESOURCES NEWS & VIDEO CONTACT

Home > Assessments > Administration > Technology

## Technology

### SUPPORTS FOR ASSESSMENTS AND CLASSROOMS

More than 75% of our 2014-15 summative assessments used computer-based technology. We provided member states and participating districts and schools with multiple supports. And our efforts here set the stage for expanded use of technology in the classroom through our diagnostics and other instructional tools.

### Technology Guidelines

Technology Guidelines for PARCC Assessments: Version 5.2 provides minimum and recommended specifications for computer hardware, input devices, and security requirements; and suggests recommended levels of bandwidth that will support schools' instructional and assessment needs. Schools, districts, and states use these guidelines to determine the eligibility of existing computers as test-taking devices for the 2015-2016 PARCC summative assessments.

The Technology Guidelines are updated when new versions of TestNav are released. The next TestNav release is scheduled for June 2016.

Download the guidelines:

- Technology Guidelines for PARCC Assessments: Version 6.0 (June 2016)

Share This Page: f t g+ in

Practice Tests

Administration

Technology + PARCC Technology Platform Times

Accessibility

Test Design

Score Results

Data Privacy and Security

UnderstandTheScore.org

A New Kind of



# Technology Requirements Categories

## Minimum Specifications

- apply to existing technology inventories

## Recommended Specifications

- apply to existing technology inventories and new hardware purchases





# TestNav Browser Based Requirements

## Browser-based TestNav

If your program requires you to use browser-based TestNav, download Firefox ESR 45. Then, see instructions for each OS.

OS	Download browser	Setup Instructions
<ul style="list-style-type: none"><li>• OS X: 10.9, 10.10, 10.11</li><li>• macOS Sierra 10.12<sup>3</sup></li></ul>	<a href="#">Firefox ESR 45</a>	Set Up TestNav with Firefox ESR 45
Windows: 7, 8.1, 10	<a href="#">Firefox ESR 45 (32-bit)</a>	

<sup>3</sup> Customers may add support for this OS at varying times.

**Note:** Firefox 45 ESR 32-bit is the only supported solution for MacOS Sierra for Spring 2017. The TestNav Desktop App will not be supported until next year. The supported version of the Firefox browser can be downloaded at <http://download.testnav.com>



## When to Use Browser-Based Testing?

- Assistive Technology
  - Students using separate software that must interact with TestNav (e.g. screen-readers), or a standard input peripheral (e.g. special keyboard or joystick) as an accommodation must test with the Firefox 45 ESR 32-bit browser, which is only available on Windows and Mac <http://pearsononlinetesting.com/TestNav/AT/>
- Virtual Desktop Infrastructure (VDI) / Thin-Clients
  - The TestNav Desktop App is not fully supported on VDI/Thin-Client systems, the Firefox browser is recommended for secure testing.
- MacOS Sierra 10.12
  - The TestNav Desktop App will not be supported until Summer 2017.



# TestNav App Requirements

## Installable TestNav

Use the links below to download and set up the app for your supported OS.

⚠ Do not update your OS without verifying supported OS(s) in the table below. Only these listed versions will work with TestNav.

OS	Download Installable TestNav	Setup Instructions
Android 5.0 - 7.0	<a href="#">From Google Play</a>	<a href="#">Set Up TestNav on Android</a>
Chrome OS 50 - 55	<a href="#">From Chrome Web Store</a>	<a href="#">Set Up TestNav on Chrome OS</a>
iOS 9.3.2 - 9.3.5, 10.2	<a href="#">From the App Store</a>	<a href="#">Set Up TestNav on iOS</a>
Linux Fedora 24 (64-bit); Ubuntu 16.04 (64-bit)	<a href="#">From TestNav downloads</a>	<a href="#">Set Up TestNav Desktop on Linux</a>
OS X: 10.9, 10.10, 10.11	<a href="#">From TestNav downloads</a>	<a href="#">Set Up TestNav Desktop on OS X</a>
Windows: 7, 8.1, 10	<a href="#">From TestNav downloads</a>	<a href="#">Set Up TestNav Desktop on Windows</a>



# Changes to Technology Requirements

- Additional TestNav 8 Requirements Documentation
  - [TestNav 8 User Guide](#)

## New Operating Systems Supported

- iOS 10.2+
- Android 7.0
- Mac OS X 10.12 (Sierra)
  - Browser based - Firefox ESR 45
  - TestNav Desktop App not currently supported on OS X Sierra
- Windows 10
  - Browser based - Firefox ESR 45
  - TestNav Desktop App now supported on touchscreen devices

## No Longer Supported

- Mac OS X 10.8 and below
- iOS 8 and below
- Windows XP, Vista, 8.0
- Google Chrome Browser
- Internet Explorer
- Safari
- Non-ESR versions of Firefox



## iOS: Automatic Assessment Configuration

- Apple released Automatic Assessment Configuration for iOS 9.3.2+ in summer of 2016. As a result of that release, new steps will be required when students are testing with iPads.
  - Allow Microphone (One-time prompt)
  - Allow App Self-Lock prompt
    - Guided Access Mode or managing device security via an MDM are no longer used for TestNav. **Using either of these processes will prevent students from accessing their tests.**
    - When signing into the test, students will be prompted to lock down the device. Once they click “Yes” the device will be locked down until they either submit their test or log out.
      - **If a student clicks “No” they will need to sign in again.**



# TestNav Desktop

- The TestNav Desktop App
  - Available at <http://download.testnav.com/>
  - Runs on Windows, Mac OS X, and Linux Operating Systems
  - No Java dependencies
  - No Pop-Up Blocker settings required
  - Identical student login experience on Chromebooks and iPads
- Additional Notes
  - The TestNav Desktop App is now compatible with touchscreen devices
  - The TestNav Desktop App is not compatible with Assistive Technology
    - Accommodations and Accessibility Features **are supported** (Examples: Color Contrast or Text-to-Speech)











# TestNav Downloads Page

TestNav™

Check [System Requirements](#) before you download installable TestNav and ProctorCache.

### Installable TestNav

After you download installable TestNav, see [Set Up Installable TestNav](#) to complete setup and prepare for testing.

Laptops and Desktops	Tablets	Chromebooks
		
<b>TestNav Desktop</b> <ul style="list-style-type: none"><li>◦ <a href="#">Mac OS X</a></li><li>◦ Windows<ul style="list-style-type: none"><li>◦ <a href="#">.msi installer</a></li><li>◦ <a href="#">.exe installer</a></li></ul></li><li>◦ Linux Fedora<ul style="list-style-type: none"><li>◦ <a href="#">32-bit</a></li><li>◦ <a href="#">64-bit</a></li></ul></li><li>◦ Linux Ubuntu<ul style="list-style-type: none"><li>◦ <a href="#">32-bit</a></li><li>◦ <a href="#">64-bit</a></li></ul></li></ul>	<b>TestNav for iPad</b>  <b>TestNav for Android devices</b> 	<b>TestNav for Chromebook</b> 

### ProctorCache Installers

After you download ProctorCache, see [Set Up and Use ProctorCache](#) for detailed instructions.

- [Mac OS X](#)
- [Windows](#)

<http://download.testnav.com/>



# Technology Setup

## Technology Setup

- Configure the Network
- Proctor Caching
- TestNav 8 and Proctor Caching Configurations
- Practice Tests and Tutorials



## Configure the Network

- TestNav 8 Domains and Ports:
  - \*.testnav.com:80, 443
  - \*.pearsonusercontent.com
  - \*.thawte.com
  - \*.usertrust.com
  - \*.comodoca.com
  - \*.google-analytics.com (Optional)
- PearsonAccess<sup>next</sup> Domain and Ports:
  - \*.pearsonaccessnext.com:80, 443
- PearsonAccess<sup>next</sup> emails:
  - @support.pearson.com
- Pre-caching Local Network Ports:
  - 4480, 4481



# Proctor Caching for TestNav Introduction

Proctor Caching is Pearson-supplied software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.

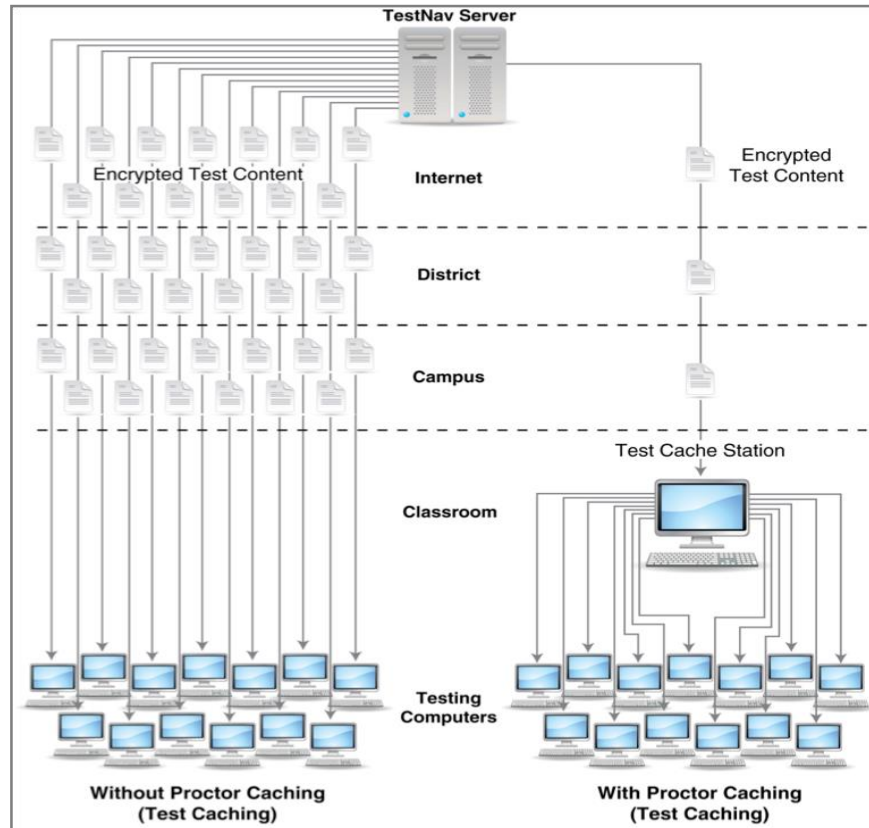


## Proctor Caching:

- Allows you to pre-cache test content to your local network before a test.
- Reduces the burden on your Internet Service Provider (ISP) by eliminating redundancy in requests for test content.
- Stores an encrypted local copy of all pre-cached tests.



# Proctor Caching – The Network





## Proctor Caching Requirements

- Proctor Caching runs on Windows and Mac OS X.
- It does not require an underlying server-based operating system.
- Proctor Caching hardware requirements can be found at <http://parcc.pearson.com/technology-setup/>.
- TCP Ports include: 80 (Internet), 4480, and 4481 (Local Network).
- Proctor Caching requires a fixed (static) internal IP address.
- Utilize the App Check feature within the TestNav Apps to verify connection to the ProctorCache device.



## What's New for ProctorCache

ProctorCache enhancements include:

- Java plug-in is no longer required to send test content from PearsonAccess<sup>next</sup> to ProctorCache.

**For Spring 2017, PARCC requires that schools upgrade to the latest version of the ProctorCache tool. PearsonAccess<sup>next</sup> cannot precache content to older versions of ProctorCache.**



## Proctor Caching Setup

- Download the Proctor Caching installer.
- Run the installer and **Start the Proctor Caching Service** if it is not already started by the installer.
- Add a Proctor Caching computer to the TestNav Configuration within PearsonAccess<sup>next</sup> at the district or school level.
- Use App Check with a Configuration Identifier from the TestNav Configuration in PearsonAccess<sup>next</sup> on a client computer to verify that Proctor Caching is functional.

**Note:** To configure an upstream proxy, refer to the Windows or Mac “Upstream Proxy Configuration” section in the [Proctor Caching User Guide](#).





## Demonstration

- Download & Install ProctorCache
- Setup TestNav Configuration in PearsonAccess<sup>next</sup>
- TestNav App Check
- Precache Test Content





# Download & Install ProctorCache

## TestNav™

Check [System Requirements](#) before you download installable TestNav and ProctorCache.

### Installable TestNav

After you download installable TestNav, see [Set Up Installable TestNav](#) to complete setup and prepare for testing.

Laptops and Desktops	Tablets	Chromebooks
		
<b>TestNav Desktop</b> <ul style="list-style-type: none"><li>◦ <a href="#">Mac OS X</a></li><li>◦ Windows<ul style="list-style-type: none"><li>◦ <a href="#">.msi installer</a></li><li>◦ <a href="#">.exe installer</a></li></ul></li><li>◦ Linux Fedora<ul style="list-style-type: none"><li>◦ <a href="#">32-bit</a></li><li>◦ <a href="#">64-bit</a></li></ul></li><li>◦ Linux Ubuntu<ul style="list-style-type: none"><li>◦ <a href="#">32-bit</a></li><li>◦ <a href="#">64-bit</a></li></ul></li></ul>	<b>TestNav for iPad</b>  <b>TestNav for Android devices</b> 	<b>TestNav for Chromebook</b> 

**ProctorCache Installers**

After you download ProctorCache, see [Set Up and Use ProctorCache](#) for detailed instructions.

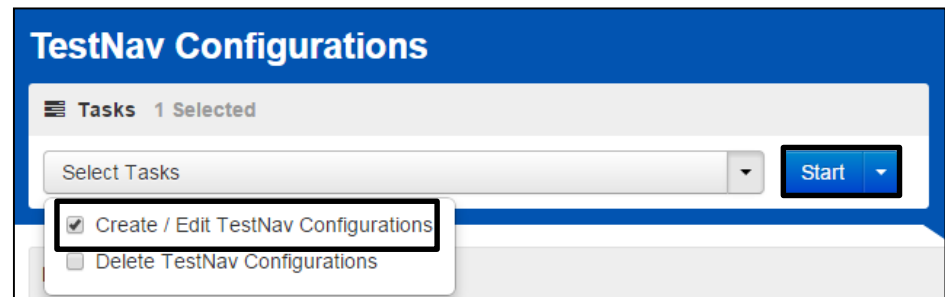
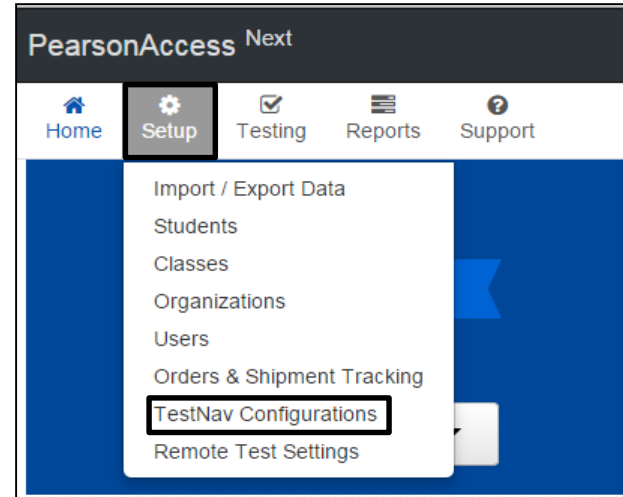
- [Mac OS X](#)
- [Windows](#)

<http://download.testnav.com/>



# Configure TestNav Setup

1. Sign in to the [PARCC PearsonAccess<sup>next</sup> Training Center](#) or the [PARCC New Jersey PearsonAccess<sup>next</sup> website](#).
2. Select **Setup > TestNav Configurations**
3. Select **Create/Edit Configurations**; click **Start** to launch the configuration.





# Configure TestNav Setup

4. Enter a **Configuration Name**.
5. Using the **Organizations** dropdown menu, select your school or district.

The screenshot displays a web interface titled "Tasks for Proctor Caching". Below the title is a dark navigation bar with the text "Create / Edit TestNav Configurations". The main content area is split into two columns. The left column, labeled "CONFIGURATIONS (0)", contains a blue button with a plus icon and the text "Create Configurations". The right column, labeled "DETAILS", contains the heading "New Cache Configuration" and three form fields: "Configuration Name\*" (a text input field), " Precaching Computer Override ⓘ" (a checkbox with an information icon), and "Organizations\*" (a dropdown menu with "Select" as the current selection).



# Configure TestNav Setup

6. Enter the **Computer Name**, **IP Address**, and **Port**, and check “**Uses Pearson Precaching Software.**”
7. Then specify student response file backup locations, and click **Create.**

**Precaching Computers (1)** Add

**PC Demo**

**Computer Name\***

Default computer used for sessions

**IP Address**

**Port**

**Configuration Identifier ⓘ**

Uses Pearson Precaching Software

**Note:** Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.

Test Connection

**Response File Backup Locations**

Please use the following format for SFTP file backup location: sftp://<userid>:<password>@<address>:<port>/path

**Windows, Primary Location ⓘ**

**Windows, Secondary Location ⓘ**

**MAC, Primary Location ⓘ**

**MAC, Secondary Location ⓘ**

**Android, ChromeOS, and iOS Secondary Location ⓘ**

**Linux, Primary Location ⓘ**

**Linux, Secondary Location ⓘ**



# Completed TestNav Configurations

Tasks for Proctor Caching + Add Task < Previous Task Next Task > Exit Tasks x

Create / Edit TestNav Configurations

**Success**  
Changes saved

**CONFIGURATIONS (1)**

- + Create Configurations**  
PC Training Demo

**DETAILS**

New Cache Configuration Create Reset

Configuration Name\*

Organizations\*



# TestNav Configuration Details

*Configuration Details* allows you to:

- edit the configuration name,
- add additional organizations to the configuration,
- edit settings, and
- add Precaching computers to configuration.

The screenshot displays the 'Configuration Details' page for 'PC Training Demo'. The configuration name is 'PC Training Demo'. There is one organization listed: 'SAMPLE SCHOOL 2 (NJ-111112-112)'. Under 'Precaching Computers (1)', there is one computer named 'PC Demo' with IP address '127.0.0.1'. The 'Response File Backup Locations' section includes a note about SFTP file backup location format and fields for 'Windows, Primary Location' and 'Windows, Secondary Location'.



# TestNav Configuration Details

DETAILS

PC Training Demo

Configuration Name\*  
PC Training Demo

Precaching Computer Override ⓘ

Organizations\*  
SAMPLE SCHOOL 2 (NJ-111112-112)

Precaching Computers (1) Add

PC Demo

Computer Name\*  
PC Demo

Default computer used for sessions

IP Address  
127.0.0.1

Port  
4480

Configuration Identifier ⓘ  
Q9CH8EA3S

Uses Pearson Precaching Software

Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.

Test Connection

Response File Backup Locations

Please use the following format for SFTP file backup locations

Windows, Primary Location ⓘ  
Use default user directory

Windows, Secondary Location ⓘ

MAC, Primary Location ⓘ  
Use default user directory

MAC, Secondary Location ⓘ

Android, ChromeOS, and iOS Secondary Location ⓘ

Linux, Primary Location ⓘ  
Use default user directory

Linux, Secondary Location ⓘ

Note: Depending on your browser settings, your connection test could fail to complete due to a script order to restore the default settings.

\* Required

Save Reset

With multiple TestNav settings, note that you can now:

- change the default configuration by checking or unchecking “**Default computer used for sessions,**” and
- delete configurations.





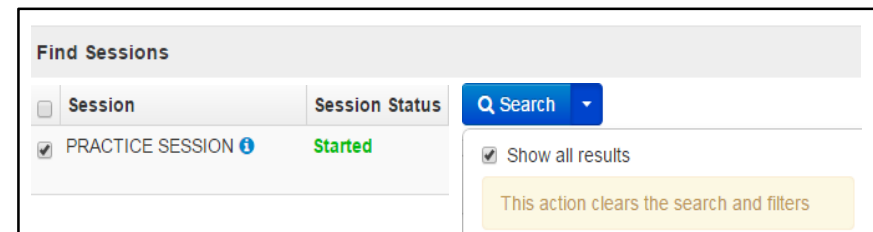
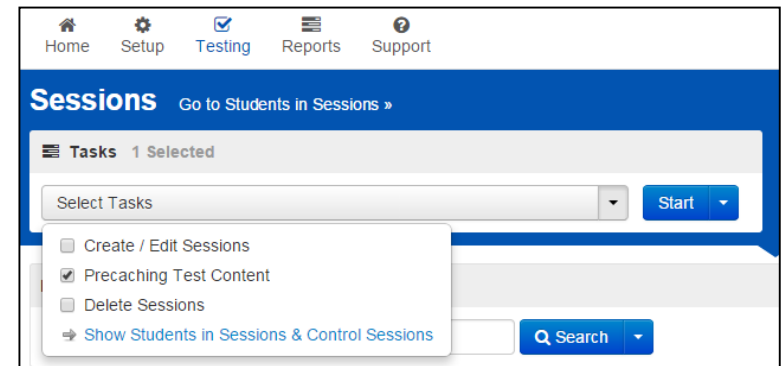
## PearsonAccess<sup>next</sup> and Precaching Setups

- TestNav configurations work from school to district. A school Precaching machine will take precedence over a district. If a school does not have a setup, then the district setup will apply.
- The Precaching server option in *Session Details* will display only if there are two or more Precaching machines to choose from at the school or district.



# Precaching Test Content

- Option 1:
  - Choose **Precache By Test** under the **Setup** tab.
  - Select the grades and subjects needed, then select the Precache Server and click **Precache**
- Option 2:
  - Choose **Sessions** under the **Testing** tab.
  - Select “**Precaching Test Content**” from the Tasks menu and click “**Start.**”





# Precaching Test Content (By Test)

- Click “**Precache**” on the **Precache By Test** screen.

Organization	Test (select one or more)	Precache Servers (select one)	
PARCC (parcc)	<input checked="" type="checkbox"/> Algebra I <input checked="" type="checkbox"/> Algebra II <input checked="" type="checkbox"/> Geometry <input type="checkbox"/> Grade 10 ELA/Literacy <input type="checkbox"/> Grade 11 ELA/Literacy <input type="checkbox"/> Grade 3 ELA/Literacy <input type="checkbox"/> Grade 3 Mathematics <input type="checkbox"/> Grade 4 ELA/Literacy <input type="checkbox"/> Grade 4 Mathematics <input type="checkbox"/> Grade 5 ELA/Literacy <input type="checkbox"/> Grade 5 Mathematics <input type="checkbox"/> Grade 6 ELA/Literacy <input type="checkbox"/> Grade 6 Mathematics <input type="checkbox"/> Grade 7 ELA/Literacy <input type="checkbox"/> Grade 7 Mathematics <input type="checkbox"/> Grade 8 ELA/Literacy <input type="checkbox"/> Grade 8 Mathematics <input type="checkbox"/> Grade 9 ELA/Literacy	<input checked="" type="checkbox"/> PC Demo (Pearson supplied) ⓘ <input type="checkbox"/> None (Thirdparty) ⓘ	<input type="button" value="Precache"/>



## Precaching Test Content (By Session)

- Click ***Precache*** on the ***Proctor Caching Test Content*** screen.

### Proctor Caching Test Content

<Previous Task   Next Task>   Exit Tasks✕

1 Proctor Caching Test Content +

#### Caching Servers (1)

\* Stopped sessions will not be precached

Server Name	Session Name	Download Detail
iMac (Pearson supplied)	• PRACTICE SESSION (Started) <span>i</span>	Forms: 9 Elements: 504 Size: 169923KB

**Precache**

View Status



## Precaching Test Content

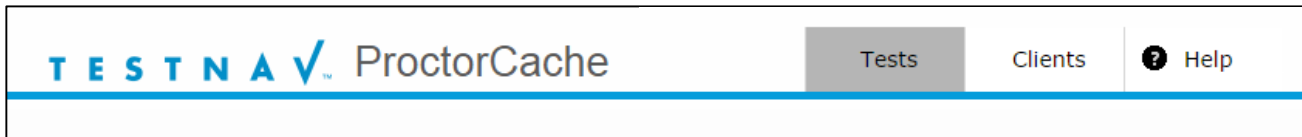
- Proctor Cache - Tests Screen will appear in a second window. If you do not see this window, re-attempt the Precaching Test Content process.

The screenshot shows the ProctorCache interface. At the top, there is a header with 'TESTNA' and a checkmark icon, followed by 'ProctorCache'. Below the header, there are tabs for 'Tests' and 'Clients'. Under the 'Tests' tab, there are buttons for 'Refresh', 'Reload', and 'Purge'. There is also a search bar with a dropdown menu set to 'Test', and 'Search' and 'Clear' buttons. The main content is a table with the following columns: TEST, FORM, STATUS, ENTRIES, and CACHE DATE. The table contains 9 rows of data, each representing a different grade level ELA/Literacy test.

TEST	FORM	STATUS	ENTRIES	CACHE DATE
<input type="checkbox"/> <a href="#">Grade 5 ELA/Literacy</a>	<a href="#">Grade 5 ELA/Literacy - 014PO</a>	● OK	63	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 4 ELA/Literacy</a>	<a href="#">Grade 4 ELA/Literacy - 014PO</a>	● OK	64	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 3 ELA/Literacy</a>	<a href="#">Grade 3 ELA/Literacy - 014PO</a>	● OK	46	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 9 ELA/Literacy</a>	<a href="#">Grade 9 ELA/Literacy - 014PO</a>	● OK	44	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 8 ELA/Literacy</a>	<a href="#">Grade 8 ELA/Literacy - 014PO</a>	● Loading...	60	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 7 ELA/Literacy</a>	<a href="#">Grade 7 ELA/Literacy - 014PO</a>	● Loading...	64	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 6 ELA/Literacy</a>	<a href="#">Grade 6 ELA/Literacy - 014PO</a>	● Waiting...	66	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 11 ELA/Literacy</a>	<a href="#">Grade 11 ELA/Literacy - 014PO</a>	● Waiting...	44	Oct 13, 2014 10:19 AM
<input type="checkbox"/> <a href="#">Grade 10 ELA/Literacy</a>	<a href="#">Grade 10 ELA/Literacy - 014PO</a>	● Waiting...	53	Oct 13, 2014 10:19 AM



# Proctor Caching Diagnostics



- Select the *Tests* tab for information about test content and caching status.
- Select the *Clients* tab to monitor client connectivity.



# Tests Tab

- Content is displayed at the Test and Form level.
- Functionality is available to purge selected test content. Purging is not required when re-caching test content.
- When clicking **Purge** a password will be required.
- Do not use **Reload** or **Refresh**, these actions do not function on PARCC Content.
- Clicking on a test name will display individual items in a test, which are encrypted.

TESTNAV ProctorCache Tests Clients Help

Tests Refresh Reload Purge Search Clear

TEST	FORM	STATUS	ENTRIES	CACHE DATE
Geometry	Geometry - 01480	OK	117	Sep 12, 2014 11:01 AM
Grade 8 Mathematics	Grade 8 Mathematics - 01480	OK	106	Sep 12, 2014 11:01 AM
Grade 7 Mathematics	Grade 7 Mathematics - 01480	OK	116	Sep 12, 2014 11:01 AM
Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 01480	OK	88	Sep 12, 2014 11:01 AM
Grade 5 ELA/Literacy	Grade 5 ELA/Literacy - 01480	OK	82	Sep 12, 2014 11:01 AM
Grade 5 ELA/Literacy	Grade 5 ELA/Literacy - 01480	OK	83	Sep 15, 2014 11:57 AM
Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - OLT Reading A	OK	6	Sep 12, 2014 11:01 AM
Grade 4 ELA/Literacy	Grade 4 ELA/Literacy - 01480	OK	64	Sep 15, 2014 11:57 AM
Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 01480	OK	46	Sep 15, 2014 11:57 AM
Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 01480	OK	44	Sep 15, 2014 11:57 AM
Grade 8 ELA/Literacy	Grade 8 ELA/Literacy - 01480	OK	60	Sep 15, 2014 11:57 AM
Grade 7 ELA/Literacy	Grade 7 ELA/Literacy - 01480	OK	64	Sep 15, 2014 11:57 AM
Grade 6 ELA/Literacy	Grade 6 ELA/Literacy - 01480	OK	66	Sep 15, 2014 11:57 AM
Grade 8 ELA/Literacy	Grade 8 ELA/Literacy - 01480	OK	68	Sep 12, 2014 11:01 AM
Grade 11 ELA/Literacy	Grade 11 ELA/Literacy - 01480	OK	44	Sep 15, 2014 11:57 AM
Grade 10 ELA/Literacy	Grade 10 ELA/Literacy - 01480	OK	53	Sep 15, 2014 11:57 AM
was not preloaded	was not preloaded	OK	230	

1/1 50 Per Page

TestNAV ProctorCache 2014 1.13, Build Date: 09/10/2014 11:41  
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TESTNAV ProctorCache Tests Clients Help

ALL TESTS

Test Details Reload Purge URL Search Clear

Test: Grade 8 Mathematics  
Form: Grade 8 Mathematics - 01480  
Entries: 106  
Cache Date: Sep 12, 2014 11:01 AM  
Base:

URL	STATUS	CONTENT LENGTH
http://rat-parcc.testnav.com/api/B.0/Item/8119/Flavor/1	OK	4.5 KB
http://s3.amazonaws.com/tn8parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8132/PARCCGrade8MathReferenceSheet.svg	OK	10.8 KB
http://s3.amazonaws.com/tn8parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8132/PARCCGrade8MathReferenceSheet.svg	OK	480.8 KB
http://s3.amazonaws.com/tn8parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8135/1230_1.svg	OK	163.5 KB
http://s3.amazonaws.com/tn8parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8148/PARCCGrade8MathReferenceSheet.svg	OK	480.8 KB



## Tests Tab – Status



**OK** – Content is cached

**Not Loaded** – Content is not cached.

**Waiting...** – Loading the content

**Loading...** – Loading the content

**Failed to load content** – There was a failure to load content.

**MD5 Check Invalid** – MD5 comparison failed.

**MD5 Mismatch** – MD5 comparison was successful but files did not match.

In general, any **status in red** is a critical problem.





# Clients Tab

TESTNAV ProctorCache

Tests Clients Help

Clients   Computer Name

<input type="checkbox"/>	COMPUTER NAME	STATUS	IP ADDRESS	PLATFORM	TEST	FORM	ACTIVITY
<input type="checkbox"/>	<a href="#">10.25.97.83</a>	● Idle	10.25.97.83				9:50 AM
<input type="checkbox"/>	<a href="#">10.25.99.66</a>	● OK	10.25.99.66				9:57 AM



<< 1/1 >> 50 Per Page

TestNav ProctorCache 2014.1.13, Build Date: 09.10.2014 11:41  
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- Clients that have connected to TestNav are listed by IP address.
- Clicking on a computer name will display the *Client Details* screen, which displays information regarding a particular computer connecting to Proctor Caching.



## Clients List Tab – Status

-  **Ok** – Client is active
-  **Idle** – 5 to 30 minutes since client was active
- Long Idle** – 30 minutes to 12 hours since client was active

Clients are removed after 12 hours of inactivity.



## Settings Tab – Change Password

- While logged into the Proctor Caching machine use the url:  
<http://localhost:4480/>
- The Settings Tab will be available to change the password used to Purge the test content

The screenshot shows the TestNav ProctorCache web interface. The top navigation bar includes the TestNav logo, the text 'ProctorCache', and tabs for 'Tests', 'Clients', 'Settings' (which is active), and 'Help'. Below the navigation bar, the 'Settings' section is displayed. A dark header bar reads 'CHANGE PASSWORD:'. Below this, there are three input fields: 'Type old password:', 'Type new password:', and 'Re-type new password:'. A 'Submit' button is located below the input fields. At the bottom right of the page, there is a small copyright notice: 'TestNav ProctorCache 2015.1.21, Build Date: 12.04.2015 13:32 Copyright © 1998-2015 Pearson Education, Inc. or its affiliate(s). All rights reserved.'



# Questions & Answers



## Part II

# Before Testing – Test Coordinator Preparation



## Part II: Before Testing – Test Coordinator Preparation

- Resources
- What's new this year?
- PearsonAccess<sup>next</sup>
  - Navigating PearsonAccessnext
  - Student Registration/Personal Needs Profile (SR/PNP)
  - Create Sessions
  - Updating Cache
  - Print Student Testing Tickets
  - Prepare Session
  - Start Session
  - Operational Reports
  - Students Who Move Between Organizations
- Student Readiness
- Infrastructure Trial
  - Where To Start? Who Should Be Involved?
  - Create Sample Students
  - Infrastructure Trial Checklist



## Resources – Manuals for Test Coordinators

- Technology Information on [Avocet](#)
  - PARCC Infrastructure Trial Guide
  - PearsonAccess<sup>next</sup> Online User Guide
  - Hardware and Software Guidelines
  - TestNav 8 Expected Behaviors document
- Manuals Available at <http://parcc.pearson.com/manuals-training/>
  - TC and TA computer-based and paper-based manuals
  - Accessibility Features and Accommodations (AFA) manual
- Additional Resources:
  - [Assessment Capacity Planning Tool](#)
    - Helps schools determine how many students can be tested with the devices and space available.



## Resources – Training Modules for Test Coordinators

- <https://parcc.tms.pearson.com/>
  - Accessibility Features & Accommodations
  - PearsonAccess<sup>next</sup> Trainings (18 Task-Based Modules)
  - Infrastructure Trial
  - Student Readiness Resources
  - Technology Readiness for Schools and Districts
  - TA and TC Computer-based and Paper-based Training Modules
  - SR/PNP Training Module





## What's New This Year?

- ELA Field Test will be a separate 4<sup>th</sup> Unit
- Test Sessions must be ***Prepared***
- “Show All” no longer needs to be used when at the school level
- Ability to print Student Testing Tickets for selected students
- Precaching Test Content can be done in all browsers, without Java

Overall, product changes for PearsonAccess<sup>next</sup> and TestNav8 were minimal, and can be referenced in the [PARCC Technology Crosswalk](#).



- **Navigating PearsonAccess<sup>next</sup>**
- **Student Registration/Personal Needs Profile (SR/PNP)**
- Create Sessions
- Print Student Testing Tickets
- Start Session
- Operational Reports
- Students Who Move Between Organizations



# Student Registration and Personal Needs Profile

SR/PNP data is combined into one file that is used to register students for the PARCC assessments and to customize the assessment to the student's unique accessibility and accommodations requirements.

Note: The SR/PNP can be used before testing, during testing, and after testing.



# Student Registration - Methods of Data Input

Data for all students must be loaded into PearsonAccess<sup>next</sup> through either a SR/PNP file upload or the user interface.

- **File Upload**

- Create/export and import a .csv file with all Student Registration and PNP information.
- This process is more commonly used when creating or editing a large number of students.

- **User Interface**

- Complete the necessary tasks within PearsonAccess<sup>next</sup> to register the students, assign them tests, and define their PNP requirements.

Both methods use PearsonAccess<sup>next</sup> to update the same student data fields; they require understanding of the Field Definitions and File Layout documents. More details on this information can be found by selecting **Documentation** under the **Support** heading in PearsonAccess<sup>next</sup>.



## Demonstration: PearsonAccess<sup>next</sup>

- Navigating PearsonAccess<sup>next</sup>
- Student Registration/Personal Needs Profile (SR/PNP)
  - File Import
  - User Interface



# PearsonAccess<sup>next</sup>

The screenshot shows a web browser window with the address bar displaying "pearsonaccessnext.com". The page content includes the PearsonAccess<sup>Next</sup> logo, a main heading "Everything Starts Here.", a welcome message, and a "Select Your Program" dropdown menu. A photograph of students and a teacher at a computer workstation is positioned to the right of the text. At the bottom, there is a copyright notice and the Pearson logo.

← → ↻ 🏠 📄 pearsonaccessnext.com ☆ ☰


PearsonAccess<sup>Next</sup>

## Everything Starts Here.

Welcome to PearsonAccess<sup>Next</sup>, your online assessment management system for online and paper testing.

To get started, select your program and then sign in.

Select Your Program ▾



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**PEARSON**



# PearsonAccess<sup>next</sup> — Login


PearsonAccess<sup>next</sup>

Home Support



**Partnership for Assessment of  
Readiness for College and Careers**

★ Program Information



**PARCC Assessment Program**

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students
- Creates high-quality assessments that measure the full range of the Common Core State Standards
- Supports educators in the classroom
- Makes better use of technology in assessments, and advances accountability at all levels

**Features**

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.

➔ Sign In

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

☎ Contact Us

**PARCC Customer Support**  
1-888-493-9888

Monday - Friday  
5:30 am - 6:30 pm (CT)

**PARCC E-mail**

Email for PBA and EOY  
[parcc@support.pearson.com](mailto:parcc@support.pearson.com)

🔗 Related Links

PearsonAccess<sup>next</sup> Training  
Site: <http://img.pearsonaccessnext.com>  
PARCC/Pearson Portal: <http://parcc.pearson.com>  
Practice Tests: <http://parcc.pearson.com/practice-tests/>  
PARCC: <http://parcconline.org>

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ALWAYS LEARNING PEARSON



# PearsonAccess<sup>next</sup> — Home Page

The screenshot shows the PearsonAccess<sup>next</sup> Home Page. At the top, there is a navigation bar with the PearsonAccess<sup>next</sup> logo, a breadcrumb trail (PARCC > 2015 - 2016 > 2016 Spring PARCC), and a dropdown menu for 'TRAINING MODULE DISTRICT (ZZ-998877)'. Below this is a secondary navigation bar with icons and labels for Home, Setup, Testing, Reports, and Support. The main content area features three large blue buttons: 'SETUP' with a gear icon, 'TESTING' with a checkmark icon, and 'REPORTS' with a clipboard icon. Each button has a 'Select an action' dropdown menu below it. Below the buttons are two sidebars. The left sidebar, titled 'Helpful Information', contains a welcome message, a link to <http://parcc.pearson.com>, and a list of tasks for the Setup section. The right sidebar, titled 'Contact Us', provides contact information for PARCC Customer Support, including a phone number, hours of operation, and an email address.

**Navigation Bar:** PearsonAccess<sup>next</sup> | PARCC > 2015 - 2016 > 2016 Spring PARCC | TRAINING MODULE DISTRICT (ZZ-998877)

**Secondary Navigation:** Home | Setup | Testing | Reports | Support

**Main Content Area:**

- SETUP** (Gear icon) | Select an action
- TESTING** (Checkmark icon) | Select an action
- REPORTS** (Clipboard icon) | Select an action

**Helpful Information:**

Welcome to PearsonAccess<sup>next</sup>. To access training modules on how to use PearsonAccess<sup>next</sup>, please visit <http://parcc.pearson.com>

Hover over specific tasks in the action drop down menus to learn more about their function.

Go to **Setup** tasks to:

- Import or export data files
- Manage organizations, participation, and enrollment
- Manage user accounts (excluding your own)
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an additional order

**Contact Us:**

**PARCC Customer Support**  
1-888-493-9888  
Monday - Friday  
5:30 am - 6:30 pm (CT)

**PARCC E-mail**  
[parcc@support.pearson.com](mailto:parcc@support.pearson.com)

**PARCC Chat**  
[Click here for Live Chat](#)





# PearsonAccess<sup>next</sup> — Home Page

**PearsonAccess<sup>next</sup>** PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE DISTRICT (ZZ-998877)

Home Setup Testing Reports Support

**SETUP** **TESTING** **REPORTS**

Select an action Select an action Select an action

- Import / Export Data
- Students
- Classes
- Organizations
- Users
- Feature Dates
- Orders & Shipment Tracking
- TestNav Configurations
- Remote Test Settings
- Precache By Test
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an additional order

**Contact Us**

**PARCC Customer Support**  
1-888-493-9888  
Monday - Friday  
5:30 am - 6:30 pm (CT)

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**PARCC Chat**  
[Click here for Live Chat](#)



# Import SR/PNP File

PearsonAccess<sup>next</sup> PARCC > 2016 - 2017 > 2016 Fall Block PARCC - PARCC (paroc)

Home Setup Testing Reports Support

## Support

Categories [All Clear](#)

- Training
- Templates
- Manuals and Documents
- Communications

File Type [All Clear](#)

- Archive
- Excel
- Web Page
- Other
- PDF
- PowerPoint
- Word

- Organization File Field Definition**  
 Organization File Field Definition  
Aug 9, 2016
- PARCC Fall 2016 Organization Participation File Field Definitions**  
 PARCC Fall 2016 Organization Participation File Field Definitions  
Aug 9, 2016
- PARCC Fall 2016 Organization Participation File Template**  
 PARCC Fall 2016 Organization Participation File Template  
Sep 14, 2016
- PARCC Fall 2016 Student Registration PNP Field Definitions**  
 PARCC Fall 2016 Student Registration PNP Field Definitions  
Oct 14, 2016
- PARCC Fall 2016 Student Registration PNP Template**  
 PARCC Fall 2016 Student Registration PNP Template  
Sep 14, 2016
- PARCC Spring 2017 Organization Participation File Field Definitions**  
 PARCC Spring 2017 Organization Participation File Field Definitions  
Oct 14, 2016
- PARCC Spring 2017 Organization Participation File Template**  
 PARCC Spring 2017 Organization Participation File Template  
Nov 1, 2016
- PARCC Spring 2017 Student Registration PNP Field Definitions**  
 PARCC Spring 2017 Student Registration PNP Field Definitions

**Top Resources**

- [User Role Matrix](#)
- [User File Field Definitions](#)
- [PearsonAccess Next Online User Guide](#)
- [Download TestNav and Proctor Caching Software](#)
- [Organization File Field Definition](#)
- [PARCC Fall 2016 Organization Participation File Field Definitions](#)
- [PARCC Fall 2016 Organization Participation File Template](#)
- [PARCC Fall 2016 Student Registration PNP Field Definitions](#)
- [PARCC Fall 2016 Student Registration PNP Template](#)
- [PARCC Spring 2017 Organization Participation File Field Definitions](#)
- [PARCC Spring 2017 Organization Participation File Template](#)
- [PARCC Spring 2017 Student Registration PNP Field Definitions](#)

**Contact Us**

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Monday - Friday  
5:30 am - 6:30 pm (CT)

**PARCC E-mail**  
[paroc@support.pearson.com](mailto:paroc@support.pearson.com)

**PARCC Chat**  
[Click here for Live Chat](#)  
Available during hours listed above

**Links**



# PearsonAccess<sup>next</sup> — Importing and Exporting a System File

The screenshot shows the PearsonAccess<sup>next</sup> interface for 'Tasks for Importing and Exporting'. The breadcrumb trail is 'PARCC > 2015 - 2016 > 2016 Spring PARCC' and the user is 'TRAINING MODULE DISTRICT (ZZ-998877)'. The main heading is 'Tasks for Importing and Exporting' with buttons for '+ Add Task', '< Previous Task', 'Next Task >', and 'Exit Tasks x'. Below this is a sub-heading 'Import / Export Data'. A 'Type\*' dropdown menu is open, displaying the following options: Organization Export, Organization Import, Organization Participation Export, Organization Participation Import, PARCC Summative Update File Processing, Student Registration Delete, Student Registration Export, Student Registration Import, Student Test Update Export, and Student Test Update Import. At the bottom, there are links for 'Privacy Policy | Terms of Use', a copyright notice 'Copyright © 1998-2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.', and the Pearson logo with the tagline 'ALWAYS LEARNING'.



# PearsonAccess<sup>next</sup> — User Interface

The screenshot displays the PearsonAccess<sup>next</sup> user interface. At the top, the breadcrumb navigation shows 'PARCC > 2015 - 2016 > 2016 Spring PARCC' and the user is identified as 'TRAINING MODULE DISTRICT (ZZ-998877)'. The main navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The current page is titled 'Students'.

On the left, there is a 'Tasks' sidebar with a '0 Selected' indicator. A dropdown menu is open, listing the following tasks:

- Create / Edit Students
- Registration
  - Enroll Students
  - Register Students
  - Manage Student Tests
  - Manage Classes
- Students - Move Test
- Delete Students

Below the tasks list are three input fields for filtering: 'Starts with' (for general), 'Local Student Identifier', and 'PARCC Student Identifier'.

The main content area shows a 'Students' section with '0 Selected' and a 'Clear' link. A 'Manage' dropdown is visible. Below this is a search bar with a 'Q Search' button. The results area shows 'No Results' and a 'Displaying 25' dropdown. A table header is visible with columns: 'State Student Identifier\*', 'Local Student Identifier', 'Last or Surname\*', 'First Name\*', 'Birthdate\*', and 'Sex\*'. A message below the table reads: 'Search or select a filter to view results.'



# Managing Classes/Student Groups

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE DISTRICT (ZZ-998877)

Home Setup Testing Reports Support

## Classes

**Tasks** 0 Selected **Classes** 0 Selected [Clear](#)

Select Tasks [Start](#) Manage

- Create / Edit Classes
- Add / Remove Student Tests in Groups
- Delete Classes

Class Name starts with [Search](#)

**Filters** [Clear](#) [Hide](#) No Results **Displaying** 25 [Manage Columns](#)

**Organizations**  
Select one or more

<input type="checkbox"/>	Name	Organization	# of Student Tests
Search or select a filter to view results.			



# Create a New Student

The screenshot displays the PearsonAccessnext interface. At the top, the breadcrumb navigation shows 'PARCC > 2015 - 2016 > 2016 Spring PARCC' and the user is logged in as 'TRAINING MODULE DISTRICT (ZZ-998877)'. The main navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The 'Students' section is active, showing a 'Tasks' menu with 5 selected items: 'Create / Edit Students', 'Registration', 'Enroll Students', 'Register Students', and 'Manage Student Tests'. Other tasks like 'Manage Classes', 'Students - Move Test', and 'Delete Students' are also visible. Below the menu, there are input fields for 'Starts with' under 'Local Student Identifier' and 'PARCC Student Identifier'. A search bar is present with a 'Search' button. The main content area shows 'No Results' and a table with columns: 'State Student Identifier\*', 'Local Student Identifier', 'Last or Surname\*', 'First Name\*', 'Birthdate\*', and 'Sex\*'. A message below the table says 'Search or select a filter to view results.'



# Create/Edit Students

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE DISTRICT (ZZ-998877)

Tasks for Students

Create / Edit Students Enroll Students Register Students Manage Student Tests Manage Classes

STUDENTS (0)

DETAILS **New Student**

Organization\*  
x TRAINING RTW SCHOOL (ZZ-998877-6611)

State Student Identifier\*  Local Student Identifier

Last or Surname\*  First Name\*

Birthdate\*  Middle Name

Sex\*  State Field 1

PARCC Student Identifier

Note: Creating student does not register student.

\* Required



# Enroll Students

PearsonAccess<sup>next</sup>

PARCC > 2015 - 2016 > 2016 Spring PARCC

TRAINING MODULE DISTRICT (ZZ-998877)



## Tasks for Students

+ Add Task

< Previous Task

Next Task >

Exit Tasks ✕

Create / Edit Students

**Enroll Students**

Register Students

Manage Student Tests

Manage Classes

### Organizations

✕ TRAINING RTW SCHOOL (ZZ-998877-6611)

### Enroll Students

Save

Reset

Student

TRAINING RTW SCHOOL (ZZ-998877-6611)

STUDENT 1 EXAMPLE ⓘ



\* Required

Save

Reset





# Register Students

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE DISTRICT (ZZ-998877)

Tasks for Students + Add Task < Previous Task Next Task > Exit Tasks ×

Create / Edit Students Enroll Students Register Students Manage Student Tests Manage Classes

STUDENTS (1) 2016 SPRING PARCC

EXAMPLE, STUDENT 1 (21325235) EXAMPLE, STUDENT 1 (21325235) Save Reset

Registered Show Student Details

Grade Level When Assessed\*  Responsible School Code\*  Ship Report District Code

Ship Report School Code

**Ethnicity**

Hispanic or Latino Ethnicity

**Race - At least one of the following fields must be selected:**

Asian  American Indian or Alaska Native

Black or African American  Native Hawaiian or Other Pacific Islander

White  Two or More Races

**Student Status**

English Learner (EL)  Title III Limited English Proficient Participation Status

New Jersey does not use these fields



# Manage Student Tests

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE DISTRICT (ZZ-998877)

Tasks for Students ➕ Add Task ◀ Previous Task Next Task ▶ Exit Tasks ✕

Create / Edit Students Enroll Students Register Students **Manage Student Tests** Manage Classes

**Test Filter**  
Add  Filter by Test Status  
 Complete  Assigned Apply

**STUDENT TESTS (0)**  
➕ Create Student Tests

**TEST DETAILS**  
New Student Test Create Reset

**Student\***  **Test\***  ✕

**Organization\***  ✕ **Class Name ⓘ**

**Student Test UUID ⓘ**  **Test Administrator ⓘ**   Not Tested Code

**Test Format\***  ✕ **Staff Member Identifier ⓘ**  **Not Tested Reason ⓘ**

**Retest\* ⓘ**

Frequent Breaks ⓘ  Specialized Equipment or Furniture ⓘ

Generate/Alternate Location ⓘ  Designated Area or Setting ⓘ



# Delete Students

The screenshot shows the PearsonAccessnext interface. At the top, the breadcrumb navigation reads "PARCC > 2015 - 2016 > 2016 Spring PARCC" and the district is "TRAINING MODULE DISTRICT (ZZ-998877)". The main navigation includes Home, Setup, Testing, Reports, and Support. The "Students" section is active, showing a "Tasks" menu with "1 Selected" and a "Students" menu with "1 Selected" and a "Clear" button. The "Tasks" menu is open, and the "Delete Students" option is selected and highlighted with a red box. Other options in the menu include "Create / Edit Students", "Registration", "Enroll Students", "Register Students", "Manage Student Tests", "Manage Classes", and "Students - Move Test". Below the menu, there are search filters for "2016 Spring PARCC", a search button, and a table with columns: "State Student Identifier\*", "Local Student Identifier", "Last or Surname\*", "First Name\*", "Birthdate\*", and "Sex\*". The table currently displays "No Results" and a message "Search or select a filter to view results."



## PearsonAccess<sup>next</sup>

- Navigating PearsonAccessnext
- Student Registration/Personal Needs Profile (SR/PNP)
- **Create Sessions**
- **Print Student Testing Tickets**
- **Start Sessions**
- Operational Reports
- Students Who Move Between Organizations



# Online Testing Management

## Important Notes for Online Testing Management:

- **Human Reader or Human Signer:** Students with this accommodation will need to be grouped in a separate session and the session will have the “Proctor Reads Aloud” option checked.
- **Text To Speech:** Students with this accessibility feature can be in sessions with other students. You can test these students in the same room if headphones are used.



## Demonstration: PearsonAccess<sup>next</sup>

- Create Sessions
  - Adding Students
- Print Student Testing Tickets
- Start Sessions



# Create a Session

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE DISTRICT (ZZ-998877)

Tasks for Sessions

Create / Edit Sessions

**SESSIONS (1)**

- Create Session
- MRS. ROGERS ELA GRADE 5

**DETAILS**

### New Session

**Session Name\***  
ELA-5-SMITH--301B-A.M.

**Organization\***  
TRAINING RTW SCHO...

**Test & Form**

**Test Assigned\***  
Grade 5 ELA/Literacy

Proctor Reads Aloud

**Form Group Type\***  
Main

**Scheduling**

**Scheduled Start Date\***  
2016-02-16

**Scheduled Start Time**  
01:00 AM CST

**Lab Location**

**Session Users**

**Precaching Computer\***  
Middle School Main

A pre-caching computer is required when there is one or more available.



# Create a Session

**SESSIONS (1)**

- Create Session
- MRS. ROGERS ELA GRADE 5

**DETAILS**

## New Session

Create Reset

**Session Name\***  
ELA-5-SMITH--301B-A.M.

**Organization\***  
TRAINING RTW SCHO... x v

**Test & Form**

**Test Assigned\***  
Grade 5 ELA/Literacy x v

Proctor Reads Aloud

**Form Group Type\***  
Main x v

**Scheduling**

**Scheduled Start Date\***  
2016-02-16

**Scheduled Start Time**  
01:00 AM CST

**Lab Location**  
[Empty Field]

**Session Users**  
[Empty Field]

**Precaching Computer\***  
Middle School Main x v

A pre-caching computer is required when there is one or more available.

Find by Class in TRAINING RTW SCHOOL (ZZ-998877-6611) v

x ROGERS

\* Required

**NJ Naming Convention:**  
ContentArea-Grade-TestAdminLastName-RoomNumber-AMorPM-ExtendedTime-IEP-504-ELAccommodation

Use Custom TestNav Settings





# Add Students to Sessions

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE DISTRICT (ZZ-998877)

Tasks for Students in Sessions ➕ Add Task ◀ Previous Task Next Task ▶ Exit Tasks ✕

Add Students to Sessions

### Add Students to Sessions Add Reset

Session: ELA-5-SMITH-301B-A.M. (Grade 5 E) Find available students within TRAINING MODULE DISTRICT ▾

Last or Surname starts with  🔍 Search ▾

6 available student(s) found

<input type="checkbox"/>	Student	Organization	Class
<input checked="" type="checkbox"/>	EXAMPLE, DANNY (12121205) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, JENNIFER (12121203) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, MATT (12121204) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, SARAH (12121201) ⓘ	TRAINING MODULE SCHOOL (ZZ-998877-6655)	MRS. JOHNSON
<input checked="" type="checkbox"/>	EXAMPLE, STUDENT 1 (21325235) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	
<input type="checkbox"/>	EXAMPLE, TOM (12121202) ⓘ	TRAINING MODULE SCHOOL (ZZ-998877-6655)	MRS. JOHNSON

« 1 »

\* Required Add Reset



# Print Student Authorization Tickets

Student test tickets contain the log in and TestNav URL that students need in order to access their assigned tests.

The screenshot displays the PearsonAccessNext interface. At the top, there is a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below this is a blue header for 'Students in Sessions' with a 'Go to Sessions' link. The main content area is divided into two panels. The left panel, 'Session List', shows a session named 'CAT TEST CASE 2'. The right panel, 'CAT TEST CASE 2', shows a list of units: 'Gr6Math - Unit 1', 'Gr6Math - Unit 2', and 'Gr6Math - Unit 3'. A red box highlights a dropdown menu that is open, showing options: 'Seal Codes', 'Scheduled Sessions', 'Session Student Roster', 'STUDENT TESTING TICKETS', 'Print all for this session', and 'Print selected for this session'. The 'Print all for this session' option is highlighted in blue. At the bottom, there is a search bar with the text 'Find Students in the selected session(s) above' and a 'Search' button.



## Prepare Sessions

- **This step can be completed 1 school day prior to starting a test session**
  - Allows for the starting of multiple test sessions at one time.
  - Removes the 250 student limit for test sessions.
  - Can only be done by users with LEA or STC roles (Test Coordinators).
- **This step will assign forms to each student in the test session**
  - **Prior** to completing this step, ensure that students are assigned to the appropriate accommodations.
  - If accommodations are not indicated prior to this step, the student will need to be removed from the test session, PNP updated, and then added back to the test session.
- **Once this step is completed, and the window is open, the test session can be started.**



# Prepare Sessions

PearsonAccess<sup>next</sup> PARCC > 2016 - 2017 > 2017 Spring PARCC NEW JERSEY (NJ)

Home Setup Testing Reports Support

## Students in Sessions [Go to Sessions »](#)

**Tasks** 0 Selected

**Students in Sessions** 0 Selected [Clear](#)

### Session List

- Combined View
- ALG01\_GENERAL
- CAT TEST CASE 2
- ELA04\_GENERAL
- ELA07\_GENERAL

14 Sessions | [Clear](#)

### ELA10\_GENERAL

Ignore Schedule [Resources](#) [Details](#) [Edit](#)

Not Prepared

**Find Students** [In the selected session\(s\) above](#)



## Accommodation Indicators

A marker appears next to the Student ID on the Students in Session screen if an accommodation was identified for a student record on the Manage Student Test Screen or through an SR/PNP import.

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology— Screen Reader
Non- SR	Assistive Technology— Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

These forms are independent forms and cannot be combined.



# Start Sessions

A session must be started and a unit must be unlocked before students can log in and take their tests.

This can be done at any time before testing once the New Jersey testing window is open and the session has been prepared.

The screenshot shows the 'Start Sessions' interface. At the top, there is a 'Session List' section with an 'Add' button and a list of sessions. One session, 'SAMPLE SESSION', is selected. To the right of this session, there are buttons for 'Start', 'Download Resources', 'Update Cache', and 'Refresh'. A red arrow points to the 'Start' button. Below the session list, there is a 'Find Students' section with a search bar and a 'Search' button. On the left side, there are 'Filters' for Organization, State Student Identifier, Local Student Identifier, UIN, and Class. The main area displays a table of 10 results, showing student information and session status.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/> 0625946234	STUDENT	NEW		4954931540	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
<input type="checkbox"/> 5009291556	STUDENT	NEW		1854396273	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
<input type="checkbox"/> 0632536481	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
<input type="checkbox"/> 9355773862	STUDENT	NEW		0412887855	● SAMPLE SESSION	Ready	Ready	Ready	

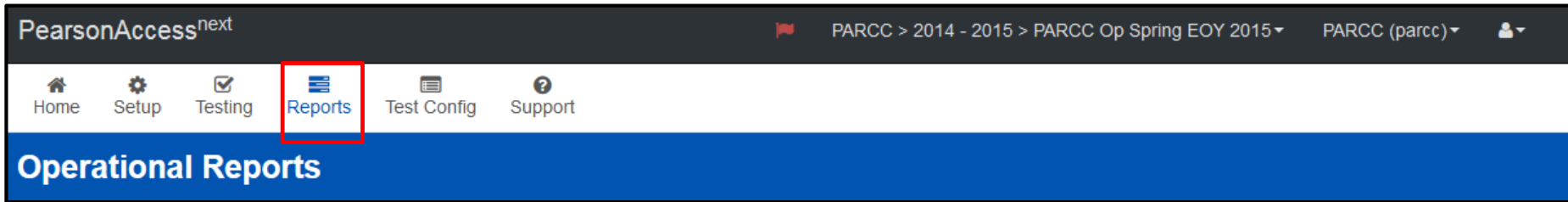


# PearsonAccess<sup>next</sup>

- Navigating PearsonAccessnext
- Student Registration/Personal Needs Profile (SR/PNP)
- Create Sessions
- Print Student Testing Tickets
- Start Sessions
- **Operational Reports**
- **Students Who Move Between Organizations**



# Operational Reports



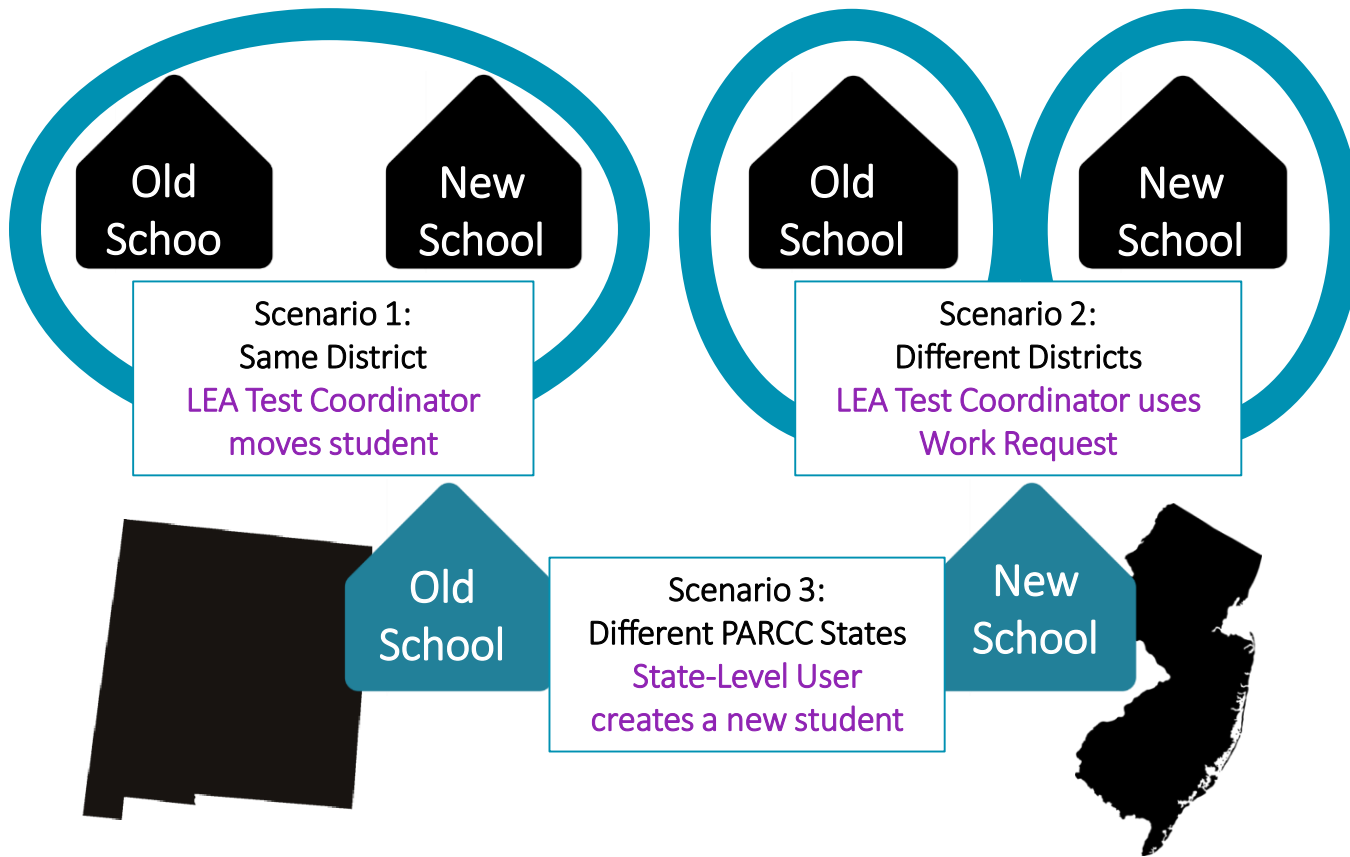
Operational Reports can be found by going to **Reports** and then selecting **Operational Reports**. Reports that are useful for pre-administration activities:

- Student Counts: Display the number of enrolled and registered students
- Session Counts: The number of sessions for organizations doing online testing
- PNP/Accommodations for Student tests: List of students and tests for specific accommodations
- Sessions Roster: List all of the students for all sessions
- Students with ELA but no Math
- Students with Online Test but not assigned to a session
- **Students where Responsible District/School is different from Testing District/School**





# Students Who Transfer Between Organizations

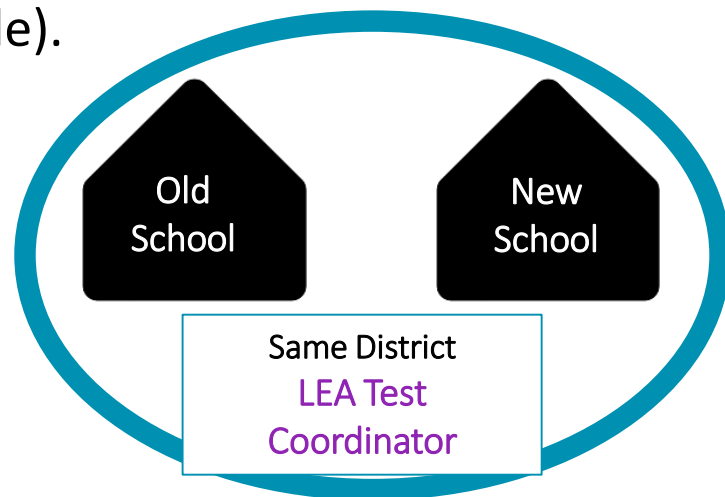




# Students Who Move Between Schools Within a District

Use the User Interface to move the student between schools.

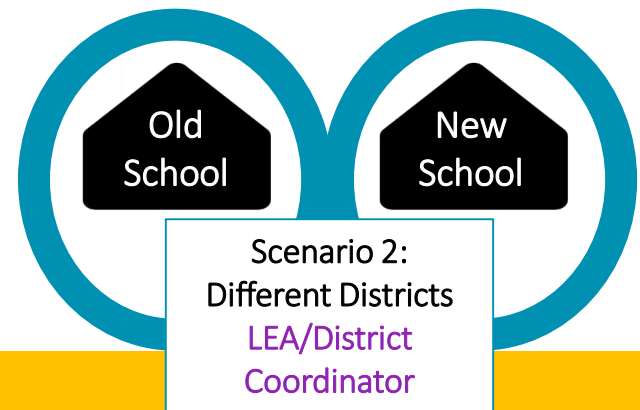
1. Remove the student from his/her assigned Test Session (for online testing, if applicable).
2. Change Student Organization in Create/Edit Students.
3. Change Student Organization in Manage Student Tests.
4. Add the moved student to a test session.





# Student Work Request - Transfer Process

- District B completes a work request within PearsonAccess<sup>next</sup>
- District A approves the work request
  - The online tests assigned to the student are automatically transferred to District B
    - If a student was in a session, the tests are placed in a “Transferred [Subject - Grade]” test session.
    - The tests **must be moved** into another test session, transferred sessions cannot be prepared.
  - The Responsible School Code on the Register Students tab will need to be updated.
  - For paper-based testing students, complete the work request process to transfer the student record and follow the ***New Jersey District-to-District Chain of Custody form for Transferred Paper-based Testing Materials.***





## Work Requests – Releasing District

- Check email and PearsonAccess<sup>next</sup> periodically.
- Look for the red bell at the top of the PearsonAccess<sup>next</sup> home screen.
  - Click on the bell to go to the pending requests for transfer
  - Verify that the student listed in the Work Request has moved from your district and
    - **Approve the transfer**
  - If the student has not moved from your district
    - **Reject the transfer**
      - You will have to provide reason (e.g., student has not moved)
      - The other district may have requested the wrong student
  - If there is an error in the school field upon opening the work request, decline the request (the student has already been removed from your district)



## Work Requests – Receiving District

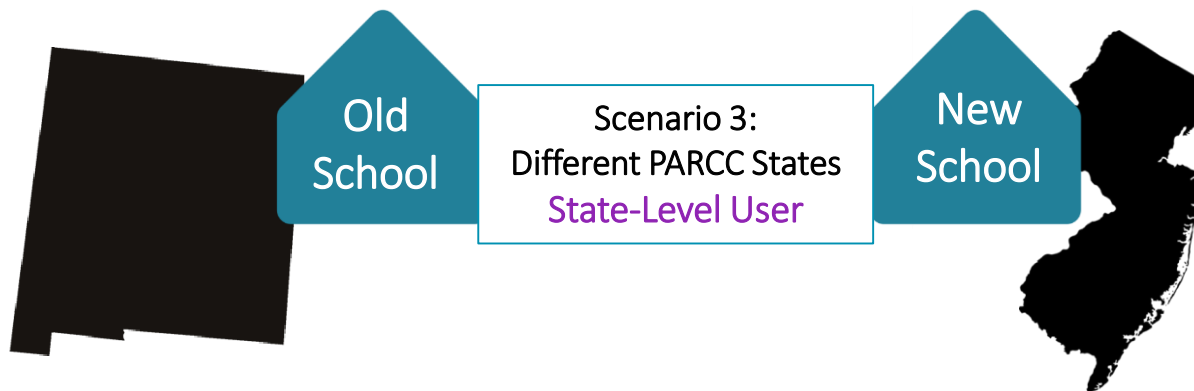
Review the student registration in all applicable administrations and update the responsible school and district

- Updates to a responsible school that is not within your district must be done via a file upload or by NJ DOE
- Updates to schools within your district can be done in the UI or via a file upload
- If the responsible school and district field **appears blank in the UI**, then the student has a responsible school outside of your district
- Use the Operational Report “Students Where Responsible District/School is different from Testing District/School”
  - If your district should be the responsible district, change this in the student’s registration either via the UI or through a SR/PNP file upload



## Students Who Move Between States

Contact the NJ Department of Education if you have a student who moves from another PARCC state into New Jersey during the Test Administration.





## Demonstration: PearsonAccess<sup>next</sup>

- Operational Reports
- Students Who Move Between Organizations



# Student Readiness

## Practice Tests:

Practice tests are available for all accessibility features and accommodations including TTS, ASL, Screen Reader, Closed Captioning, Large Print, and Braille at:

<http://parcc.pearson.com/practice-tests/>

## Tutorials:

Tutorials for TestNav 8, paper, online, and TTS, ASL and Closed Captioning with functionality guides are located at:

<http://parcc.pearson.com/tutorial/>





## New Drawing Interaction Items

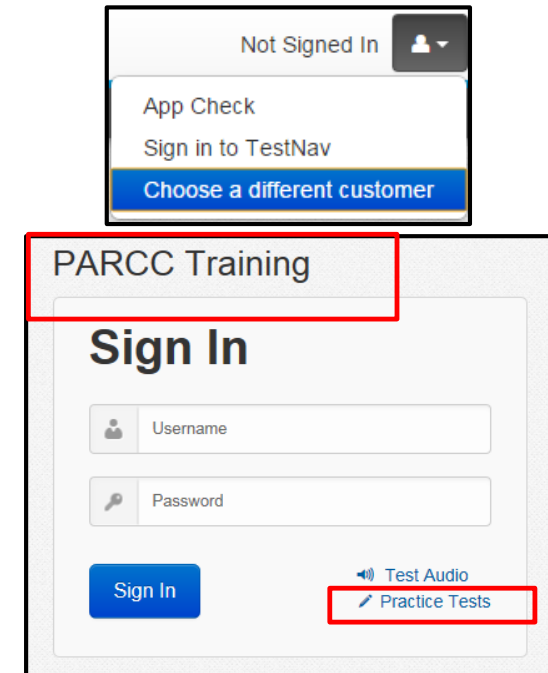
- Grade 3 Math had drawing interactions as field test items last year
  - Field tested items are now operational
- Grades 4-5 will have drawing interactions as field test items this year
- Students may practice with this item-type by going to questions 21-22 on the Grades 3-5 Math Tutorial
  - <https://parcc.pearson.com/tutorial/>



# Student Readiness

Non-secure Practice Tests and Tutorials are also available in the TestNav Apps. This applies to Chromebooks, iPads, Androids, and the TestNav Desktop App.

- Navigate to the App Home Screen and Choose “PARCC Training”.
  - If you’re already on a login screen click the User icon in the top right and select “Choose a different customer” to return to the App Home Screen.
- Click the Practice Tests link to access Practice Tests and Tutorials.
- Note: The Practice Tests link is not available on the New Jersey login page.





# Infrastructure Trial Introduction/Purpose

## Dress Rehearsal

The purpose of an infrastructure trial is to confirm that:

- Testing devices are setup correctly
- Network will bear the full load
- Proctor Caching is working
- Participating staff know what to do for PARCC computer-based assessments
- Students are familiar with the computer-based tools and format



## Infrastructure Trial Preparation

Prior to the Infrastructure Trial there is a Technology Setup that needs to be completed by Technology Coordinators, and a set of tasks in PearsonAccess<sup>next</sup> that need to be completed by Test Coordinators. The duration of these setup tasks can vary from school to school.

The Infrastructure Trial should take approximately **60 minutes to administer**. Schools are encouraged to provide any feedback on the Infrastructure Trial to LEAs. LEAs should contact your State PARCC Test Lead with feedback and/or concerns regarding software or hardware issues.



# Infrastructure Trial – Who Should Be Involved?

You should involve all LEAs and school personnel responsible for participating in a computer-based assessment. It provides the opportunity to collectively evaluate the test environment and identify and resolve potential issues prior to the PARCC Test. For example, you would want to include:

- Test Coordinators
- Test Administrators
- LEA and school technology staff
- Student participation is recommended

## **District and/or School?**

It is up to districts and schools to decide if the Infrastructure Trial needs to be completed at the district level or at the school level.



## Infrastructure Trial - Where To Start

The Infrastructure Trial is conducted using the PearsonAccess<sup>next</sup> Training site at <http://parcc.pearson.com/pearsonaccess/>.

Verify that all staff members participating in the trial have received user IDs and passwords for the PearsonAccess<sup>next</sup> Training site. Also have staff members review the Manuals and Training Modules.

Refer to the [\*PARCC Infrastructure Trial Readiness Guide\*](#) for complete instructions.



# Technology Setup

## **Complete Technology Setup prior to Infrastructure Trial:**

- Configure the Network
- Proctor Caching
- Device Readiness
- TestNav and Proctor Caching Configurations



# PearsonAccess<sup>next</sup> Setup

Schools or Districts will need to complete the following in PearsonAccess<sup>next</sup> prior to the Infrastructure Trial:

- Create Sample Students
- Create Sessions
- Prepare Sessions
- Print Student Testing Tickets
- Student Readiness
  - Practice Tests
  - Student Tutorials





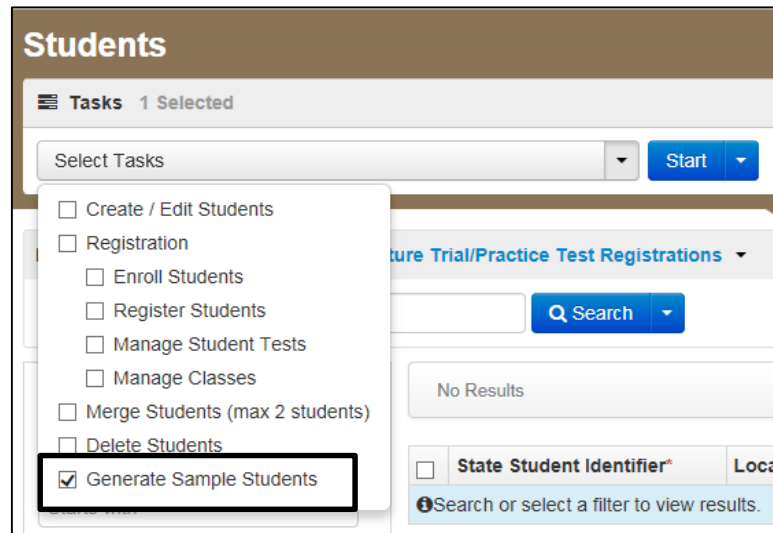
## Demonstration – Infrastructure Trial

- Create Sample Students
- Create Sessions
- PreCache Test Content By Session
- Prepare Sessions
- Print Student Testing Tickets



# Create Sample Students

- Log into the PearsonAccess<sup>next</sup> Training Site
- Choose the Administration
- Click **Setup** and select **Students**
- Select **Generate Sample Students** from the Tasks menu
- Click **Start** to continue





# Create Sample Students

- Complete the ***Generate Sample Students*** screen.
- Recommended: Add the Sample Students to a ***Class***.
- Click **Generate** to complete the process.

### Generate Sample Students

1 Generate Sample Students

**Generate Students**

Organization\*

[Create New Class](#)

Existing Class Name

Grade Level When Assessed\*

Test\*

Test Format\*

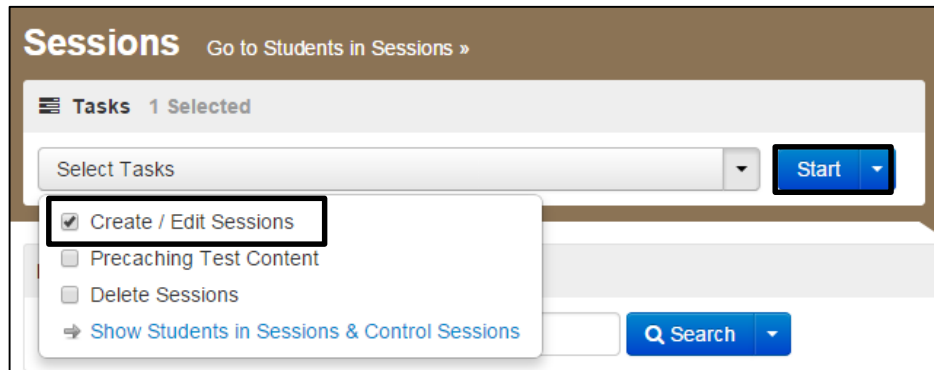
Number Of Students (1 to 99)\*

\* Required



## Create Sessions

- Go to the **Testing** tab and click **Sessions**.
- From the Select Tasks dropdown menu, select **Create/Edit Sessions**, and click **Start**.



A session includes all of the units for a subject and may be scheduled across one or more days. Sessions are scheduled by subject and the group of students testing that subject together (as set up in PearsonAccess<sup>next</sup> for computer-based testing).



# Create Sessions

- Complete Session Details

**Create/Edit Session** ◀ Previous Task Next Task ▶ Exit Tasks ✕

1 Create / Edit Sessions

**Sessions (0)**

[+ Create Session](#)

**Details**

**Session Name\***  
SESSION NAME

**Organization\***  
Add

**Test & Form**

**Test Assigned\***  
Test

Proctor Reads Aloud

**Form Group Type\***  
Add

[Use Custom TestNav Settings](#)

If one or more precaching computer configurations are available, this field is required.

**Precaching Computer\***  
Add

**Scheduling**

**Scheduled Start Date\***

**Scheduled Start Time**  
01:00 AM CDT

**Lab Location**

Find by Name or ID ▾  
**Students**  
Add students to session

\* Required

[Create](#) [Reset](#)



# Create Sessions

- Add Sample Students to a Session by Class

The screenshot shows a web interface for creating sessions. At the top, there is a dropdown menu with the text "Find by Class in PRACTICE SCHOOL (ZZ-111000-1234)". A red arrow points to this dropdown. Below the dropdown is a search input field containing the text "SAMPLECLASS". Below the search field is a blue bar with the text "PRACTICE SCHOOL (ZZ-111000-1234)". Below the blue bar is a red asterisk followed by the text "\* Required". At the bottom of the form are two buttons: "Create" and "Reset".



# Session Management – Prepare a Session

A session must be prepared before students can log in and take their tests. This can be done at any time the training site is available for Spring Infrastructure Trials.

The screenshot displays the PearsonAccessnext web application interface. At the top, the navigation bar includes the PearsonAccessnext logo, a breadcrumb trail (PARCC > 2016 - 2017 > 2017 Spring PARCC), and the user location (NEW JERSEY (NJ)). Below the navigation bar, a blue header bar contains the title "Students in Sessions" and a "Go to Sessions" link. The main content area is divided into several sections: 1. A "Tasks" section with a "0 Selected" indicator, a "Select Tasks" dropdown menu, and a "Start" button. 2. A "Students in Sessions" section with a "0 Selected" indicator and a "Clear" link, featuring a "Manage" dropdown menu. 3. A "Session List" section with an "Add a Session" button and a list containing one item: "SAMPLE STUDENT SESSION". 4. A "SAMPLE STUDENT SESSION" section with a "Not Prepared" radio button and a "Prepare Session" button, which is highlighted by a red arrow. Other options in this section include "Ignore Schedule", "Resources", "Details", and "Edit". 5. A "Find Students" section with a search input field and a "Search" button.



# Session Management – Start a Session

The screenshot displays the 'Session Management' interface. At the top, there is a 'Session List' section on the left with an 'Add' input field and a list containing 'SAMPLE SESSION'. To the right, a 'SAMPLE SESSION' is selected, and a 'Start' button is highlighted with a red arrow. Other buttons include 'Download Resources', 'Update Cache', and 'Refresh'. Below this is a 'Find Students' section with a search input and a 'Search' button. The main area shows a table of 10 results, with columns for 'State Student Identifier', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', and three 'Gr7ELA -Unit' columns. The table lists four rows of student data, each with a 'Ready' status in the unit columns.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/> 0625946234	STUDENT	NEW		4954931540	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
<input type="checkbox"/> 5009291556	STUDENT	NEW		1854396273	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
<input type="checkbox"/> 0632536481	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
<input type="checkbox"/> 9355773862	STUDENT	NEW		0412887855	● SAMPLE SESSION	Ready	Ready	Ready	





# Session Management – Download Resources

## Print Testing Tickets

The screenshot displays the Session Management interface. On the left, a 'Session List' panel shows one session: 'CAT TEST CASE 2'. The main area shows the details for 'CAT TEST CASE 2', which is 'In Progress'. It lists three units: 'Gr6Math - Unit 1', 'Gr6Math - Unit 2', and 'Gr6Math - Unit 3'. A red bar highlights the first unit. A dropdown menu is open over the 'Resources' button, showing options: 'Seal Codes', 'Scheduled Sessions', 'Session Student Roster', 'STUDENT TESTING TICKETS', 'Print all for this session', and 'Print selected for this session'. The 'Print selected for this session' option is highlighted. At the bottom, there is a 'Find Students' search bar with a 'Search' button.



# Infrastructure Trial

## Ready to Begin Your Infrastructure Trial?

- Technology Setup Complete
- Practice with [Student Tutorials](#) and the [Practice Tests](#).
- [PearsonAccess<sup>next</sup> Training Site](#) setup has been completed and student testing tickets have been printed.
- Reviewed [Infrastructure Trial Guide](#)





# Infrastructure Trial

## What to do during the Infrastructure Trial

- ❖ Prepare
- ❖ Conduct
- ❖ Closing & Lessons learned





# Questions & Answers



# Part III

## During Testing



## Part III: During Testing

- Session Management
  - Lock/Unlock Units
  - Monitor Testing
  - Change a Student's PNP
  - Make-Up Testing
  - Mark Tests Complete
  - Void and Not Tested
- Technical Troubleshooting
  - Common Error Codes
- TestNav Expected Behaviors



## Session Management

- Administrators will need to **lock** and **unlock** Units of the test for students to access units.
- Only 1 Unit of a student's test can be **unlocked** at a time in a session. That unit will need to be **locked** before unlocking the next unit. Examples of using this functionality are listed below.
  - Scenario 1: On day one of testing, the Test Administrator **unlocks** Unit 1 at the session level for all students. The students login to Unit 1 and complete their tests. Unit 1 must be **locked** before Unit 2 can be unlocked.
  - Scenario 2: When completing make-up testing the Test Administrator can **unlock** tests at the Student level rather than the Session level. This means each student in the room can be in different Units at the same time, but each student still only has access to a single unit of the test. **The compatibility of scripts, unit times, and accommodations must be considered when scheduling make-up sessions.**
- Students can only login to tests if they are in a Ready or Resumed status in PearsonAccess<sup>next</sup>



## Demonstration – Session Management

- Lock/Unlock Units
- Monitor Testing
- Resume Students





# Session Management – Lock/Unlock

**Session List**

Add

1 Selected | Clear

- SAMPLE SESSION

**SAMPLE SESSION**  Ignore Testing Schedule

Stop Download Resources Update Cache Refresh

**Grade 7 ELA/Literacy**

**STUDENT TESTS (10)**

Gr7ELA -Unit 1

10

Gr7ELA -Unit 2

10

Gr7ELA -Unit 3

10

**Student Test Status Key**

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

10 Results

Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234	STUDENT	NEW		4954931540	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	Grade 7 ELA/Lite Practice Test 3
<input type="checkbox"/>	5009291556	STUDENT	NEW		1854396273	SAMPLE SESSION	Ready	Ready	Ready	Grade 7 ELA/Lite



# Session Management – Monitor Testing

**SAMPLE SESSION**  Ignore Testing Schedule Stop Download Resources Update Cache Refresh

**Grade 7 ELA/Literacy**

**STUDENT TESTS (10)**

Gr7ELA -Unit 1 0 1

Gr7ELA -Unit 2 10

Gr7ELA -Unit 3 10

**Student Test Status Key**

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Search

10 Results Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234	STUDENT	NEW		4954931540	SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited	Ready	Ready	Grade 7 ELA/Literacy Practice Test 3





# Session Management – Monitor Testing

## Student Test & Item Progress

**STUDENT, NEW (052788165783051181340640561761)** [Refresh](#)

*as of 2015-01-10 07:36 PM*

**Session Name:** TEMPLE  
**Test Name:** Algebra II  
**Test Status:** Exited - 68%

**Total Items (25)**

17 (Answered) | 2 (Visited) | 6 (Remaining)

■ - Answered ■ - No Reponse Required ■ - Visited ■ - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1			01/10/2015 06:14:38 PM

[Close](#)



# Session Management – Monitor Testing

### Student Test & Item Progress

17 2 6

■ - Answered ■ - No Reponse Required ■ - Visited ■ - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1	👤	✓	01/10/2015 06:14:38 PM
2	1	2	👤	✓	01/10/2015 06:15:11 PM
3	1	3			
4	1	4	👤	✓	01/10/2015 06:15:22 PM
5	1	5	👤	✓	01/10/2015 06:15:27 PM
6	1	6	👤	✓	01/10/2015 06:15:38 PM
7	1	7	👤		01/10/2015 06:15:45 PM
8	1	8	👤	✓	01/10/2015 06:15:48 PM
9	2	1	👤	✓	01/10/2015 06:16:00 PM

Close



# Session Management – Student Status

## Student Test Status Key

- Ready 
  - Resumed, Resumed Upload 
  - Active 
  - Exited 
  - Completed, Marked Complete

9 Results Displaying 25  Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234 <span style="font-size: small;">i</span>	STUDENT	NEW		4954931540	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited <input type="button" value="v"/>	<input type="button" value="v"/> Ready	<input type="button" value="v"/> Ready	Grade 7 ELA/Lite Practice Test 3
<input type="checkbox"/>	0632536481 <span style="font-size: small;">i</span>	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready <input type="button" value="v"/>	<input type="button" value="v"/> Ready	<input type="button" value="v"/> Ready	Grade 7 ELA/Lite Practice Test 4
<input type="checkbox"/>	9355773862 <span style="font-size: small;">i</span>	STUDENT	NEW		0412887855	● SAMPLE SESSION	Ready <input type="button" value="v"/>	<input type="button" value="v"/> Ready	<input type="button" value="v"/> Ready	Grade 7 ELA/Lite



# Session Management – Resume Students

## Option 1 to Resume Students:

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234 ⓘ	STUDENT	NEW		4954931540	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited	Ready	Ready	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	5009291556 ⓘ	STUDENT	NEW		1854396273	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	0632536481 ⓘ	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	Grade 7 ELA/Literacy Practice Test 4

## Option 2 to Resume Students:

**Students in Sessions** [Go to Sessions »](#)

**Tasks** 0 Selected **Students in Sessions** 1 Selected

Select Tasks  Manage

- Student Test Statuses
  - Mark Student Tests Complete
  - Resume Student Tests
  - Undo Student Test Submissions
- Students
  - Add Students to Sessions
  - Remove Students from Sessions
  - Move Students between Sessions
- Manage Student Tests

**SAMPLE SESSION** ⓘ

**STUDENT TESTS (1)**

1

- Ready - Resumed, Resumed Upload - Active - Exited - Completed, Marked Complete



# Session Management – Change a Student’s PNP

**Incorrect PNP has been assigned to the student and the test session has been prepared:**

- Only certain PNP options can be changed without removing the student from the session (Examples: Answer Masking or Color Contrast). Other PNP options will require that the student be removed from the session before the PNP can be updated (Examples: Text-to-Speech or Spanish). Then the student can be re-added to the session after changing a student’s PNP.
  - The Accommodation Indicators on the ***Students in Sessions*** screen can be used to verify the correct form assignment.
  - Recaching is not necessary when changing form assignments or adding new students to a session.



## Session Management - Make-Up Testing

### Important Notes for Make-Up Testing:

- Schools can choose to move students who miss a day of testing into separate make-up sessions, or they can leave students in their original sessions and manage their make-up testing using the Combined View.
- Units can be taken out of order for make-up testing only.
- **Documentation:** The *Make-Up Testing Directions for Computer-Based Testing* guide can be found on [Avocet](#).





## Make-Up Testing - Session Checklist

- Keep the original testing session:
  - Unlock the unit that the student will be testing.
  - Use the original Student Testing Ticket to log in.
  - Administer the test.
  - Have the student submit the unit when finished.
- Create a new make-up testing session:
  - Create a make-up test session and add the students.
  - Unlock the unit that the student will be testing.
  - Print and use new Student Testing Ticket.
  - Administer the test.
  - Have the student submit the unit when finished.



# Session Management – Mark Test Complete

**Students in Sessions** Go to Sessions »

Tasks 0 Selected Students in Sessions 1 Selected

Select Tasks Start Manage

- Student Test Statuses
  - Mark Student Tests Complete
  - Resume Student Tests
  - Undo Student Test Submissions
- Students
  - Add Students to Sessions
  - Remove Students from Sessions
  - Move Students between Sessions
  - Manage Student Tests

**SAMPLE SESSION** Start Download Resources Update Cache Refresh

**STUDENT TESTS (1)**

1

- Ready - Resumed, Resumed Upload - Active - Exited - Completed, Marked Complete

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Mark Student Tests Complete

Mark Student Tests Complete Mark Complete Reset

Reason\*  
Student was unable to finish the test

Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS
STUDENT NAME (CODE)	SESSION (STUDENT TEST)
STUDENT, NEW (0625946234)	Gr7ELA -Unit 1 Gr7ELA -Unit 2 Gr7ELA -Unit 3
	SAMPLE SESSION (Grade 7 ELA/Literacy) Exited Ready Ready

This action is not reversible.

Required

Mark Complete Reset



# Session Management - Void and Not Tested

**PARCC Score Invalidation:** During any testing, there may be a necessity to invalidate (Void) a student's test. Under **Students** use the task **Manage Student Tests**.

Tasks for Students

Manage Student Tests

Test Filter Filter by Test Status

Add Complete Assigned Apply

STUDENT TESTS (2)

Create Student Tests

STUDENT, NEW (8681204192)

Grade 9 ELA/Literacy Complete

Grade 9 ELA/Literacy In Progress

TEST DETAILS

STUDENT, NEW (8681204192) Save Reset

Grade 9 ELA/Literacy

Show Student Details Show Audit Trail

Completed (unsubmitted)

Organization\* BIEDERMAN SCHOOL (ZZ-100000-1000) x Class Name Select

Student Test UUID 8DDBFFAF-9D96-4B9A-9C00-C: Assessment Session Test Administrator Identifier

Test Format\* Online x Classroom Identifier

Retest\* Yes Staff Member Identifier

Not Tested Code

Not Tested Reason

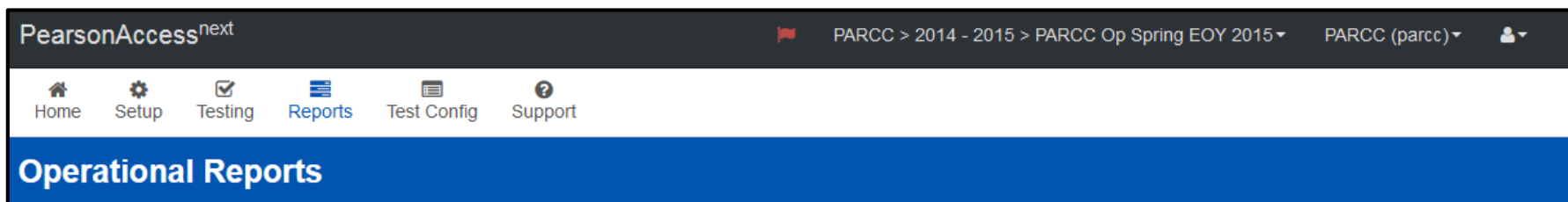
Void PBA/EOY Score Code

Void PBA/EOY Score Reason

Unsubmitted



# Operational Reports



Operational Reports can be found by going to **Reports > Operational Reports**.

Reports that are useful during-administration activities:

- Students Currently Testing Online
- Students With Multiple Tests



# Technical Troubleshooting During Testing

## Common Error Codes

- 1001: “Your test has been saved. Please notify your test administrator.”
  - Early Warning System initial message, does not indicate the issue, another error code will follow.
- 1009: “Unable to download test content.”
  - Network connection issue between the testing device and Pearson servers.
- 3005: “TestNav has detected that another application attempted to become the active window.”
  - This could be caused by pop-ups in the background, power saving features, or system key combinations like ctrl+alt+del.
- 5032: “TestNav has detected a blacklist application running...”
  - Close the specified application in the error message and have the student sign in again.
- 8026: “Unable to connect to the proctor caching computer. Please contact your administrator.”
  - Network connection issue between the testing device and the local Proctor Caching device.



# Technical Troubleshooting During Testing

- **9059:** “The username or password you entered is incorrect.”
  - This is common when students are using the TestNav Apps.
- If the username/password being used is accurate, the student may be on the incorrect login page.
  - “New Jersey” or “PARCC Training”
  - To get on the correct login page click the User icon in the top right and select “Choose a different customer”. Then pick the correct page from the Apps Home Screen.

Note: The student testing ticket will list the correct site to use the sign-in credentials.

A screenshot of a web application's sign-in page. At the top, the text "New Jersey" is displayed in a grey box, which is highlighted with a red rectangular border. Below this, the heading "Sign In" is prominently displayed. Underneath the heading are two input fields: the first is labeled "Username" and has a person icon to its left; the second is labeled "Password" and has a key icon to its left. At the bottom left of the form is a blue button labeled "Sign In". At the bottom right is a small speaker icon followed by the text "Test Audio".



## Technical Troubleshooting – What To Do?

- Resume the student in PearsonAccess<sup>next</sup>.
- Have the student log in again on the same testing device.
- If the same error occurs repeatedly, or if the same error is affecting multiple students, contact your Technology Coordinator.
- Do not move the student to another testing device unless the student safely exits the test using the log out feature. This is to help prevent student responses from becoming more difficult to retrieve.
  - If the school has set up secondary save locations in the TestNav Configuration for all of the device-types, TestNav will always look in the primary and secondary save locations for a Student Response File when the student logs into the test.



# TestNav Early Warning System and Error Codes



## TestNav Error Documentation:

- TestNav 8 Online Support:  
<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>
- EWS Triggers:  
<https://support.assessment.pearson.com/display/TN/Early+Warning+System+Triggers>
- TestNav Error Codes:  
<https://support.assessment.pearson.com/display/TN/Error+Codes>
- SRF and Log Files:  
<https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files>





# TestNav Expected Behaviors

**Not all problems have error messages, and not all problems are technical issues.**

- The [TestNav Expected Behaviors](#) document is available on Avocet. It is designed to help users who encounter behaviors in TestNav that are different than anticipated or do not appear to be working properly, but are non-critical limitations or are working as designed.
- Examples:
  - The Notepad cannot be resized
  - The Exhibit cannot be resized
  - Students cannot Copy/Paste passage text in ELA assessments, only text that they write themselves
  - A question still appears as Not Answered in the Review menu unless all parts of the question are answered
  - The Magnifier tool will not magnify the display on the TI-84 Graphing Calculator



# Questions & Answers



# Part IV

## After Testing



## Part IV: After Testing

- Session Clean-Up
  - Stop Sessions
  - Remove Students From Sessions
  - Operational Reports
- Resolve Critical Warnings
- Purge Test Content



# Session Clean-Up - Stop Sessions

The screenshot shows the PearsonAccessnext interface for managing sessions. At the top, there are navigation tabs for Home, Setup, Testing, Reports, and Support. The main header indicates the current session is 'PARCC > 2015 - 2016 Spring PARCC' for 'TRAINING MODULE SCHOOL (ZZ-998877-6655)'. Below this, there are two main sections: 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' section shows 2 selected sessions and a 'Manage' dropdown. The 'Session List' section shows a single session named 'DEMO' with a 'Stop' button and other options like 'Download Resources', 'Update Cache', 'Refresh', and 'Ignore Testing Schedule'. Below the session list, there is a 'Find Students' section with a search box. The bottom section is a table of students in the session, with 3 results displayed. The table has columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, and Student Test Sta. All three students listed are in a 'Marked Complete' status.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Sta
3452342112	STUDENT	STUDENT		2602105166	DEMO (Grade 9 ELA/Literacy)	Marked Complet
1231231111	STUDENT	STUDENT		3976100533	DEMO (Grade 9 ELA/Literacy)	Marked Complet
2340982304	STUDENT	STUDENT		4243793921	DEMO (Grade 9 ELA/Literacy)	Marked Complet

Sessions must be stopped before student tests can be scored.

Students must be in a Marked Complete or Completed status, in order to stop a session.

Students in Ready status can be removed from the session.

Students in Exited or Resumed status can be moved to other sessions.



# Mark Student Tests Complete

Students cannot be Marked Complete while in Ready Status

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE SCHOOL (ZZ-998877-6655)

Tasks for Students in Sessions

Mark Student Tests Complete

Mark Student Tests Complete

Reason\*

Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (2)	DETAILS	<input type="checkbox"/> Gr5Math - Unit 1	<input type="checkbox"/> Gr5Math - Unit 2	<input type="checkbox"/> Gr5Math - Unit 3	<input type="checkbox"/> Gr5Math - Unit 4
EXAMPLE, SEVENTH (12121296)	<input type="radio"/> XYZ GRADE 5 MATH (Grade 5 Mathematics)	<input type="radio"/> Ready	<input type="radio"/> Ready	<input type="radio"/> Ready	<input type="radio"/> Ready
EXAMPLE, THIRD (12121233)	<input type="radio"/> UVW GRADE 5 MATH (Grade 5 Mathematics)	<input type="radio"/> Ready	<input type="radio"/> Ready	<input type="radio"/> Ready	<input type="radio"/> Ready

This action is not reversible.

\* Required



# Remove Students from Sessions

PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING MODULE SCHOOL (ZZ-998877-6655)

Tasks for Students in Sessions + Add Task < Previous Task Next Task > Exit Tasks ✕

Remove Students from Sessions

Remove Students from Sessions Remove Reset

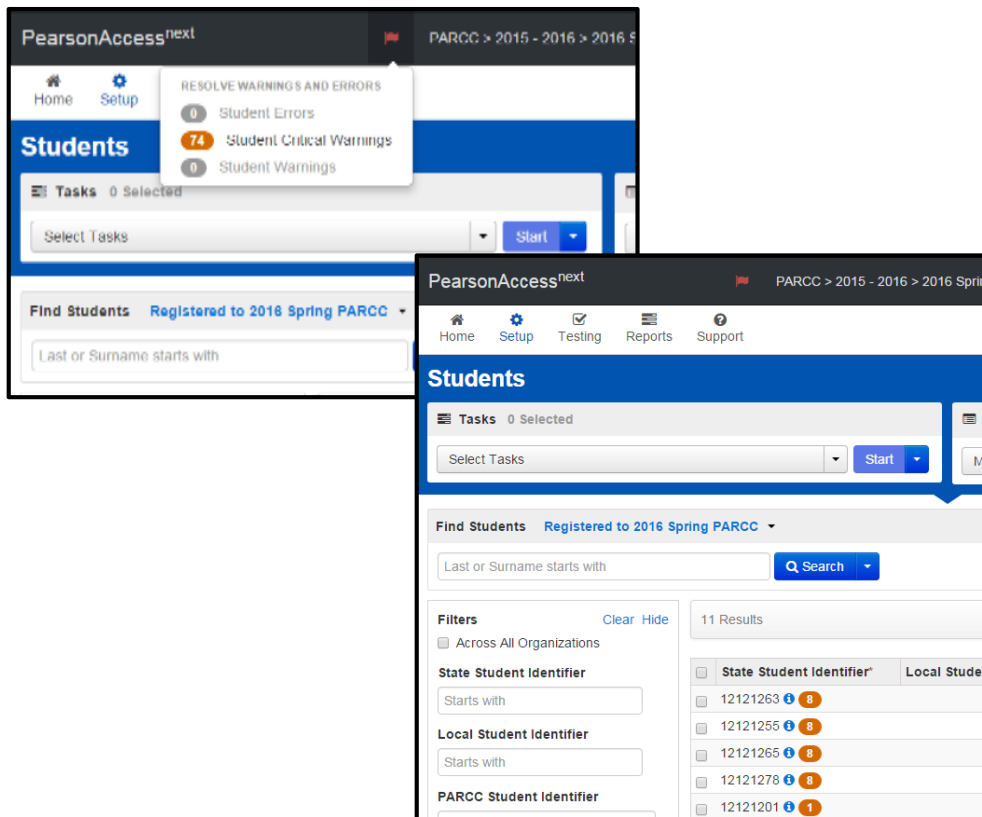
<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION	STUDENT TEST	Gr5Math - Unit 1	Gr5Math - Unit 2	Gr5Math - Unit 3	Gr5Math - Unit 4
<input type="checkbox"/>	EXAMPLE, SEVENTH (12121296)	<input type="radio"/> XYZ GRADE 5 MATH	Grade 5 Mathematics	<span>Ready</span>	<span>Ready</span>	<span>Ready</span>	<span>Ready</span>
<input type="checkbox"/>	EXAMPLE, THIRD (12121233)	<input type="radio"/> UVW GRADE 5 MATH	Grade 5 Mathematics	<span>Ready</span>	<span>Ready</span>	<span>Ready</span>	<span>Ready</span>

\* Required

Remove Reset



# Resolve Critical Warnings



If the flag at the top of the page is red, there may be students with warnings and errors that should be resolved before the test administration closes.

Click on the warning or errors to go to the Students page.

Select the students who have warnings and use the “Register Students” task to view/resolve.





# Resolve Critical Warnings

The Register Students task will display the student's warnings and errors. In this example, the student's warnings are within their Ethnicity and Student Status fields.

Tasks for Students

Register Students

STUDENTS (3) 2016 SPRING PARCC

NONSREENREADER, GR7 (PGTEST9052) **7 Critical Warnings**

SCREENREADER, ALG1 (PPTTEST0044) **7**

SPA, ALG1 (PETEST0048) **8**

Registered

Grade Level When Assessed\* Tenth Grade

Responsible School Code\* BIEDERMAN SCHOOL...

Ship Report District Code

Ship Report School Code

Ethnicity

Hispanic or Latino Ethnicity

Critical Warning! The Ethnicity value is missing

Race - At least one of the following fields must be selected:

Asian

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

7 Critical Warnings! At least one race value must be selected

You will need to fill-in these fields and click **Save** to remove the Critical Warnings.

Student Status

English Learner (EL)

Critical Warning! The English Learner value is missing

Gifted and Talented

Critical Warning! The Gifted and Talented value is missing

Economic Disadvantage Status

Critical Warning! The Economic Disadvantage Status is missing

Title III Limited English Proficient Participation Status

Critical Warning! The Title III Limited English Proficient Participation Status value is missing

Migrant Status

Critical Warning! The Migrant Status value is missing

Student with Disabilities

IEP

Primary Disability Type

OHI - Other Health Impairer



# Paper-based Testing Student Rejected Tests

A student's paper-based test is sometimes rejected due to a mismatch of information on a student's paper test booklet and what has been loaded into PearsonAccess<sup>next</sup>.

The screenshot shows the 'Rejected Student Tests' interface. At the top, there are 'Tasks' and 'Rejected Tests' sections. Below these are search and filter options. A search bar is set to 'Last Name starts with' with a search button. A filter for 'Reject Status' is set to 'Select one'. A 'Status Message' column in the table below provides details on why a test was rejected.

The **Status Message** column in the list of rejected tests tells you why each test was rejected.

Status	Code	Last Name	First Name	Middle Name	Organization	Status Message
<input checked="" type="checkbox"/>	org_not_found				Sample Test	Organization not found in scope for orgCode of: 90220020020000-

Demographic information, such as an incorrect birthdate or gender can cause a rejected test.

These must be corrected before a test can continue on to scoring.



# Purge Proctor Caching Content

After the test administration is over, it is a best practice to purge (delete) the test content from the proctor caching computer(s).

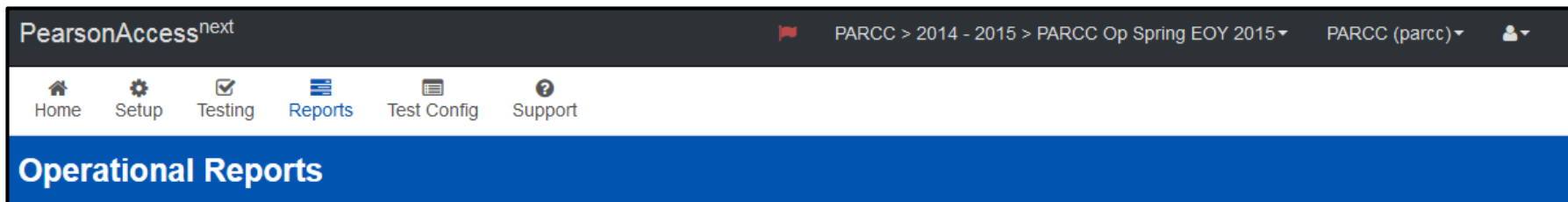
The screenshot shows the TESTNAV ProctorCache interface. At the top, there are tabs for 'Tests' and 'Clients'. Below the tabs, there are buttons for 'Refresh', 'Reload', and 'Purge'. The 'Purge' button is highlighted with a red box. Below the buttons is a search bar and a 'Test' dropdown menu. The main part of the interface is a table with the following columns: TEST, FORM, STATUS, ENTRIES, and CACHE DATE. The table contains five rows of data:

TEST	FORM	STATUS	ENTRIES	CACHE DATE
<input checked="" type="checkbox"/> Algebra I	<a href="#">Algebra I - 014EO</a>	● OK	65	Sep 13, 2015 12:24 PM
<input checked="" type="checkbox"/> Algebra II	<a href="#">Algebra II - 014EO</a>	● OK	46	Sep 13, 2015 12:24 PM
<input type="checkbox"/> Shared Content	<a href="#">Shared Content</a>	● OK	60	Sep 14, 2015 1:04 PM
<input type="checkbox"/> Grade 9 ELA/Literacy	<a href="#">Grade 9 ELA/Literacy - 014PO</a>	● OK	17	Sep 14, 2015 1:04 PM
<input type="checkbox"/> was not preloaded	<a href="#">was not preloaded</a>	● OK	29	

At the bottom left, there are navigation buttons for '<<', '1/1', and '>>', along with a '50 Per Page' dropdown menu. At the bottom right, there is a copyright notice: 'TestNav ProctorCache 2015.1.17, Build Date: 05. Copyright © 1998-2015 Pearson Education, Inc. or its affiliate(s). All rights reserved.'



# Operational Reports



Operational Reports can be found by going to **Reports > Operational Reports**

Reports that are useful for post-administration activities:

- Online Student Tests Marked Test Complete
- Students with Ship Report District/School that is not valid organization
- Students with Warnings
- Students Tests That Have Been Assigned But Have Not Yet Completed
- Students Where Responsible District/School is Different From Testing District/School



# Questions & Answers



# Part V

## Additional Information



## Part V: Additional Information

- Paper Materials
  - Key Dates for New Jersey
  - Initial Orders
  - Documenting & Storing Test Materials
  - Additional Orders
  - Packing Materials
  - Arranging Pickup
- Resources & Support



## Key Dates Test Schedule for: New Jersey

Event	Date
Paper-based test materials arrive in New Jersey districts	No later than March 10, 2017
Processing for paper-based test materials may begin as early as	April 10, 2017
Deadline to return scorable materials to Pearson (1 week after testing)	Regular Admin: April 14, 2017 Spring Block HS: May 12, 2017
Additional Order Window Closes (Ancillaries)	March 13, 2017





# Initial Materials Order

## How is it Generated and What is Included in an Initial Order:

1. Based on your Student Registration PNP file
2. You will receive test materials including paper-based accommodations for paper-based accommodated student, if indicated in SR/PNP.
3. Tactile graphics for computer-based testing will be included in your initial order.



# Missed Initial Order Submission

## Late Student Registration Submissions:

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

1. Import a Student Registration PNP Import File for students not yet registered or who have a change in their PNP.
2. Submit an order for additional materials via PearsonAccess<sup>next</sup>.



## Receiving Test Materials

- Initial materials will be received 2 week prior to your district start date.
- Materials are packaged by school and shipped to the address for your organization indicated in PearsonAccess<sup>next</sup>.
- Quantities, which include 5% overage per school, are derived from the information provided in the Student Registration File.

**Materials Arrive in New Jersey Districts**

**No later than March  
10, 2017**



## Contents of Initial Shipment

- Test Coordinator Kit
  - Resealable plastic bag (holds all materials)
  - Paper Bands
  - Pearson Scorable and Nonscorable Labels (in different colors)
  - UPS Ground return labels for Scorable and Nonscorable materials
  - Pre-printed/pre-gridded Used Test Booklet/Return School Header
  - Student ID Labels and Roster
  - Return Instructions Sheet
  - Shipping Carrier Return Instructions
- Packing List and Chain-of-Custody Form
- Test Coordinator Manuals
- Test Administrator Manuals
- Test Booklets
- Math Reference Sheets, Rulers, and Protractors, if applicable
- Large Print kits
- Braille kits
- Read Aloud kits



# Chain-of-Custody Forms

- **District Chain-of-Custody Form for Initial Shipment of Materials Form indicates:**
  - 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 indicates:**
  - Security numbers for each secure test material
  - Student and Test Administrator assignment
  - Date and time for checked-out and checked-in of materials
- **District Chain-of-Custody Form for District Overage of Materials indicates:**
  - 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



# Documenting and Storing Test Materials

## Upon Receipt of Test Materials, Test Coordinators should:

- Remove the Packing List, Chain-of-Custody Form, and Test Coordinator Kit from Box 1.
- Inventory materials immediately to verify that there is an adequate number for administration.

**NOTE: Count through the shrink wrap only. Do not open shrink-wrapped packages until two school days before testing, and do not distribute materials until the testing day.**

- Order additional material, if necessary.
- Keep all test materials in a centrally locked storage area, with limited access, until distributing them to the Test Administrators.
- Remind School Coordinators that all test materials may only be distributed on the test administration day and must be returned to secure storage immediately after testing.



# Documenting and Storing Test Materials

- Keep all boxes in which the test materials were delivered, and use them to return Scorable and Non-scorable materials after testing is completed.
- Report the following occurrences immediately to Pearson using the Form to Report Contaminated, Damaged, or Missing Materials (see the Test Coordinator Manual):
  - Non-receipt of any packages listed on the School Packing List
  - Discovery of a damaged test material
  - Discovery of missing or duplicate sequence numbers on any Test Booklets



# Steps to Order Additional Materials

## Orders Can Be Submitted by Users with the Following Roles\*:

- LEA Test Coordinator
- Non-School/Institution Test Coordinator
- School/Institution Test Coordinator

Note: The Additional Order “add-on role” must be assigned to any other users you would like to be responsible for submitting additional orders. NJDOE will Approve/Reject all additional orders.

An additional materials order is a three-step process on the **Orders & Shipments** page of PearsonAccess<sup>next</sup>.

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>





# Key Information to Order Additional Materials

## Keep in mind when ordering additional material:

- Do not submit additional orders prior to receiving your initial shipment of test materials. All test materials should be inventoried prior to any additional order.
- Once an additional order is approved, please allow 4-5 business days for shipment delivery.
- Test Booklets and Answer Documents will be shipped in packs of 5. Order on a one-to-one basis: if you need 7 Test Booklets/Answer Documents, enter 7.
- Each additional order is packaged individually by school or district. The order will be shipped to a school or district based on the organization shipping address used when submitting the additional order.



# Quantity Guideline for Additional Materials

## Additional Material Guidelines

- 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 and high school)



# Additional Materials Window

## Additional Order Windows:

- Please order at least 5 days prior to the test administration.

**Additional Materials Window -  
Test Booklets, Answer Documents, and Ancillary  
Materials**

**March 13, 2017**



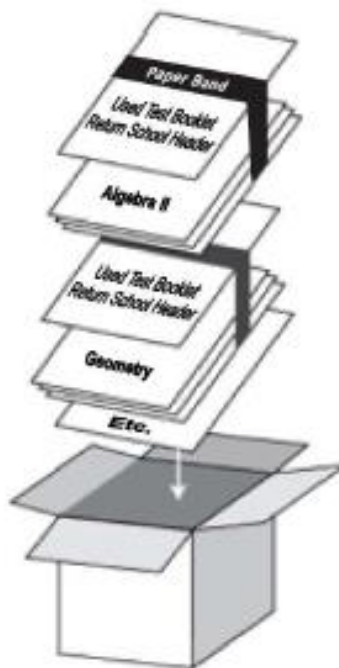
# Packing Materials for Return to Pearson

## Checklist to prepare materials for packing:

- District Test Coordinator will receive materials from the School Test Coordinator.
- Scorable Test Booklets include a Student ID Label or hand-gridded student demographic data.
- School Header Sheets completed for each grade level and subject.
- Scorable and Nonscorable Materials are packaged separately in the boxes in which they were delivered.
- Boxes are not overfilled.
- One return shipping label is placed on the top of each box.
- The sequence of boxes is indicated on each return shipping label.



## Packing Scorables



Packing **Scorable materials** for Return Shipment:

- Place all materials in the shipping boxes.
- One school, per box. **Do not 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 not mix Scorable and Nonscorable materials in the same box.



# Packing Scorables

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 and School)
Different Ship-to Address on the UPS Ground Labels	Cedar Rapids, IA
Different Colored Labels	Scorable: <b>Red</b> label



# Preparing Scorables

Scorable Label

UPS Label

Scorable box

MR. SAMPLE (716) 964-0273 SAMPLE HIGH SCHOOL 800 SAMPLE RD SAMPLETOWN NY 14707	5 LBS 1 OF 1 RS
SHIP TO: SCORABLE PARCC RETURN 12101841-4712	
TO: PLZ 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 REF: 421008	SEQ NO:00000 CUU 12.2 PDF 54.5V 082014
PARCC Spring PBA 15	
TRACKING NUMBER: 1Z1Y395W9000021821	
SCORABLE PARCC RETURN	



# Preparing Nonscorables

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 and School)
Different Ship-to Address on the UPS Ground Labels	Cedar Rapids, IA
Different Colored Labels	Nonscorable: Purple label





# Packing Nonscorables

**Nonscorable Label**

**UPS Label**

**Nonscorable box**

MR. SAMPLE 1710 064-0273 SAMPLE HIGH SCHOOL 600 SAMPLE RD SAMPLETOWN NY 14701	5 LBS 1 OF 1 <b>RS</b>
<b>SHIP NONSCORABLE PARCC RETURN</b> 1-800-841-4712	
7405 IRISH DR SW CEDAR RAPIDS IA 52404	
	IA 524 0-10 
<b>UPS GROUND</b> TRACKING #: 1Z 1Y3 623 90 0919 6995	
BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF1: 421008	PARCC Spring PBA 15 SEQ NO:00000 CUU 12.2 PDF 54.5V 06/2014
TRACKING NUMBER: 1Z1Y36239009196995	
NONSCORABLE PARCC RETURN	



## Arrange for Pickup

Contact UPS at **800-823-7459** to schedule pickup:

- Pickups must be scheduled at least 24 hours in advance and no later than one week after the completion of testing.***
- 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, you will get a confirmation number from UPS that can be referenced if questions or changes arise.



## Resources & Support



# Resources - PearsonAccess<sup>next</sup> Support

**PearsonAccess<sup>next</sup>** TRAINING MODULE SCHOOL (ZZ-998877-6655)

Home Setup Testing Reports Support

## Support

Search Filters All Clear Hide

Add keywords to search with selected search filters **Q Search**

**Resource Categories**

- Training (1)
- Templates (16)
- Manuals and Documents (9)
- Communications (0)

**File Format**

- .csv (7)
- .exe (1)

**Organization File Field Definition**  
 Organization File Field Definition  
Last updated: Sep 30, 2015

**PARCC Fall 2015 Organization Participation File Field Definitions**  
 PARCC Fall 2015 Organization Participation File Field Definitions  
Last updated: Sep 30, 2015

**PARCC Fall 2015 Organization Participation Sample File Template**  
 PARCC Fall 2015 Organization Participation Sample File Template  
Last updated: Aug 3, 2015

**PARCC Fall 2015 Student Registration PNP Field Definitions**  
 PARCC Fall 2015 Student Registration PNP Field Definitions  
Last updated: Nov 4, 2015

**PARCC Fall 2015 Student Registration PNP Sample Layout**  
 PARCC Fall 2015 Student Registration PNP Sample Layout

**Top Resources**

**Contact Us**

**PARCC Customer Support**  
1-888-493-9888  
Monday - Friday  
5:30 am - 6:30 pm (CT)

**PARCC E-mail**  
[parcc@support.pearson.com](mailto:parcc@support.pearson.com)

**PARCC Chat**  
[Click here for Live Chat](#)  
Available during hours listed above



# Resources - PARCC Training Modules

<http://parcc.tms.pearson.com>

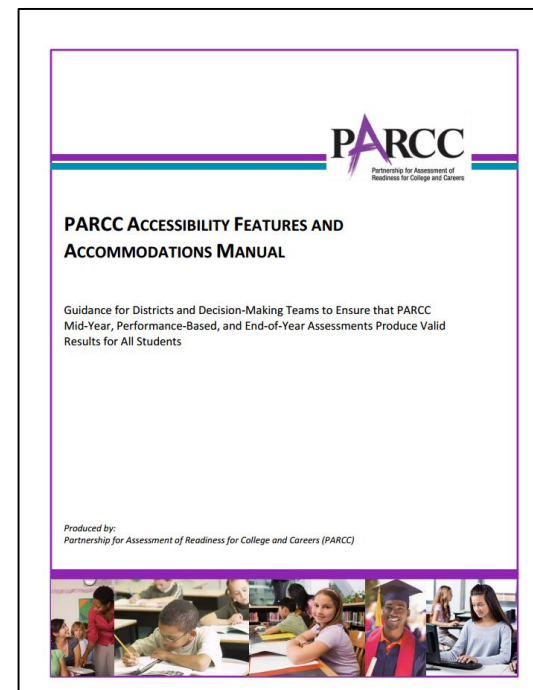
The screenshot shows the PARCC website interface. At the top left is the PARCC logo and the text "Partnership for Assessment of Readiness for College and Careers". To the right are navigation links for "Home", "Help", and a user profile for "Becky Hoeft". Below the header is a banner with the text "Available Modules" and "Choose a test administration, below." followed by a row of five images showing students working on laptops. Below the banner is a list of training modules, each with a right-pointing chevron:

- [Introduction to PARCC Training Modules](#)
- [Student Registration/Personal Needs Profile Training Module](#)
- [Test Coordinators Training Modules](#)
- [Test Administrators Training Modules](#)
- [PearsonAccess<sup>next</sup> Training Modules](#)
- [Accessibility Features & Accommodations Training Module](#)
- [Proctor Caching & Network Data Management Training Module](#)
- [Infrastructure Trial Training Module](#)



# Resources – Accessibility Features and Accommodations Manual

<http://www.parcconline.org/parcc-accessibility-features-and-accommodations-manual>

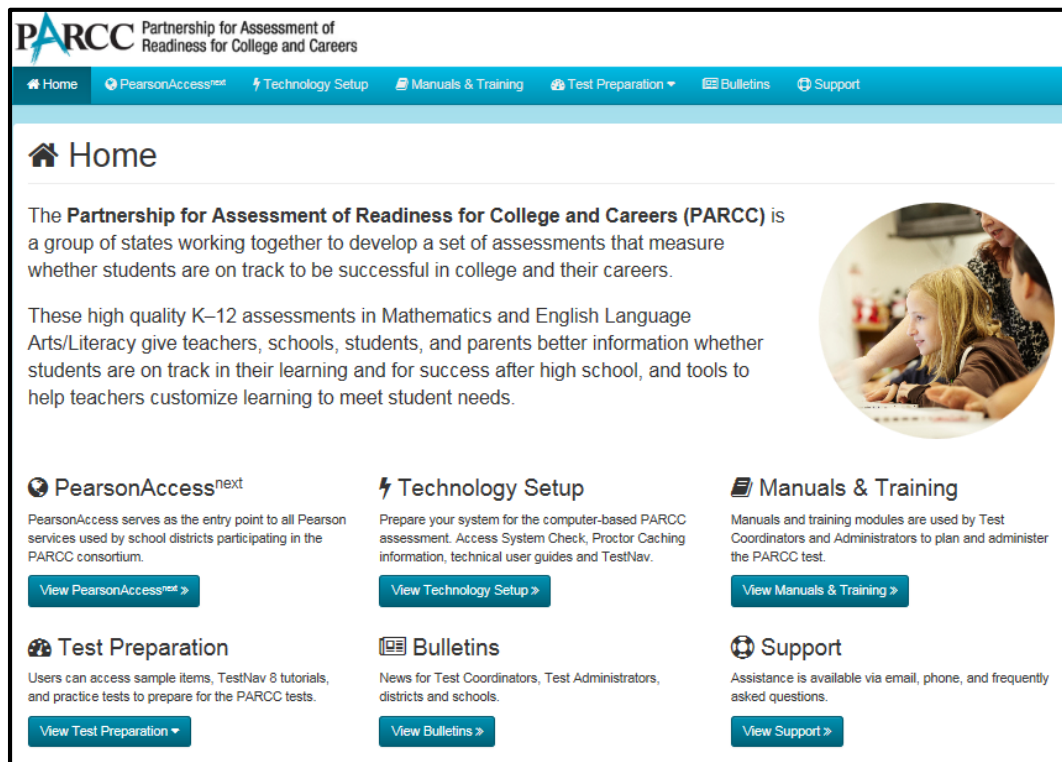




# Resources – PARCC Landing Page

- <http://parcc.pearson.com>

- Bulletins
- Manuals & Guides
- Technology Setup
- Test Preparation



The screenshot shows the PARCC website landing page. At the top, the logo for PARCC (Partnership for Assessment of Readiness for College and Careers) is displayed. Below the logo is a navigation bar with links for Home, PearsonAccess<sup>next</sup>, Technology Setup, Manuals & Training, Test Preparation, Bulletins, and Support. The main content area features a 'Home' section with a brief introduction to PARCC and a circular image of students in a classroom. Below this, there are six featured sections, each with an icon, a title, a short description, and a 'View' button:

- PearsonAccess<sup>next</sup>**: PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. [View PearsonAccess<sup>next</sup> >](#)
- Technology Setup**: Prepare your system for the computer-based PARCC assessment. Access System Check, Proctor Caching information, technical user guides and TestNav. [View Technology Setup >](#)
- Manuals & Training**: Manuals and training modules are used by Test Coordinators and Administrators to plan and administer the PARCC test. [View Manuals & Training >](#)
- Test Preparation**: Users can access sample items, TestNav 8 tutorials, and practice tests to prepare for the PARCC tests. [View Test Preparation >](#)
- Bulletins**: News for Test Coordinators, Test Administrators, districts and schools. [View Bulletins >](#)
- Support**: Assistance is available via email, phone, and frequently asked questions. [View Support >](#)



## PARCC Support

For help with PearsonAccess<sup>next</sup>, TestNav, shipments, additional orders

- **Web:** <http://PARCC.Pearson.com/Support>
- **Telephone:** 888-493-9888 (6:00 a.m. – 8:00 p.m., Mon. –Fri.)
- **Email:** [PARCC@support.pearson.com](mailto:PARCC@support.pearson.com)





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