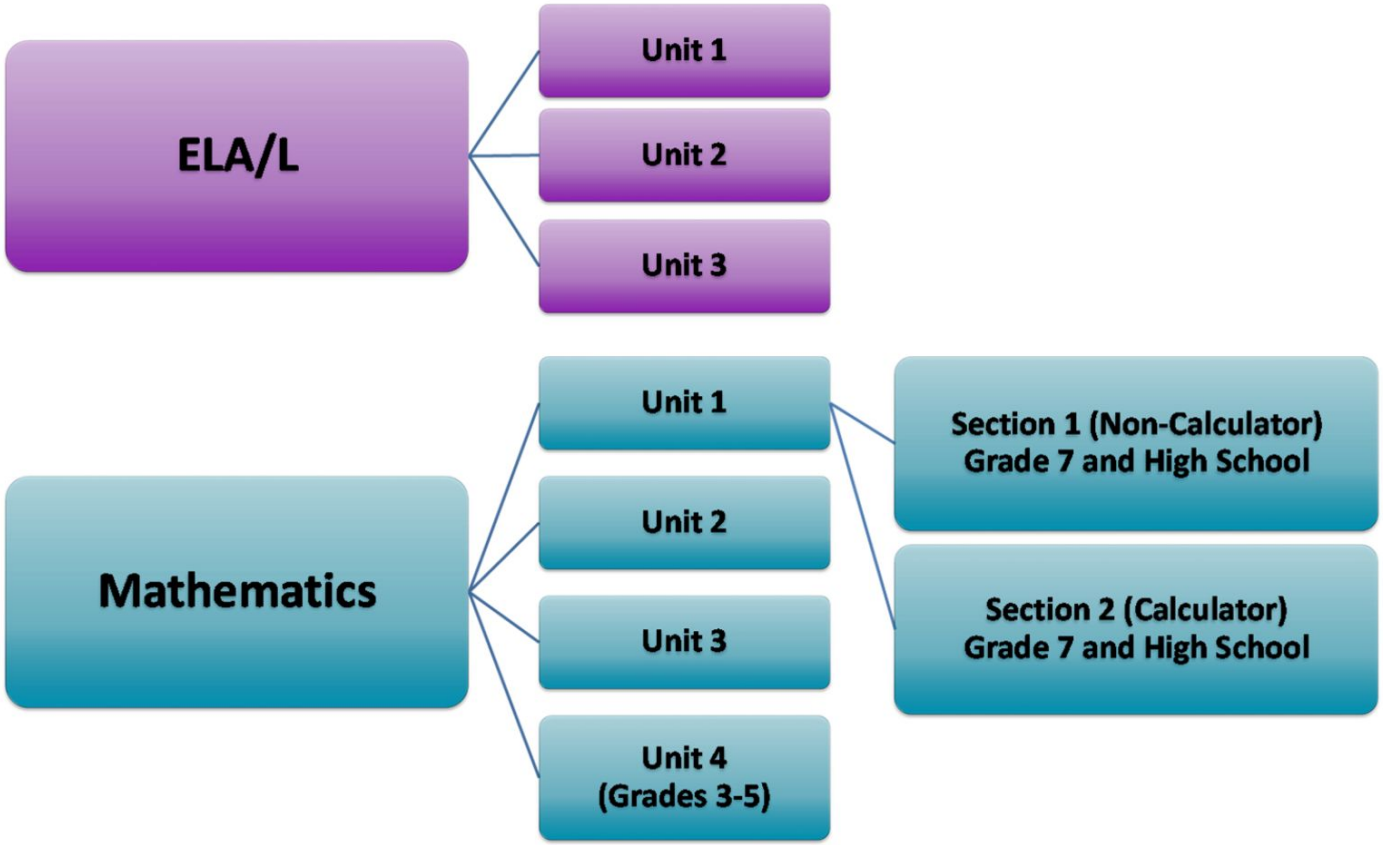
PARCC
Partnership for Assessment of Readiness for College and Careers

ADMINISTERING THE ONLINE TEST

Spring Test Administration Flowchart



Spring 2018 Unit Testing Times for Grades 3–5

Subject(s)	Unit	Section	Unit Testing Time (Minutes)
Mathematics Grade 3 Mathematics Grade 4 Mathematics Grade 5	Unit 1	Non-calculator	60
	Unit 2	Non-calculator	60
	Unit 3	Non-calculator	60
	Unit 4	Non-calculator	60
ELA/Literacy Grade 3	Unit 1		75
	Unit 2		75
	Unit 3		75
ELA/Literacy Grade 4 ELA/Literacy Grade 5	Unit 1		90
	Unit 2		90
	Unit 3		90

- For 2018, each unit testing time for a grade and content area is the same.

Spring 2018 Unit Testing Times for Grades 6–8

Subject(s)	Unit	Section	Unit Testing Time (Minutes)
Mathematics Grade 6 Mathematics Grade 8	Unit 1	Non-calculator	80
	Unit 2	Calculator	80
	Unit 3	Calculator	80
Mathematics Grade 7	Unit 1	Non-calculator	80
		Calculator	
	Unit 2	Calculator	80
	Unit 3	Calculator	80
ELA/Literacy Grade 6 ELA/Literacy Grade 7 ELA/Literacy Grade 8	Unit 1		90
	Unit 2		90
	Unit 3		90

- For 2018, each unit testing time for a grade and content area is the same.

Test Administrator Responsibilities

- Receive test materials from the school test coordinator.
- Manage test sessions and monitor student's status in the testing environment:
  - Logging into PearsonAccessNext.
  - Start test sessions.
  - Unlock the correct unit of the test being administered.
  - Lock the unit for absent students.
  - Resume student tests as needed.
  - Ensure students exit correctly by submitting their completed units.
- Distribute test materials to the students.
- Help students log into TestNav (the test app).
- Keep time and fill out absence form.
- Supervise test administration and troubleshoot computer-based testing as needed.
- Return the materials at the end of the day to the school test coordinator and report any irregularities during testing.

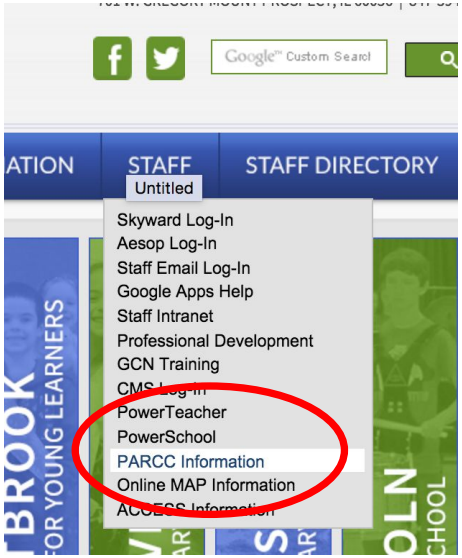
PARCC
Partnership for Assessment of Readiness for College and Careers

MANAGING TEST SESSIONS

Where Do I Begin?

Make sure you can login to Pearson's site:
https://il.pearsonaccessnext.com/customer/index.action

Available on the District Webpage.



PARCC SPRING 2018 LINKS

Pearson Access Next Site Log In

Test Administrator Training Videos

PARCC Online Tutorials

Learn about the different question types you might see on PARCC.

PARCC Practice Test

BUILDING INSTRUCTION PACKETS 2018-SCRIPTS INCLUDED

Fairview and Lions Park

Lincoln 6th Grade

Lincoln 7th Grade

Lincoln 8th Grade

PARCC SPRING 2018 SCRIPTS

Grades 3 - 8 ELA Script

Grades 3-5 Math Script

Grades 6 & 8 Math Unit 1 Script

Grade 7 Math Unit 1 Script

Grades 6, 7, 8 Math Units 2 & 3 Script

TRAINING PRESENTATION SPRING 2018

PARCC Spring 2018 MPSD57 Training Presentation

PARCC SPRING 2018 MANUAL

2018 Test Administrator Manual

Illinois State Board of Education

Username is your email address.

Any other login issues:
Contact Allie Oyman
aoyman@d57.org

If you forget your password you can reset yourself, by clicking "Forgot Password"

Training PearsonAccess^{next}

Home Support

PARCC 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

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)

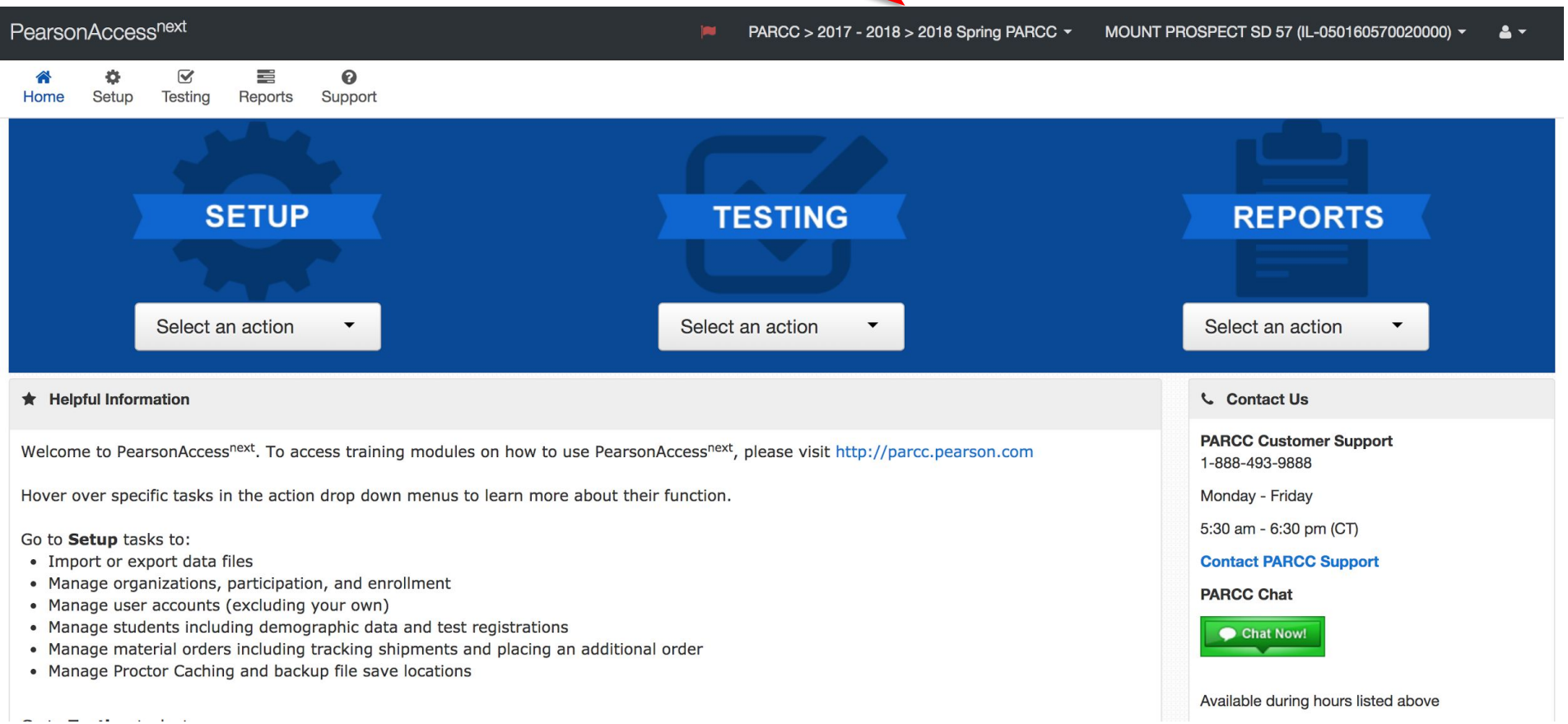
PARCC E-mail

parcc@support.pearson.com

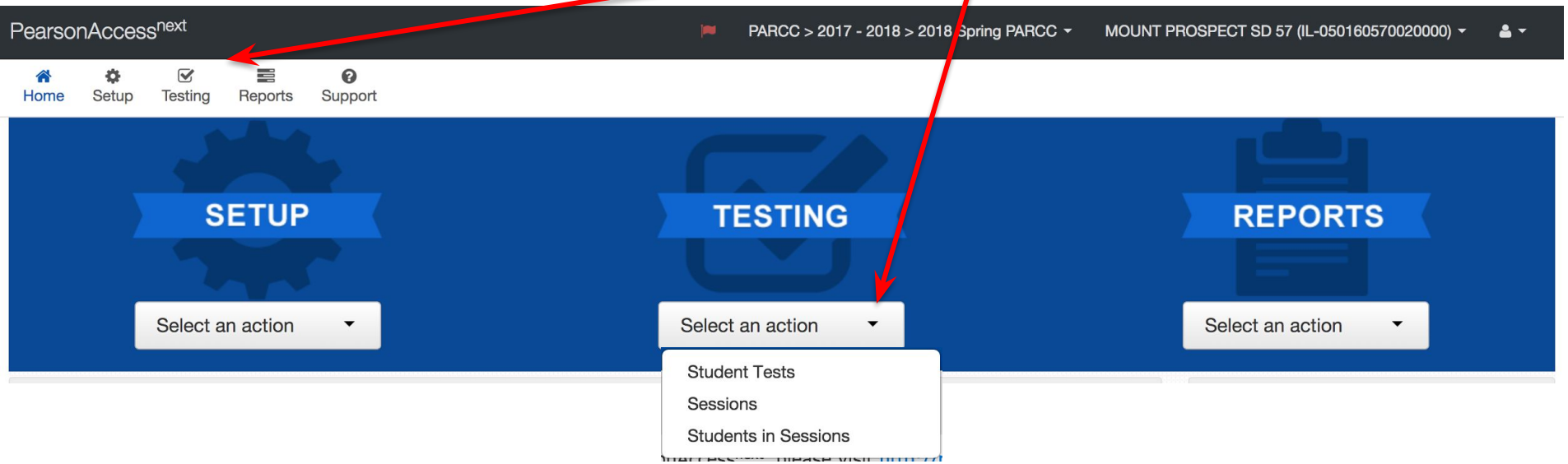
Related Links

PearsonAccess^{next} Training
Site: http://trng.pearsonaccessnext.com
PARCC/Pearson Portal: http://parcc.pearson.com
Practice Tests: http://parcc.pearson.com/practice-tests/
PARCC: http://parcconline.org

Make sure the test administration is correct:
PARCC>2017-2018>Spring PARCC



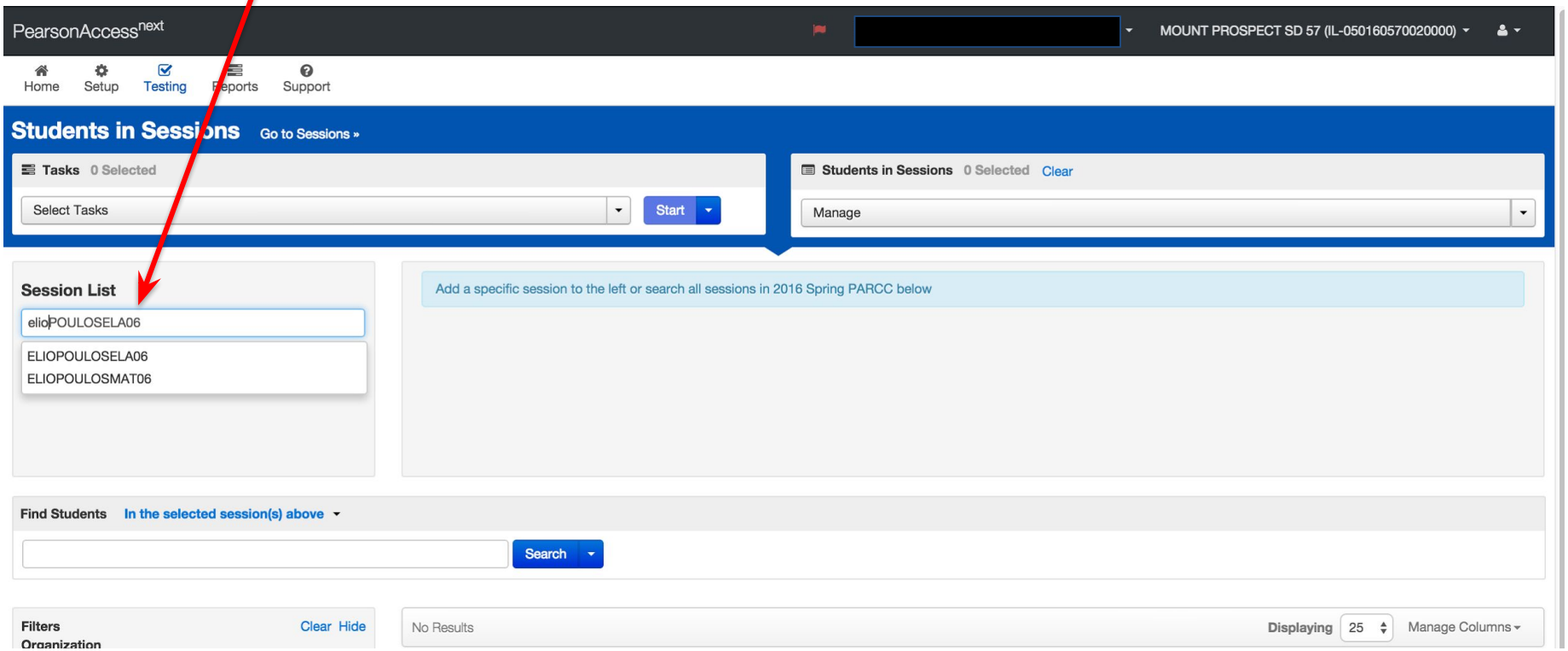
Either the icons on the top bar or the drop down menus under the large icons can be used to access all the same items.



Test Administrators must select their test session to begin.

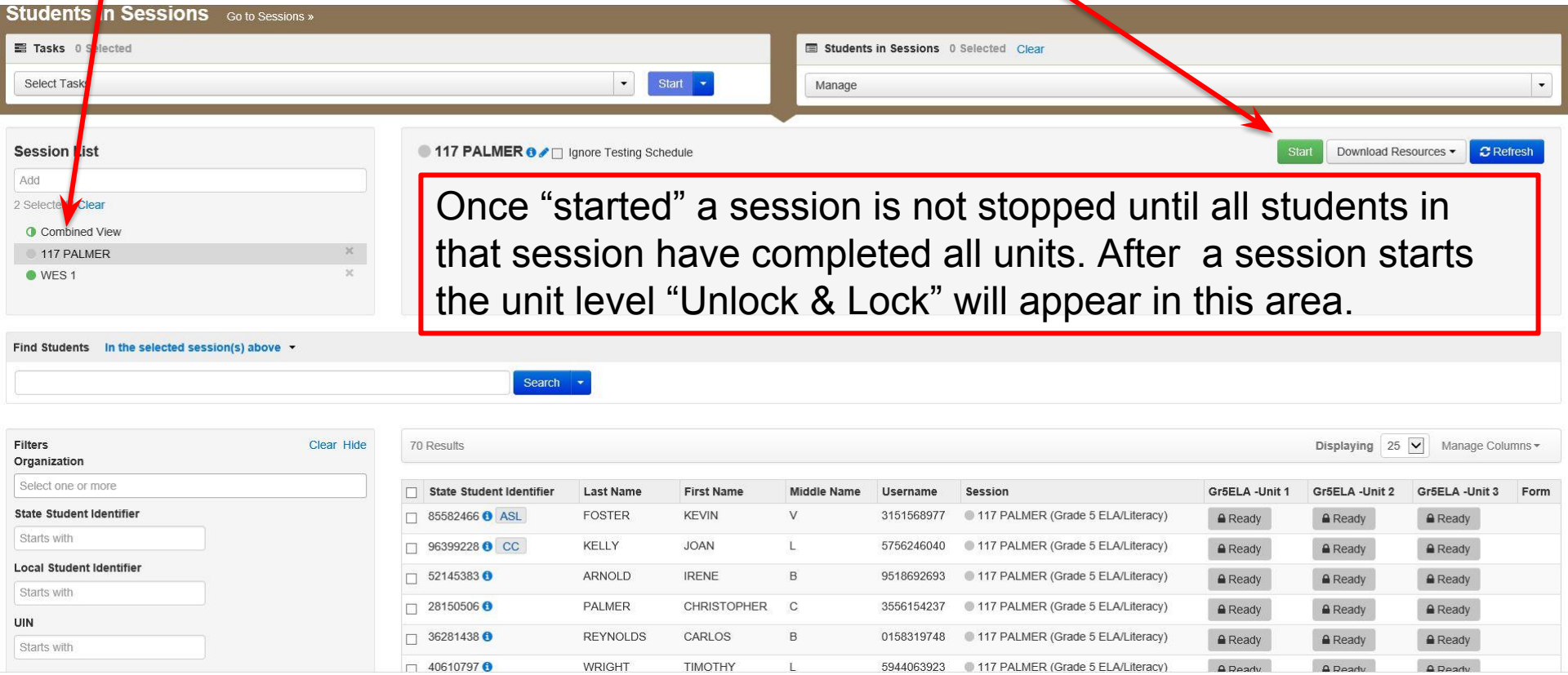
1. **Select Testing** and **click on Students in Sessions**.

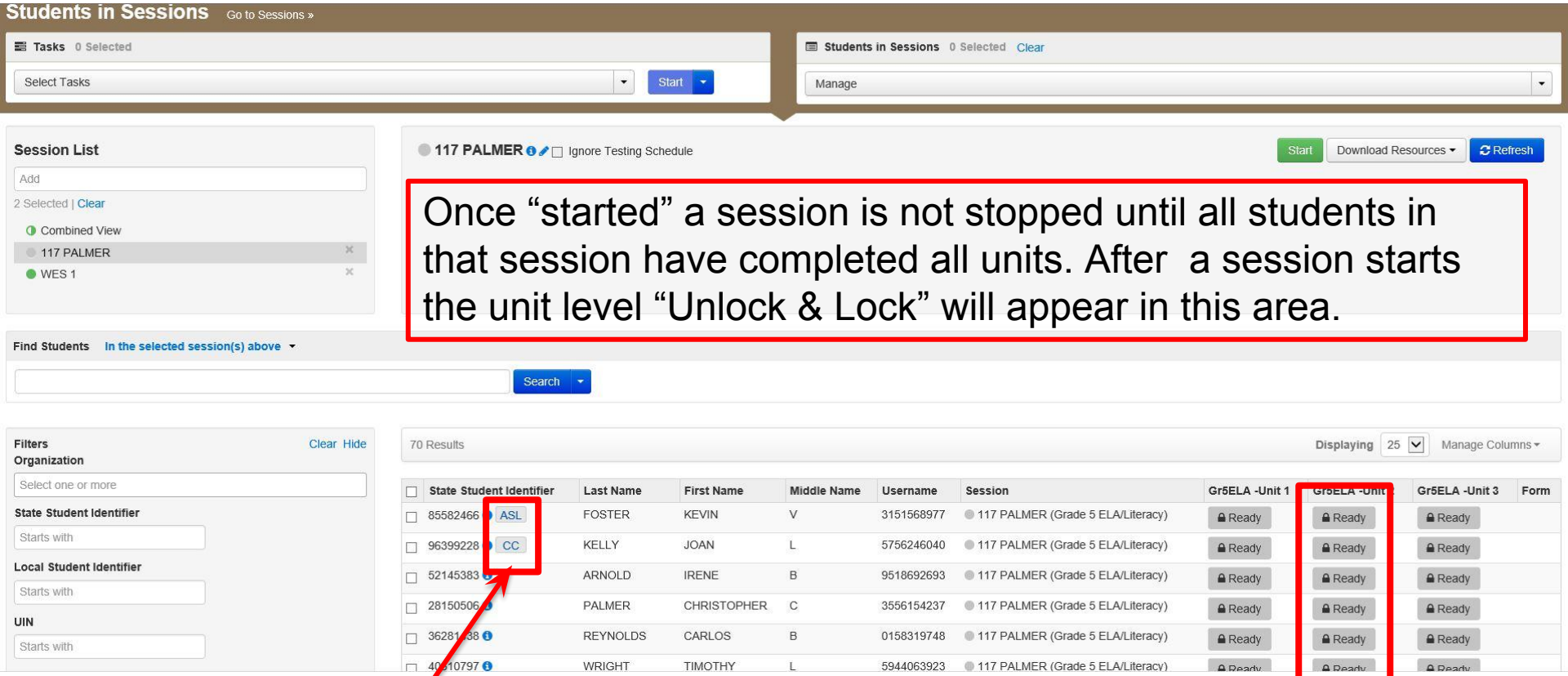
2. **Type** your name under Session List to find your Sessions.
   - You can have multiple sessions in this list.
   - Session Names: Teacher's last name subject being tested and the two digit grade level.



The "**Students in Sessions**" screen is where most of the Test Administration actions are carried out.

3. **Select a session** to see the list of students.
4. **Start a session** before any testing can take place!





Once “started” a session is not stopped until all students in that session have completed all units. After a session starts the unit level “Unlock & Lock” will appear in this area.

A symbol will appear if the student’s accommodation requires a special form.

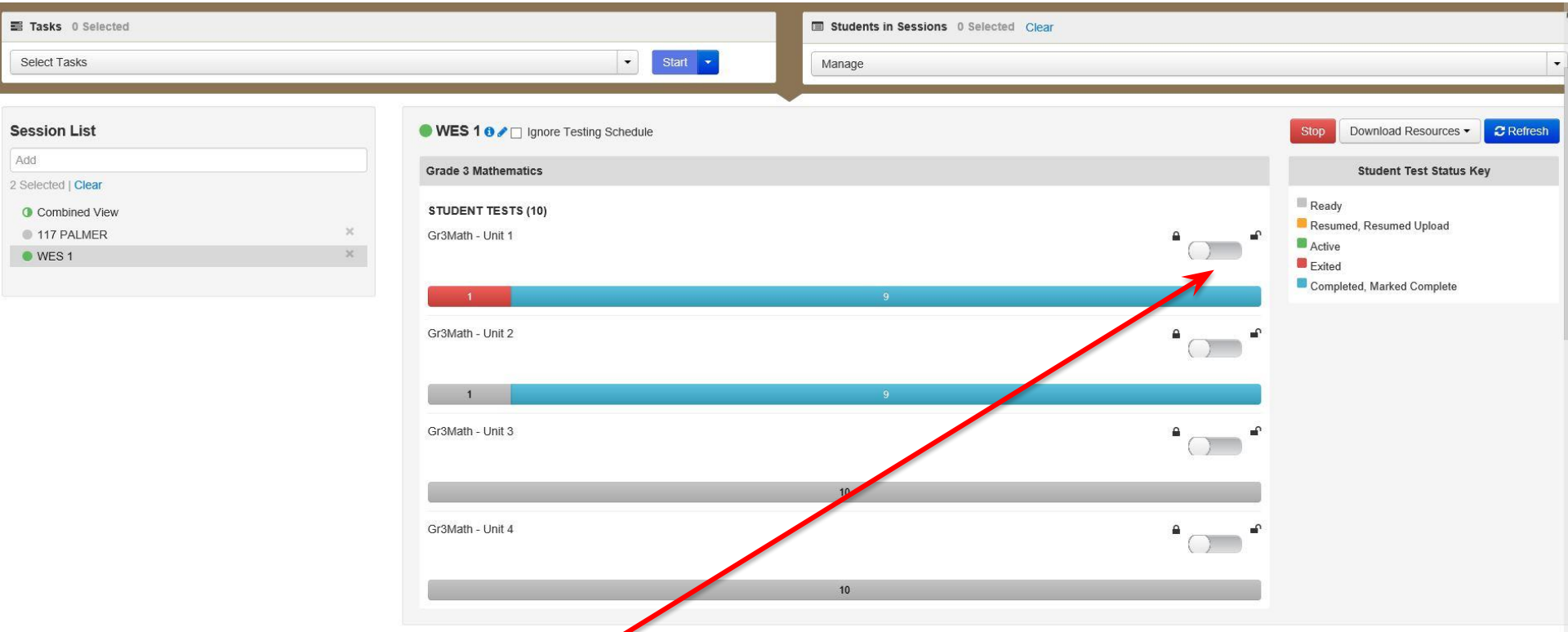
The current status by unit for each student is displayed, along with the status of the unit (locked or unlocked).

“Locking” and “Unlocking” Units

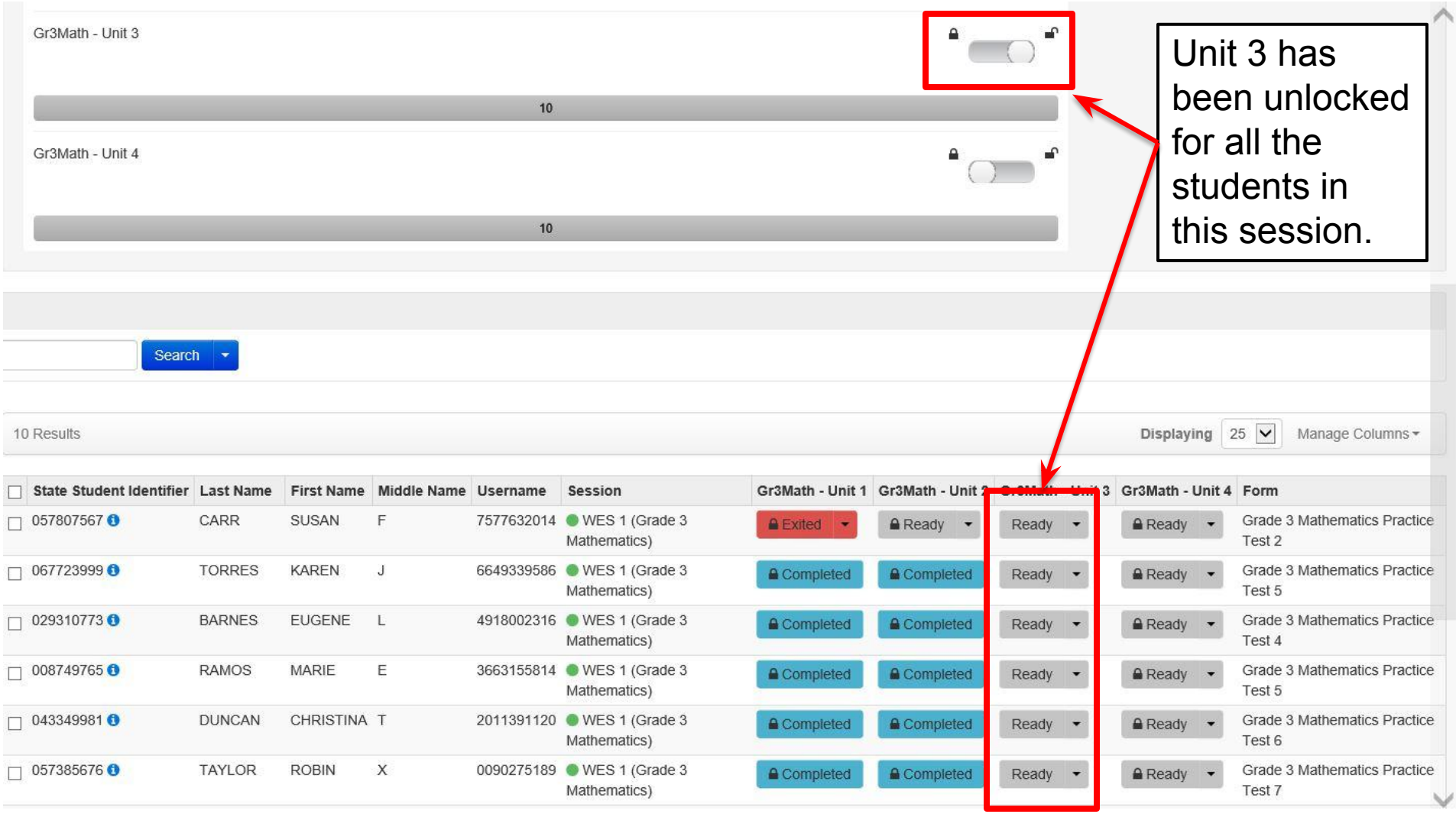
- Sessions MUST be started before units or students can be locked or unlocked.
- Only one unit can be unlocked at any time.
- Locking/Unlocking can be done on the session level or the student level.
- Student level unlocking.
  - Absent students should be relocked.
  - Student level unlocking used for makeups
  - You will not be able to unlock a session if students are in a different unlocked session, you will get a warning and a list of their names
- Students can only login to unlocked sessions.
- Sessions should be locked when you have finished testing.

Once a session is started you have the ability to unlock or lock a unit for all the students in a session.

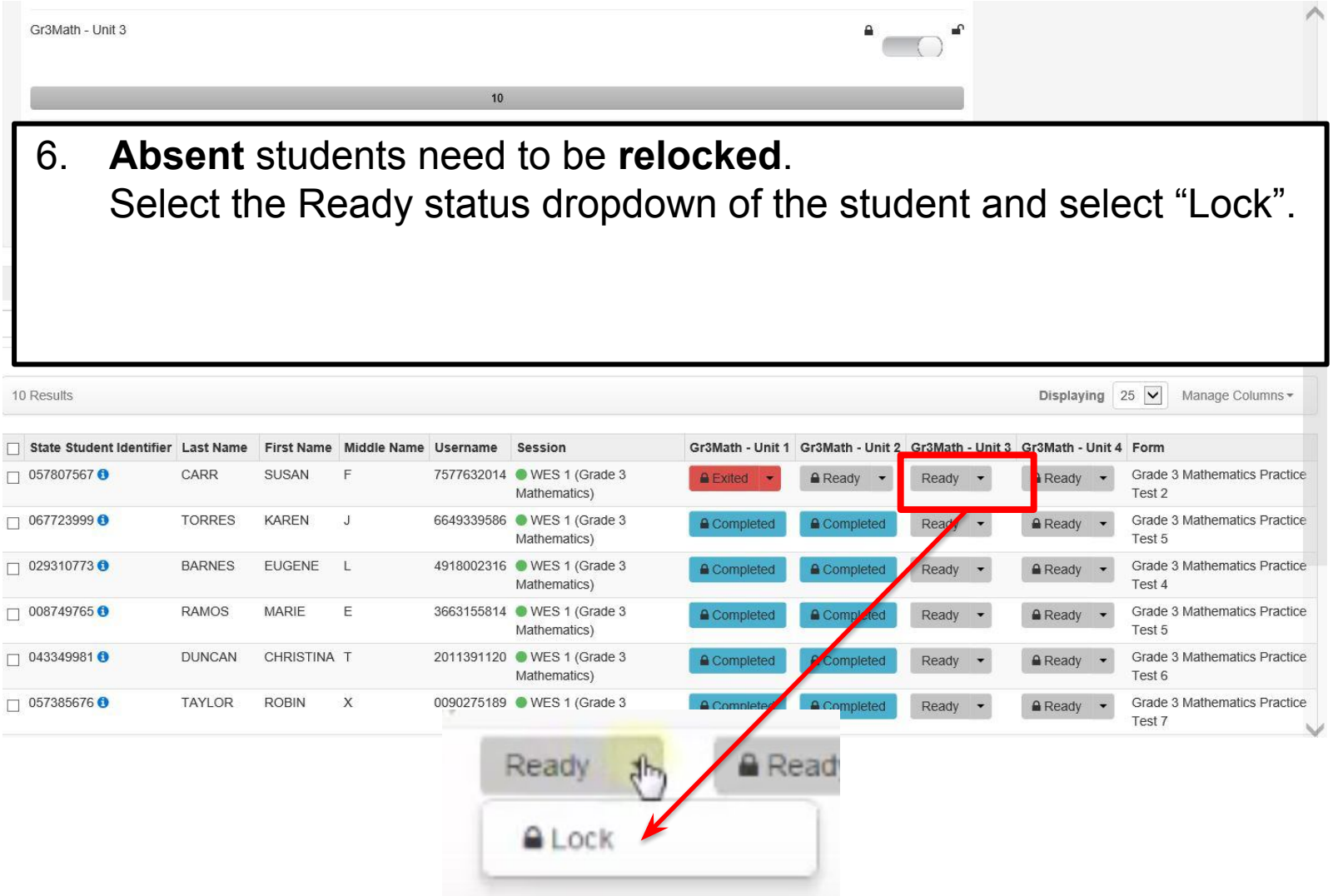
Note: Students cannot log into the test until the test administrator “unlocks” a unit.



5. **Slide** the button from the left to right to unlock the session.
   Note: Simply clicking on it will not unlock it.



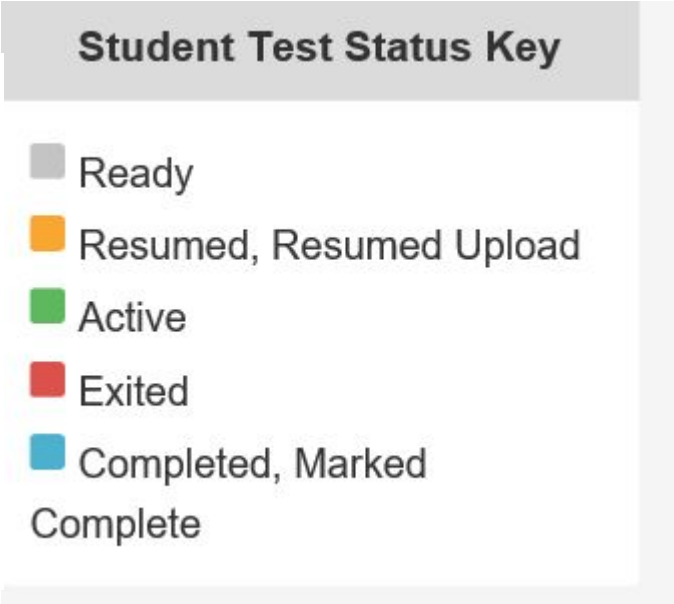
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr3Math - Unit 1	Gr3Math - Unit 2	Gr3Math - Unit 3	Gr3Math - Unit 4	Form
057807567	CARR	SUSAN	F	7577632014	WES 1 (Grade 3 Mathematics)	Exited	Ready	Ready	Ready	Grade 3 Mathematics Practice Test 2
067723999	TORRES	KAREN	J	6649339586	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 5
029310773	BARNES	EUGENE	L	4918002316	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 4
008749765	RAMOS	MARIE	E	3663155814	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 5
043349981	DUNCAN	CHRISTINA	T	2011391120	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 6
057385676	TAYLOR	ROBIN	X	0090275189	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 7



6. **Absent** students need to be **relocked**.
   Select the Ready status dropdown of the student and select “Lock”.

Student Test Status Key

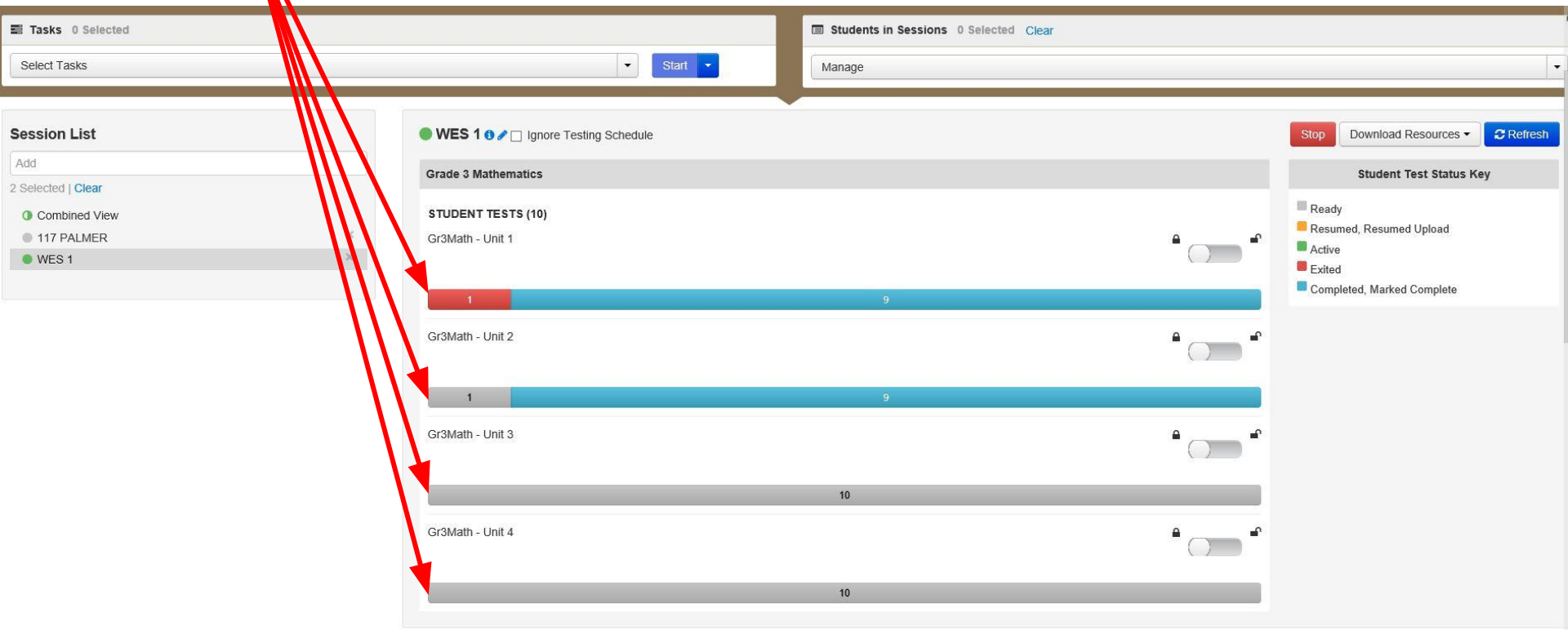
Ready = Student has not logged into the unit
Resumed = Exited student can now log back into test
Active = Student is testing in the unit
Exited = Student is no longer logged in, needs to be "Resumed"
Completed = Student has submitted responses for the unit
Marked Complete = An adult has marked the unit complete (i.e., student won't return, student not able to exit "normally")



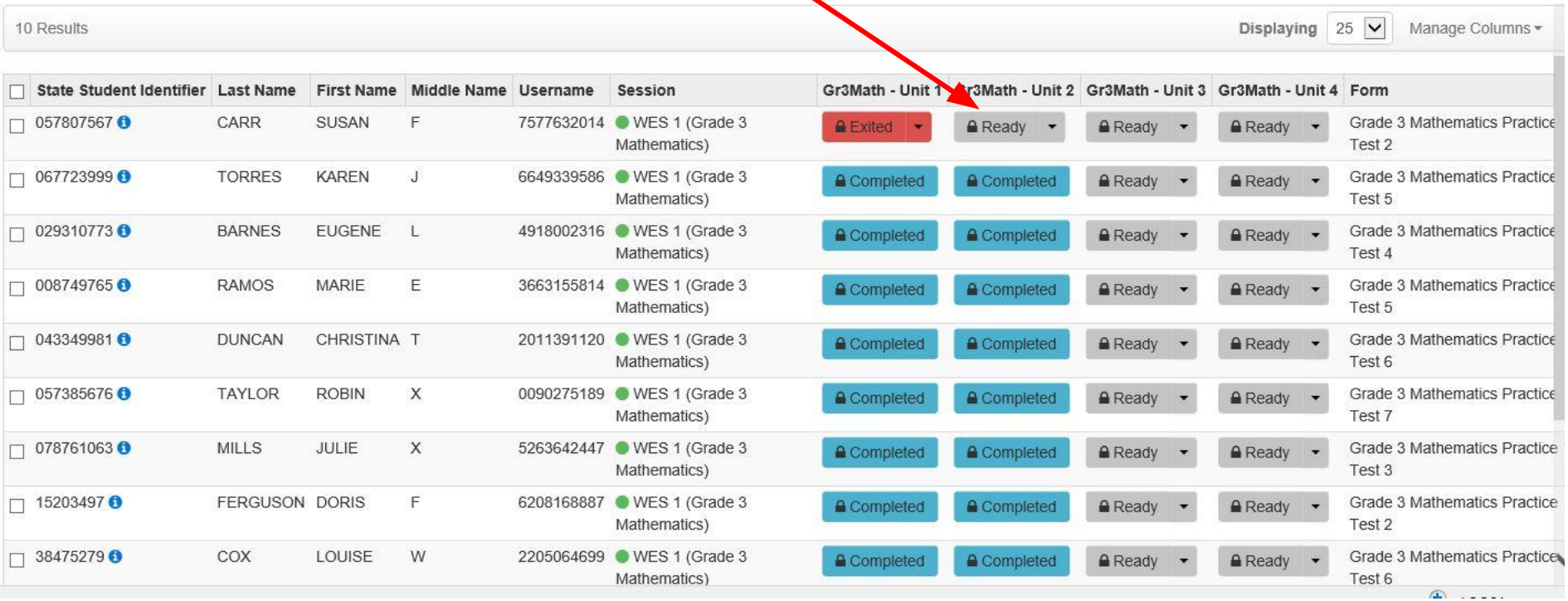
PARCC
Partnership for Assessment of Readiness for College and Careers

MONITOR STUDENT PROGRESS

The “**bars**” show the progress of students in your session.

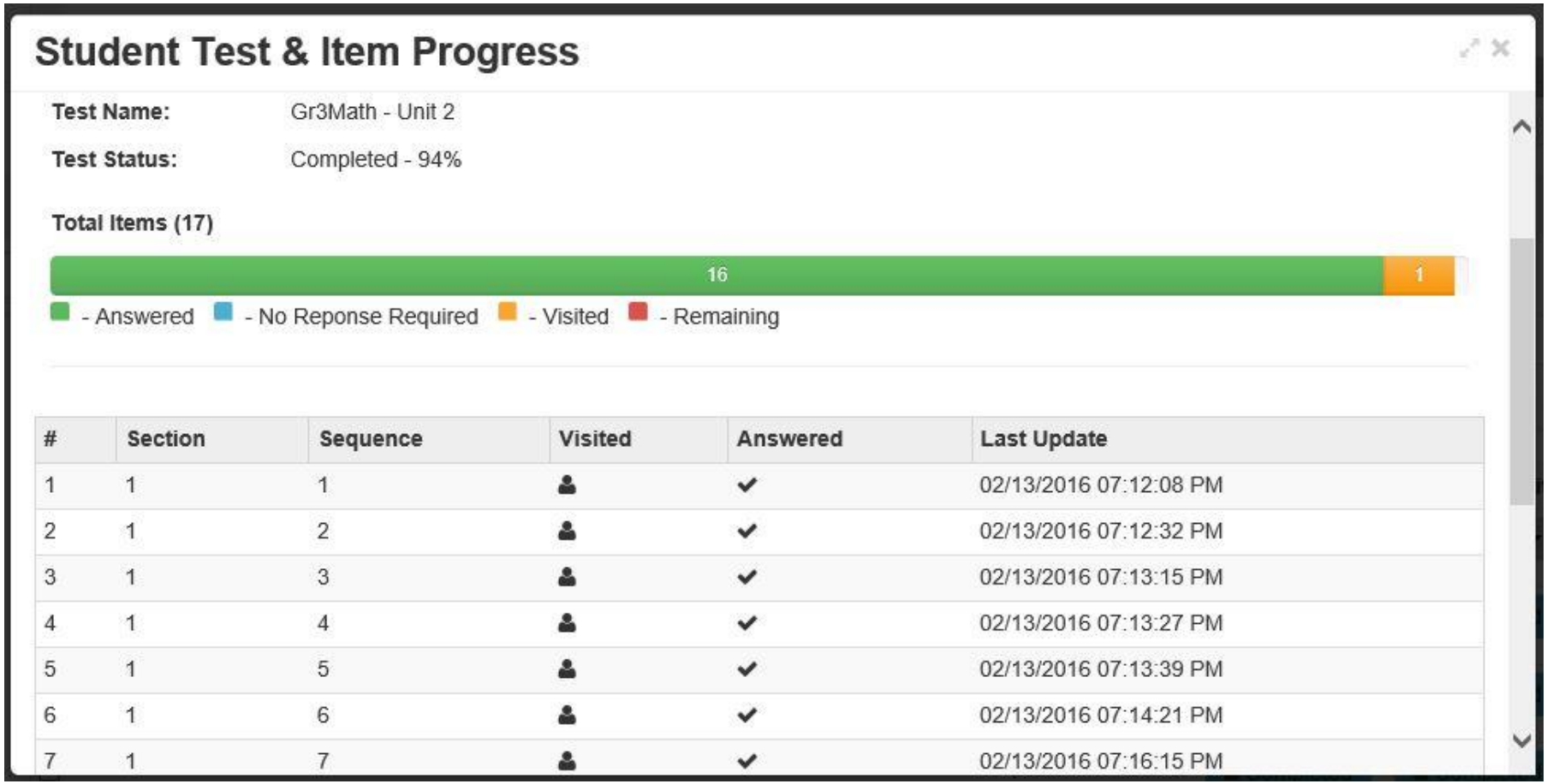


After starting a session, you can click on the student's status "button" to see their individual progress.



10 Results — Displaying 25 — Manage Columns

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr3Math - Unit 1	Gr3Math - Unit 2	Gr3Math - Unit 3	Gr3Math - Unit 4	Form
057807567	CARR	SUSAN	F	7577632014	WES 1 (Grade 3 Mathematics)	Exited	Ready	Ready	Ready	Grade 3 Mathematics Practice Test 2
067723999	TORRES	KAREN	J	6649339586	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 5
029310773	BARNES	EUGENE	L	4918002316	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 4
008749765	RAMOS	MARIE	E	3663155814	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 5
043349981	DUNCAN	CHRISTINA	T	2011391120	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 6
057385676	TAYLOR	ROBIN	X	0090275189	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 7
078761063	MILLS	JULIE	X	5263642447	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 3
15203497	FERGUSON	DORIS	F	6208168887	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 2
38475279	COX	LOUISE	W	2205064699	WES 1 (Grade 3 Mathematics)	Completed	Completed	Ready	Ready	Grade 3 Mathematics Practice Test 6



Student Test & Item Progress

Test Name: Gr3Math - Unit 2

Test Status: Completed - 94%

Total Items (17)

16 | 1

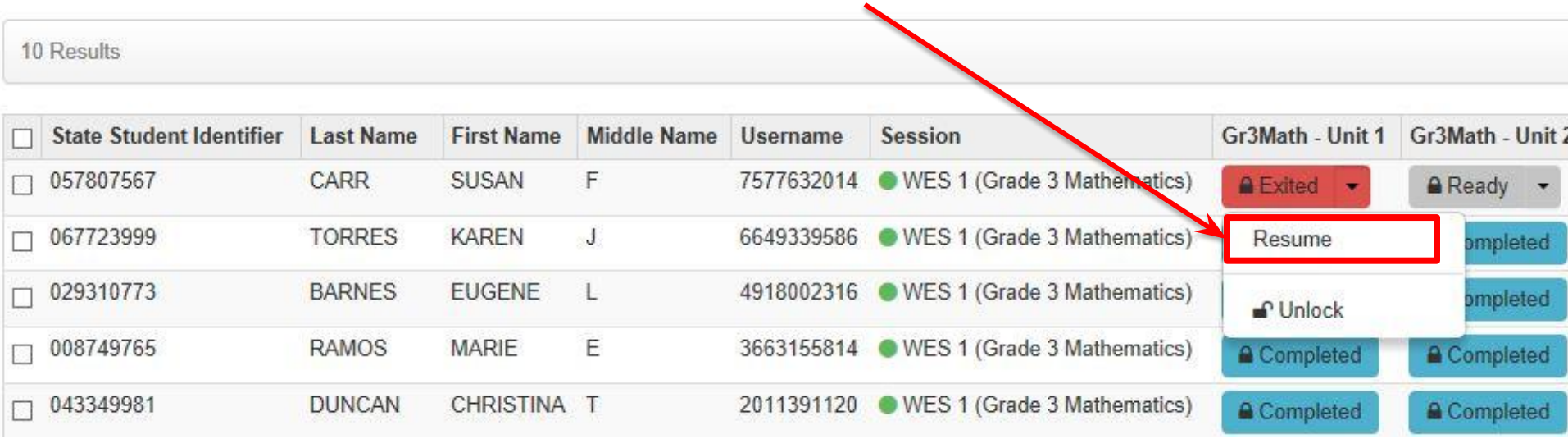
- Answered - No Reponse Required - Visited - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1	✔	✔	02/13/2016 07:12:08 PM
2	1	2	✔	✔	02/13/2016 07:12:32 PM
3	1	3	✔	✔	02/13/2016 07:13:15 PM
4	1	4	✔	✔	02/13/2016 07:13:27 PM
5	1	5	✔	✔	02/13/2016 07:13:39 PM
6	1	6	✔	✔	02/13/2016 07:14:21 PM
7	1	7	✔	✔	02/13/2016 07:16:15 PM

PARCC
Partnership for Assessment of Readiness for College and Careers

RESUMING A STUDENT

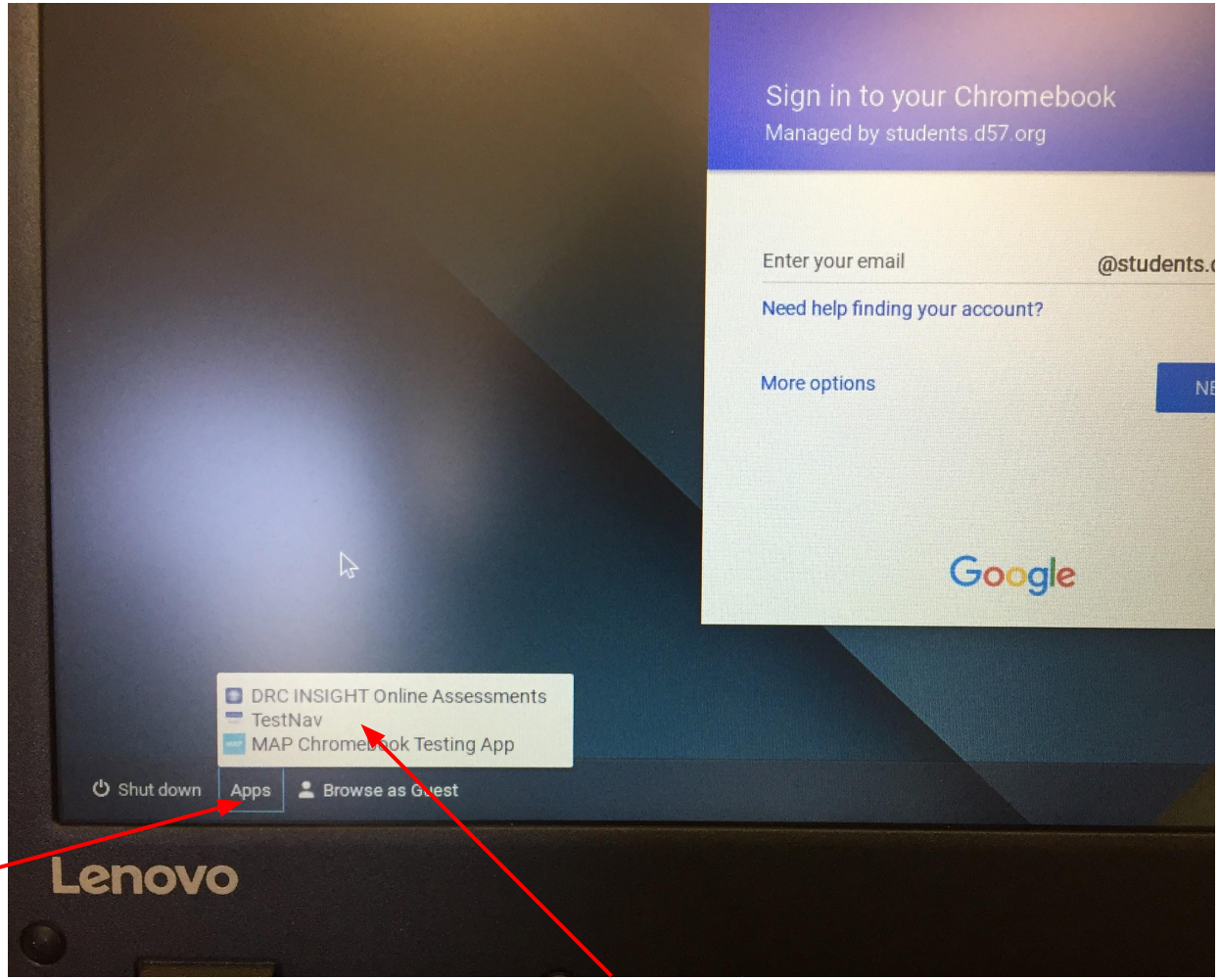
"**Resume**" students by clicking on their status bar dropdown arrow and selecting "Resume".



PARCC
Partnership for Assessment of Readiness for College and Careers

STUDENT VIEW OF THE TEST

Chromebook Sign In



1.Select Apps

2.Select TestNav

- The Student Testing Ticket allows the student to log in to TestNav (the testing platform).
- It is handed to the student and contains the student's username and password.
- This test ticket is to be used for all units in the session. It should be kept secure.
- For 2018, improved formatting of Student Test Tickets for easier cutting.

STUDENT TESTING TICKET

Student Name	BARNES, EUGENE, L
Session	WES 1
Date of Birth	2001-09-22
Location	
Test	Grade 3 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

IF TESTING IN A BROWSER:
Go to **http://parcctrng.testnav.com**

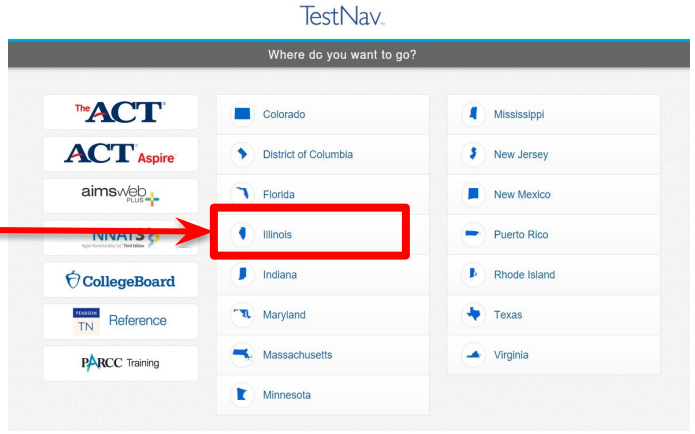
IF TESTING IN THE APPLICATION:
Select **PARCC Training** on the home page

Username	4918002316
Password	de7ed3

(OPTIONAL) Local Testing Device ID: _____

IGNORE

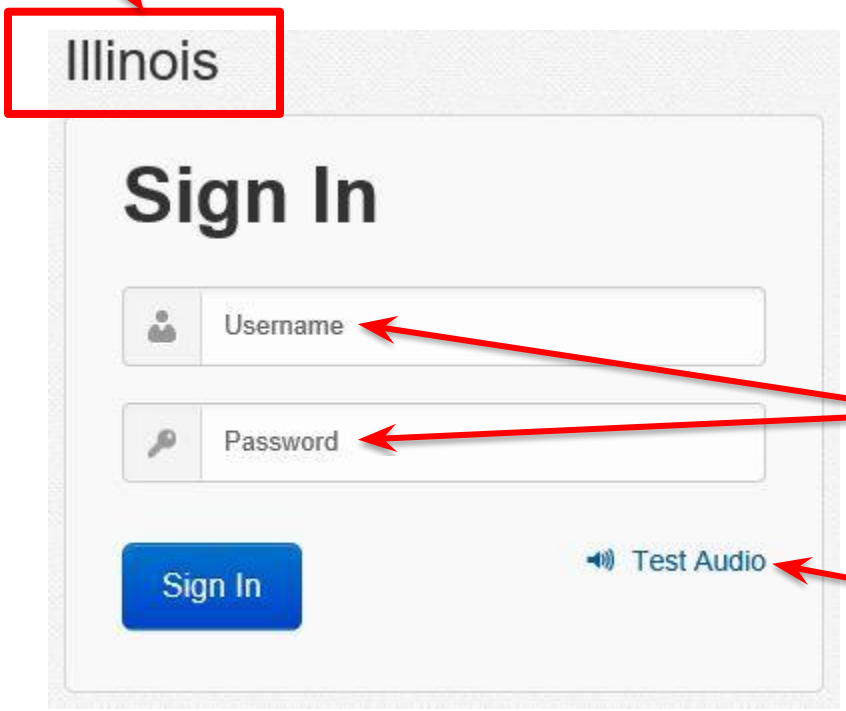
*Students will need to select **Illinois**.



Student Login

Must be on the Illinois site for Test Ticket to be valid!

TestNav Login Screen

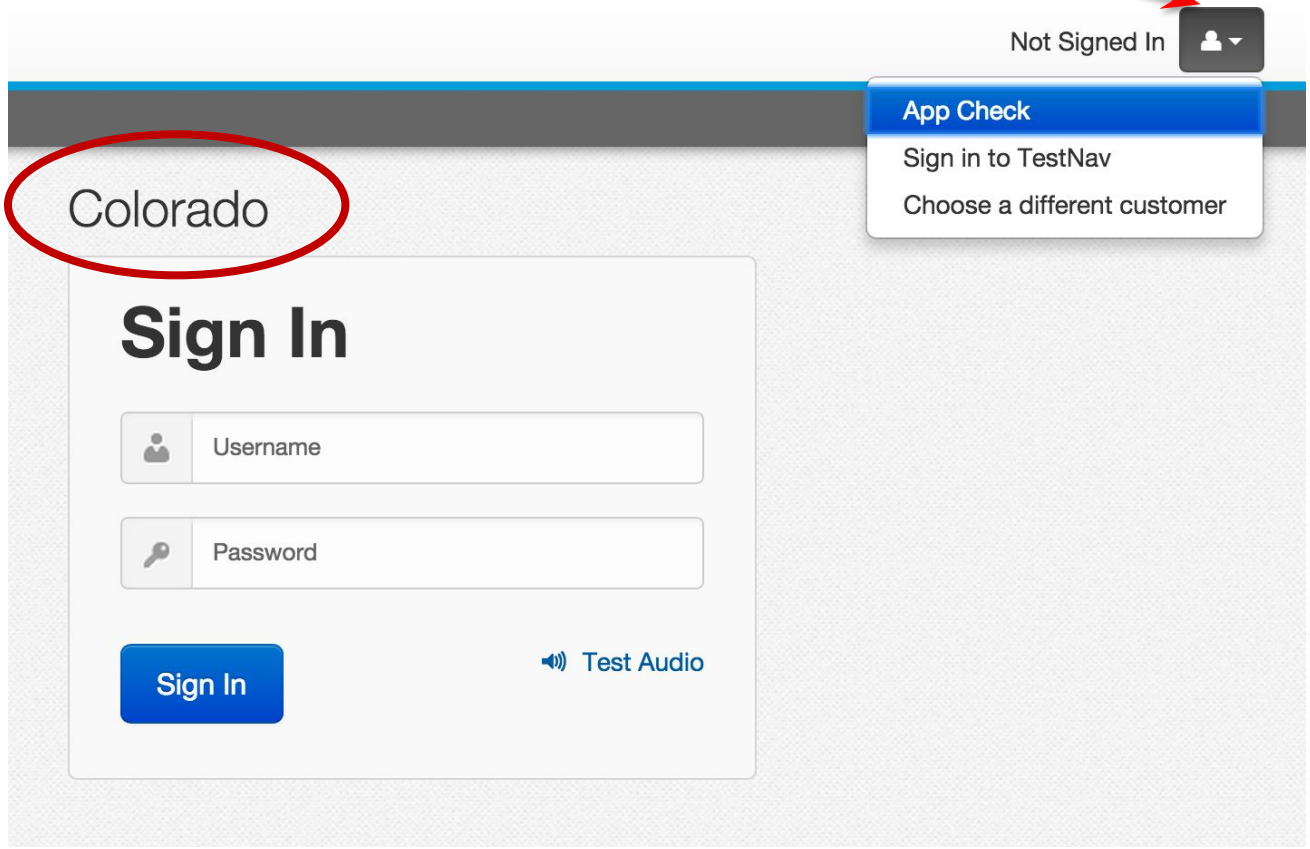


Username and Password are found on the Test Ticket

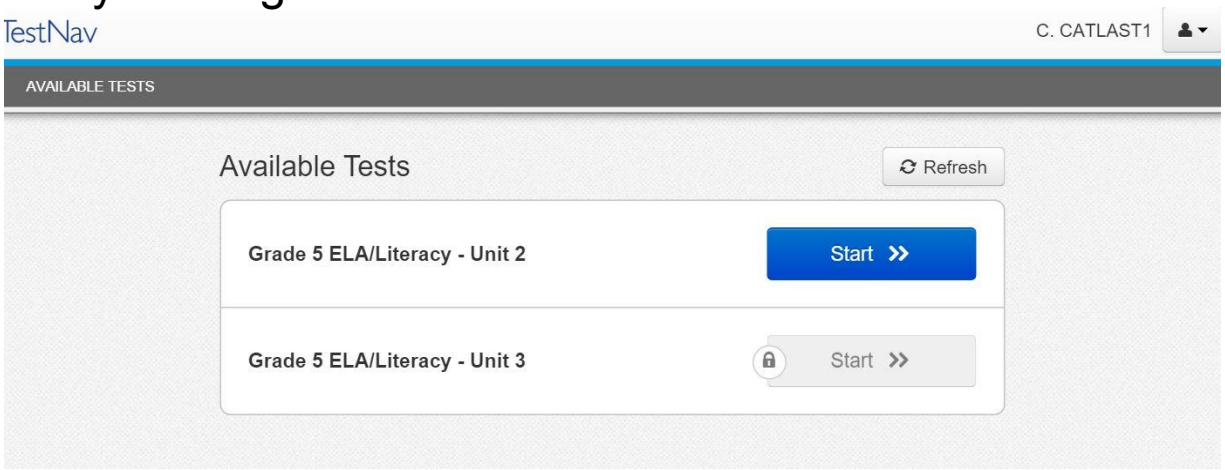
Students will be able to adjust volume during test.

Students should still set volume on device prior to launching a test.

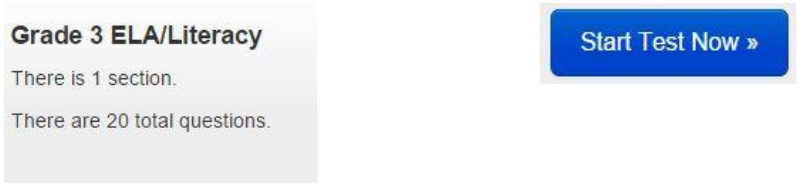
If student selects something besides Illinois, they must click on the "User" icon and select "Choose a different customer" to change their selection.

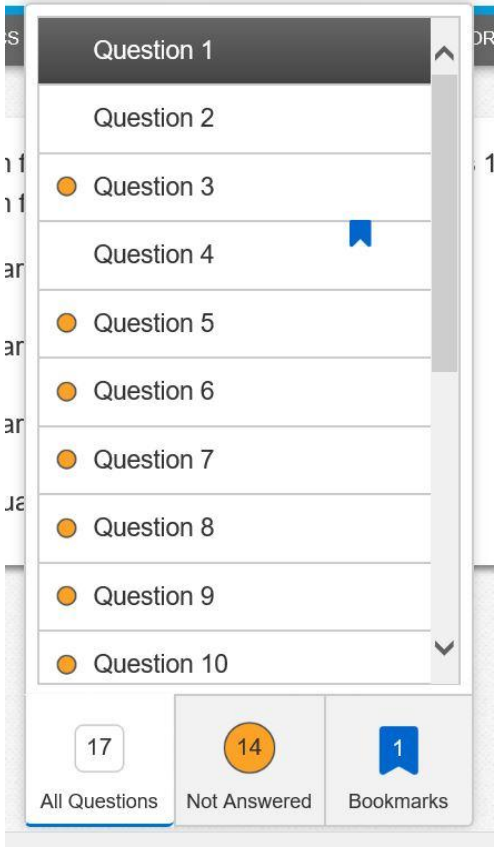


- When a student logs in they see a list of all available units.
- Units are grey until unlocked.
- When unlocked the lock icon disappears and the Start button becomes blue.
- By clicking the blue Start button the student enters the unit.



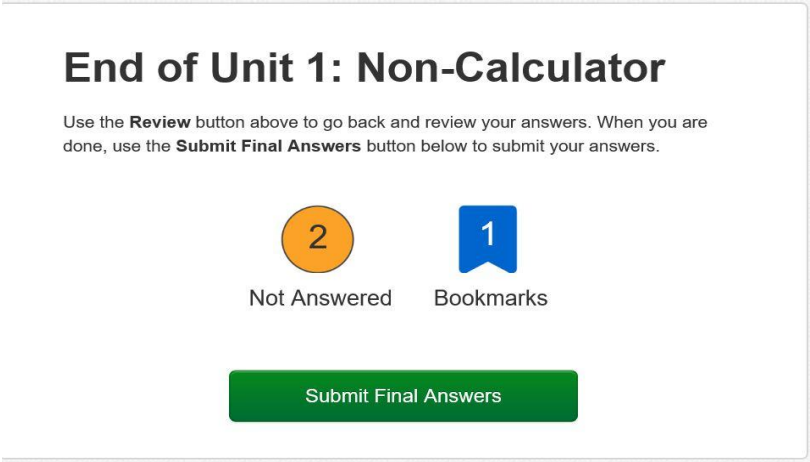
- The student then sees a summary of the unit and a Start Test Now button.





During each unit students have a review feature that allows them to see bookmarked and skipped questions it can also be used for navigation.

- At the end of the unit the student sees a summary of items not answered and bookmarked.

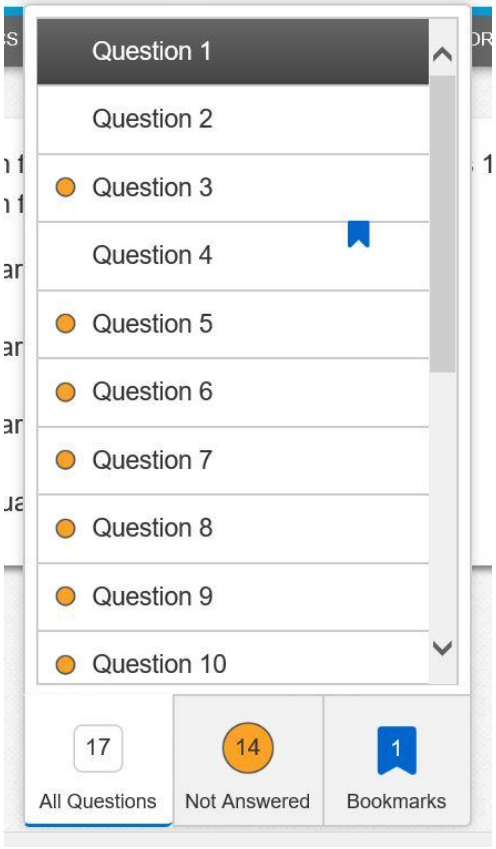


- To “complete” the unit:
  - a student has to select “**Submit Final Answers**” and
  - then another screen asks, “Are you sure you want to **submit your final answers**?”
  - They must click on “**Yes, Submit Final Answers**”

If there are students still actively testing at the end of testing time instruct them to do the following:

- Select the “Review” drop-down menu at the top left corner of your test.
- From the “Review” menu, scroll to the bottom and select “End of Section.”
- Select the “Submit Final Answers” button.
- Select the “Yes” button to exit the unit.

These instructions are in your script under instructions for ending the unit.



Troubleshooting

90% of problems encountered during testing can be solved by one of the following:

Refresh your screen in PearsonNext.

Log out and log back into PearsonNext.

If a student encounters a problem, have them log off and back into TestNav. You will most likely have to Resume them in PearsonNext.

Tech Notes

- Small group testing students should take a chromebook from the cart assigned to their class before leaving for their small group session.
  - The Chromebooks should be returned to the classroom at the end of the session.

- Communication of issues during testing should be emailed to your tech representatives for your building.
  - Include Room Number and test issue in the subject line.
  - If you run into an issue the office can also be contacted - please start with the email system.

Things to Remember…

- Units must be taken in order with the exception of makeups.
- Staff cannot provide any help to the student that may influence the student's answers.
- Staff must be monitoring testing at all times. They should not be on their computers for anything else, grading papers, talking with other staff members, etc.
- Headphones will be required in ALL ELA units.
  - Volume does not need to be adjusted before starting the test but it is still a good practice.
- Staff members not involved in the testing session should never enter any testing locations during testing except in an emergency.
- During breaks (if applicable), students should remain silent and not engage in any other activities.
- Students with extended time accommodations in either an IEP or 504 are the ONLY students to receive extra time.
  - Due to this, most of these students will be in their own sessions, allowing the teacher to lock their completed units without having to wait for the extended time student(s).
- Refresh your screen at least every 15 minutes when in Pearson or it will log you out.
- Tests are not timed by the system. They are timed by you!
- Ending a unit requires two steps. Make sure students know to complete both actions.
- Sessions can only be stopped when ALL students in the session are marked complete.

PARCC
Partnership for Assessment of Readiness for College and Careers