Fall/Winter Block
2015

PARCC

Partnership for Assessment of
Readiness for College and Careers

Test Administrator Manual

For Computer-Based Testing

High School English Language Arts/Literacy

Performance-Based Assessment (PBA)
and End-of-Year Assessment (EOY)

What's New for 2015 Fall/Winter Block?

This manual applies to Fall/Winter Block 2015 ONLY. There are testing design changes to the PARCC administration that will be implemented for the Spring 2016 administration.

New Content	Section
1. Computer-based assessments are available for the 2015–16 administration.	--
2. Integrated Math assessments are not available **for Fall/Winter Block**.	--
3. Students are no longer required to write their names on scratch paper or mathematics reference sheets.	Sections 4.2 and 4.4
4. For 2015–16, some training modules have been simplified to smaller, task-based modules. Training modules are available at: https://parcc.tms.pearson.com.	Section 3.2
5. Google Chrome browser is no longer supported for PARCC testing. Schools may instead use a TestNav desktop app or a different supported browser (e.g., Internet Explorer, Firefox). Chromebooks are still supported devices. Refer to the technology set-up page for full technology requirements on http://parcc.pearson.com/technology-setup.	--

Table of Contents

What's New for 2015 Fall/Winter Block? ii
1.0 Fall/Winter Block Overview 1
1.1 About this Manual 1
1.2 Roles of Individuals 2
2.0 Test Security and Administration Policies 3
2.1 Maintaining the Security of Test Materials and Content 3
2.1.1 Test Administrator Responsibilities 3
2.1.2 Security Forms 4
2.2 Testing Irregularities and Security Breaches 4
2.2.1 Test Irregularities and Security Breaches 4
Unauthorized Visitors 5
Authorized Visitors 6
2.2.2 Reporting Testing Irregularities and Security Breaches 6
2.3 Testing Environment 6
Administration Considerations for Students 6
Materials Prohibited in the Testing Environment 7
Exceptions for Test Accommodations 7
2.4 Scheduling and Testing Time 7
Testing Time 7
Breaks 8
3.0 BEFORE Testing 9
3.1 Checklist of Tasks for Administrators to Complete BEFORE Testing 9
3.2 Test Administrator Training and Preparation 9
3.3 Preparing to Administer Accessibility Features and Accommodations During PARCC Assessments 9
3.4 Administer Practice Tests and Tutorials 10
3.5 Prepare the Testing Environment 10
4.0 DURING Testing 12
4.1 Checklist of Tasks for Test Administrators to Complete DURING Testing 12
4.2 Receive Test Materials from the School Test Coordinator (Day of Testing) 12
Headphones 13
4.3 Manage Test Sessions in PearsonAccess^{next} (Day of Testing) 13
4.4 Distribute Materials and Read Script (Day of Testing) 14
4.5 Keep Time (Day of Testing) 15
4.6 Maintain Test Security 15
4.7 Supervise Test Administration 15
4.7.1 Guidance for Troubleshooting Computer-Based Testing 15
4.7.2 Guidance for Clarifying Directions During Administration 16
4.7.3 Guidance for Redirecting Students 16
4.7.4 Dismissing Students for Misconduct 17
4.7.5 Item Irregularities During Testing 17
4.7.6 Procedures for Safety Threats and Severe Weather 17

4.8 Administer Breaks 18
4.8.1 Breaks During a Unit 18
4.8.2 Breaks Between Units 18
4.9 Ending Each Unit 18
4.9.1 Log Students Out of TestNav 18
4.9.2 Collect Test Materials 19
4.9.3 Return Materials to School Test Coordinator 19
4.10 Make-up Testing 19
4.11 Script for Administering the High School ELA/Literacy (PBA) 20
4.11.1 ELA/Literacy PBA – Unit 1 (Literary Analysis) 20
4.11.2 ELA/Literacy PBA – Unit 2 (Research Simulation) 26
4.11.3 ELA/Literacy PBA – Unit 3 (Narrative Writing) 32
4.12 Script for Administering the High School ELA/Literacy (EOY) 38
4.12.1 ELA/Literacy EOY – Unit 1 38
4.12.2 ELA/Literacy EOY – Unit 2 44
5.0 AFTER Completion of ALL Testing 50
5.1 Checklist of Tasks for Test Administrators to Complete AFTER Testing 50
5.2 Return Materials to the School Test Coordinator 50
5.3 Stop Test Sessions in PearsonAccess^{next} 50
6.0 Accessibility Features and Accommodations 51
6.1 Test Administration of Accessibility Features and Accommodations 51
6.2 Before Testing: Preparing for Accessible Test Administration 52
6.3 During Testing: Test Administration of Accessibility Features and Accommodations 53
Special Accommodations Circumstances During Testing 54
6.4 After Testing: Completing Accessible Test Administration 54
Appendix A – Glossary 55
Appendix B – Security Agreement 59
Appendix C – Signs 61

1.0 Fall/Winter Block Overview

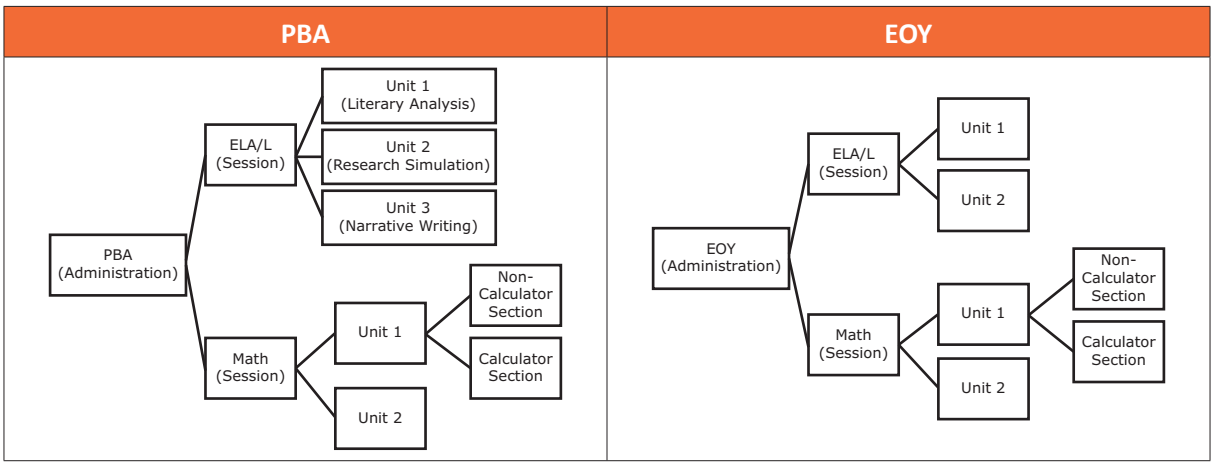
The Fall 2015 Administration of the PARCC assessment includes two separate test administration windows: the Performance-Based Assessment (PBA) and the End-of-Year (EOY), both of which will be administered in computer-based and paper-based formats. The first window will be for administration of the PBA, and the second window will be for the administration of the EOY. A student must participate in both content-specific windows (PBA and EOY) in order to receive a score for the assessment. The Fall/Winter Block includes the following tests for students on a semester or block course schedule: English language arts/literacy (ELA/L) for grades 9, 10, and 11; and Algebra I, Geometry, and Algebra II.

The ELA/Literacy PBA will focus on writing effectively when analyzing text.

For the EOY, students will demonstrate their acquired skills and knowledge by answering selected response and fill-in-the-blank questions.

Each test administration window comprises multiple units. Below is a figure showing the different components of the PARCC assessment.

Figure 1.0 Administration Components for Fall/Winter Block 2015 Assessments



1.1 About this Manual

This manual provides instructions applicable to Test Administrators necessary for the computer-based administration of the Fall Block PARCC assessment, as well as the procedures and protocols for the Test Administrator to complete before, during, and after test administration. This manual also contains the protocols that Test Administrators and Proctors must follow related to test security and test administration. Definitions for terms used in this manual can be found in **Appendix A**.

Because there are many instances where policies and procedures are state specific, it is important to contact your School Test Coordinator for your state's specific policies and procedures.

When administering the computer-based PARCC assessment to students, the Test Administrator should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the unit he or she is administering. All administration instructions are contained within each script. Some scripts include optional student directions that may not be applicable to all students testing. The optional directions are indicated by dashed line SAY boxes. In addition to English, the scripts have been translated into the following languages: Arabic, Chinese (Mandarin), Haitian Creole, Navajo, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The translated scripts are available at http://avocet.pearson.com/PARCC/Home.

1.2 Roles of Individuals

Local Education Agency (LEA) Test Coordinator (LTC) is the individual at the LEA/district level who is responsible for the overall coordination of test administration. For the purpose of this manual, the term LEA Test Coordinator is used. In some states this role may not exist. For these instances, the tasks for this role are the responsibility of the School Test Coordinator.

School Test Coordinator (STC) is the individual at the school level responsible for the overall coordination of test administration. The role may be taken on by the Principal or Designee. This individual is responsible for coordinating test administration and resolving testing issues at his or her school.

Test Administrator (TA) is an individual at the school who is responsible for administering the assessment. Refer to your School Test Coordinator for qualifications. States may also have roles such as Test Examiner or Test Proctor, but for the purpose of this manual, the term Test Administrator is used.

In general, the following individuals may serve as a Test Administrator:

- Individuals employed by the LEA as teachers
- LEA- and school-level administrators
- Other certified educational professionals

Parents or legal guardians may not serve as a Test Administrator for their own child, unless otherwise specified by your state. In addition, student teachers may NOT serve as a Test Administrator in charge of administering the PARCC assessment.

Proctor is an individual who may be called on to help a Test Administrator monitor a testing session under the supervision of the Test Administrator. States may also have roles such as Test Assistant, but for the purpose of this manual, the term Proctor is used. A Test Administrator must be in the room at all times during testing if a Proctor is used. Student teachers may serve as Proctors who assist the Test Administrators. Refer to your School Test Coordinator for more information about your state's policy.

A Proctor is recommended for all sessions due to the nature of computer-based testing.

Technology Coordinator (TC) is an individual at the school or LEA/district level who is responsible for setting up testing devices for computer-based testing. The School Test Coordinator must designate an individual who will be on-site to serve in this role during the administration.

Technology Coordinator responsibilities include but are not limited to:

- Ensuring the browser on each student's testing device meets technology requirements
- Ensuring the infrastructure (e.g., wireless access points, bandwidth) is adequate
- Installing a ProctorCache
- Precaching test content
- Purging test content from ProctorCache
- Configuring TestNav in PearsonAccess^{next}
- Helping with the Student Registration/Personal Needs Profile (SR/PNP)
- Managing problems with firewalls
- Removing (or turning off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
- Providing technical support for School Test Coordinators and Test Administrators

Accommodations Coordinator (AC) is an individual at the school or LEA/district level who is responsible for managing IEPs, 504 plans, and EL plans (if required by your state). Accommodations Coordinators may be called upon to assist with test administration, especially for students who need certain accessibility features and accommodations.

2.0 Test Security and Administration Policies

2.1 Maintaining the Security of Test Materials and Content

The administration of the PARCC assessment is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

Students may not have access to secure test materials before testing. For a full list of secure testing materials, refer to Section 4.2. The following test materials are secure:

- Student testing tickets
- Printed seal codes
- Mathematics reference sheets written on by students
- Scratch paper written on by students

Follow the security plan developed by your School Test Coordinator and/or principal for your school. Contact your School Test Coordinator with any questions about your school's security plan.

Make sure to follow your school's chain-of-custody protocol at all times. Failure to follow proper chain-of-custody requirements may result in test invalidations. The handling of test materials must be documented before, during, and after test administration in order to maintain their security.

2.1.1 Test Administrator Responsibilities

1. **Receive training in administering test sessions properly and securely.**
   - Review the *Test Administrator Manual (TAM)* and all relevant test security requirements before administering test sessions.
   - Attend any training session(s) led by the STC/designee before test administration.
   - Understand and follow the protocols related to administering accessibility features and accommodations.
2. **Administer all tests according to appropriate protocols.**
   - Administer tests during your state's prescribed testing window and in the prescribed order.
   - Follow the directions and read the scripts in the TAM verbatim to students.
   - Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (refer to Section 2.3).
   - Provide students with all required test materials as listed in the TAM.
   - Prevent the use of prohibited materials (refer to Section 2.3 for lists of required/permitted and prohibited materials) during testing units. Note that results may be invalidated for students who use cell phones or other electronic devices during a test session, including after a student turns in his or her test materials and during a break.
3. **Focus full attention on the testing environment at all times during testing.**
   - Continually monitor the testing process by moving unobtrusively about the room.
   - Ensure that students are supervised during testing, including during breaks.
   - Students must work only on the unit being administered. If a Test Administrator observes a student working in the incorrect unit of the test booklet or reviewing the incorrect unit of the test booklet, this is a testing irregularity that must be reported immediately to the School Test Coordinator.
4. **Ensure that students do not participate in any form of cheating.**
   - Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.

5. **Do not provide assistance to a student that could impact his/her answers.**
   - Test Administrators must not coach a student during testing or alter or interfere with a student's response in any way. Examples of coaching include, but are not limited to:
     - Providing answers to a student
     - Indicating that a student has answered a question incorrectly or left a question blank
     - Defining words or providing synonyms
     - Spelling words
     - Influencing a student's responses by offering hints, clues, cues, facial expressions, nods, or changes in voice inflection
     - Altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
     - Providing any manner of assistance that could impact a student's answers
     - Suggesting that a student write more on a question, check his/her work, or review or reconsider a question
   - At any time during a test session, a Test Administrator may repeat a portion of the *Test Administrator Manual* script if necessary for clarification.

6. **Follow proper test security procedures for providing accessibility features or accommodations.**
   - Ensure that students are only provided accommodations that are listed specifically for use during PARCC testing in an approved IEP or a 504 plan, and an EL plan (if your state requires the use of a plan for EL students).
   - Follow guidelines on proper administration of accommodations as prescribed in the *PARCC Accessibility Features and Accommodations (AF&A) Manual*.

7. **Follow chain-of-custody requirements to return all test materials after testing.**

2.1.2 Security Forms

In the event of a testing irregularity or a test security breach, Test Administrators should be prepared to provide their STC or LTC with information needed to complete the security forms.

2.2 Testing Irregularities and Security Breaches

Any action that compromises test security or score validity is prohibited. These may be classified as testing irregularities or security breaches. In Section 2.2.1, there are examples of activities that compromise test security or score validity (note that these lists are not exhaustive). It is highly recommended that School Test Coordinators discuss other possible testing irregularities and security breaches with Test Administrators during training. Refer to Section 2.2.2 for information on reporting testing irregularities and security breaches.

2.2.1 Testing Irregularities and Security Breaches

Examples of test security breaches and irregularities include but are not limited to:

- **Electronic Devices**
  - Using a cell phone or other prohibited handheld electronic device (e.g., smartphone, iPod®, smart watch) while secure test materials are still distributed or while students are testing
    - Exception: Test Coordinators, Technology Coordinators, Test Administrators, and Proctors are permitted to use cell phones in the testing environment only in cases of emergencies or when timely administration assistance is needed. LEAs may set additional restrictions on allowable devices as needed.

- **Test Supervision**
  - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
  - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
  - Leaving students unattended for any period of time while secure test materials are still distributed or while students are testing
  - Deviating from testing time procedures as outlined in Section 2.4
  - Allowing cheating of any kind
  - Providing unauthorized persons with access to secure materials
  - Providing access to seal codes for computer-based testing ahead of time and before reading the appropriate direction in the script
  - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
  - Allowing students to test before or after your state's test administration window

- **Test Materials**
  - Losing a student testing ticket
  - Leaving test materials unattended or failing to keep test materials secure at all times
  - Reading or viewing the passages or test items before, during, or after testing
    - Exception: Administration of a Human Reader/Signer accessibility feature for mathematics or accommodation for English language arts/literacy which requires a Test Administrator to access passages or test items.
  - Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials or online test forms
  - Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
  - Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test

- **Testing Environment**
  - Allowing unauthorized visitors in the testing environment (see below for more information)
  - Failing to follow administration directions exactly as specified in the *Test Administrator Manual*
  - Displaying testing aids in the testing environment (e.g., a bulletin board containing relevant instructional materials) during testing

Unauthorized Visitors

Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as Test Administrators or Proctors, are prohibited from entering the testing environment.

Authorized Visitors

Visits by state assessment office monitors, LEA monitors, and State-authorized observers are allowed based on state-specific policy, as long as these individuals do not disturb the testing process. Refer to your School Test Coordinator for details about observation visits for your state.

2.2.2 Reporting Testing Irregularities and Security Breaches

For a list of testing irregularities and security breaches that must be reported and documented, refer to your School Test Coordinator. If an incident must be reported according to your state policy, follow the protocol outlined below:

- The incident must be reported to the School Test Coordinator immediately.
- If follow-up documentation is required by your LEA Test Coordinator or PARCC State Contact, complete any additional documentation required.
- Occasionally, individuals will contact state department of education offices with allegations of testing irregularities or security breaches. In these instances, the state's designee may contact the School Test Coordinator or LEA Test Coordinator and ask the individual to investigate the allegations and report back to the appropriate state level organization.

2.3 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others and the expectations for what those students may do must be determined and established in advance of the testing day. Refer to your School Test Coordinator for your state's policy on what students may do after testing.
- Unauthorized visitors are prohibited from entering the testing environment as described in Section 2.2.1.
- The testing sign in **Appendix C** should be posted on the outside of the room door.
- Prohibited classroom resources (see below for more information) should be removed or covered.

Administration Considerations for Students

With the support of the school administration, the School Test Coordinator has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, School Test Coordinators may determine that any student may require one or more of the following test administration considerations, regardless of the student's status as a student with a disability or as an English learner:

- Small-group testing
- Frequent breaks
- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture

For more information on accessibility features and accommodations refer to Section 6.0.

Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following are materials that may not be used at any time during a unit, including after a student has completed testing (e.g., turns in his/her test booklet) or during a break. Students, Test Administrators, Proctors or other authorized persons in the test environment may not posses these or any other materials.

- **Materials Prohibited During All Units**
  - All personal electronic equipment not related to testing (e.g., cell phones, iPods®, personal document scanners, eBooks, electronic pens, smart watches)
  - Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts or otherwise provides unauthorized assistance during testing. Refer to the *AF&A Manual* for additional information on approved resources for a student with a disability or an English learner.
  - Any manipulative not approved through unique accommodation prior to testing*
    *May be allowable if listed in the student's IEP or 504 plan.

Follow the general rule that if the material in question may help the student answer or find an answer, post or copy materials, it is not allowed in the testing environment.

Prior to testing, Test Administrators should instruct students to place all prohibited materials out of reach during testing (e.g., locker, book bag). If a student is found to have any prohibited materials in his or her possession upon arrival for testing, instruct the student to hand the materials to the Test Administrator. If the prohibited material is an electronic device, instruct the student to first turn off the device, and then hand it to the Test Administrator.

Other materials may be permitted after a student has completed testing. Refer to your School Test Coordinator for your state's policy.

Exceptions for Test Accommodations

A student with a disability or who is an English learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student's IEP or 504 plan (or EL plan, if required by your state).

2.4 Scheduling and Testing Time

All test units must be completed during your state's appropriate testing window. Schools will have a total of 20 consecutive school days for computer-based testing. Units may be scheduled at any time during your testing window. Contact your School Test Coordinator if you have any questions about your testing dates.

Testing Time

PARCC tests are timed. Testing time is limited to the unit testing times listed in Table 2.1 (with the exception of an extended time accommodation as noted in Section 6.0).

Administration Time is the total time schools should schedule for each unit, including the unit testing time and the approximate times shown in Table 2.0 for reading directions, answering questions, distributing materials, closing units, and collecting test materials.

Example: Where the unit testing time is 75 minutes, schools might schedule a total of 100 minutes: 15 minutes for reading directions + 75 minutes of testing + 10 minutes for closing the unit.

Table 2.0 Administration Time

	Task	Time to be Allotted for Test Administration
Guidelines for Scheduling	1. Preparation **after** students arrive (includes reading instructions to students and answering questions).	10 minutes
	2. Distribute test materials to students.	5 minutes
	3. Administer unit.	Refer to Unit Testing Time below (60-90 minutes)
	4. End-of-unit activities, including logging students out of TestNav and collecting test materials.	5–15 minutes

Unit Testing Time is the amount of time any student who needs it must be provided to complete the unit. As such, it is the amount of testing time schools must schedule for each unit. A new unit cannot be started until all students in the unit are finished or until unit testing time has expired.

If all students have completed testing before the end of the unit testing time, the unit may end. Once the unit testing time has elapsed, the unit must end, except for students with extended time accommodations. Refer to your School Test Coordinator for your state's policy on what students may do if they complete a unit prior to the end of the unit testing time.

Table 2.1 Unit Testing Times for High School

PBA			
Subject and Grade	**Unit**	**Section**	**Unit Testing Time (Minutes)**
ELA/Literacy Grade 9 PBA ELA/Literacy Grade 10 PBA ELA/Literacy Grade 11 PBA	Unit 1 (Literary Analysis)		75
	Unit 2 (Research Simulation)		90
	Unit 3 (Narrative Writing)		60
EOY			
Subject and Grade	**Unit**	**Section**	**Unit Testing Time (Minutes)**
ELA/Literacy Grade 9 EOY ELA/Literacy Grade 10 EOY ELA/Literacy Grade 11 EOY	Unit 1		60
	Unit 2		60

Breaks

Speak with your School Test Coordinator to clarify local procedures for breaks. For more information about breaks refer to Section 4.8.

3.0 BEFORE Testing

3.1 Checklist of Tasks for Administrators to Complete BEFORE Testing

This section describes activities the Test Administrator (TA) must complete before the first day of testing. It is highly recommended that you complete these tasks no later than the timeline suggested.

At Least One Week Before Testing	Reference
❑ Review policies and instructions for test administration in this manual.	
❑ Complete any required training with the School Test Coordinator to review test security, administration protocols and plans, and day of test activities.	Section 3.2
❑ Complete recommended online training modules or in-person training: ❍ Introduction to Training - For All User Roles ❍ PearsonAccess^{next} ❍ Student Readiness Resources for PARCC ❍ Administration of Computer-Based Testing for Test Administrators ❍ Accessibility Features and Accommodations (if applicable)	Section 3.2 and http://parcc.pearson.com/manuals-training
❑ Review the Security Agreement. Sign and submit it to the School Test Coordinator according to your state policy.	**Appendix B**
❑ Review all testing accommodations to be administered for your students and develop a plan to monitor their use.	Section 3.3
❑ Strongly Recommended: Administer the Computer-Based Testing Practice Tests and Tutorial.	Section 3.4
One Day Before Testing	**Reference**
❑ Prepare the testing environment.	Section 3.5

3.2 Test Administrator Training and Preparation

Test Administrators must meet with the School Test Coordinator to prepare for test administration and review responsibilities. In addition to this document, review the training modules that provide more detailed information on specific aspects of the PARCC administration at http://parcc.pearson.com/manuals-training.

3.3 Preparing to Administer Accessibility Features and Accommodations During PARCC Assessments

The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training. Refer to Section 6.0 for additional information about accessibility features and accommodations.

3.4 Administer Practice Tests and Tutorials

Administering the tutorials and practice tests is an important preparation step for both administration staff and students. It is highly recommended that all students who will participate in the PARCC assessments first take the tutorials and practice tests available at http://parcc.pearson.com.

During the test, Test Administrators will not be allowed to assist students with TestNav functionality and navigation. Therefore, it is important that these questions be answered during tutorials and practice tests. Computer-based practice tests and tutorials contain test items to help familiarize students with computer-based testing tools and the process for identifying and responding to different item types on the testing devices.

Your School Test Coordinator will provide you with instructions for administering the practice tests and tutorials. It will take up to 30 minutes to administer each tutorial. Throughout the school year, students should be provided access to the tutorials and practice tests. Students with accommodations may need additional practice time to become familiar with all computer-based testing features.

3.5 Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation, a comfortable room temperature, and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

To maintain security in a computer-based testing environment, PARCC recommends the following ideal configurations for seating students (unless local policy and procedures do not allow):

- Seat students in every other seat
- Arrange monitors back-to-back
- Seat students back-to-back
- Seat students in a semicircle
- Seat students in widely spaced rows or in every other row

If an ideal seating configuration is not possible, physical and visual barriers between testing devices should be used to prevent students from viewing other testing devices. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

Before students enter the test environment:

- Cover or remove from the testing environment all prohibited materials containing content in the subject area being tested, including any materials listed in Section 2.3.
  - Post a "Testing — Please Do Not Disturb" sign (refer to **Appendix C** of this manual) on the outside of the door of the testing room.
  - Display a timing box on the board; refer to the example in Figure 3.0.
    - Write the name of the unit you are administering on the unit name line in the timing box on the board.
    - Using the unit testing time in Table 2.1 of this manual for reference, write the unit testing time on the correct line in the timing box on the board.
    - Do not fill in the Starting Time or Stopping Time lines until instructed to do so in the scripts.

Figure 3.0 Timing Box Example

Unit Name: _____
Unit Testing Time: _____
Starting Time: _____
Stopping Time: _____

4.0 DURING Testing

4.1 Checklist of Tasks for Test Administrators to Complete DURING Testing

This section describes activities Test Administrators must complete during the day of testing.

Day of Testing	Reference
❑ Receive test materials from School Test Coordinator and track receipt using the Computer-Based Chain-of-Custody Form.	Section 4.2
❑ Manage test sessions and review each student's status in PearsonAccess^{next}: ❍ Test Administrator Login ❍ Start test sessions ❍ Resume students (as needed) ❍ Exiting tests	Section 4.3
❑ Distribute test materials to students, and administer the PARCC assessment according to the directions in this manual and using the appropriate administration script.	Section 4.4
❑ Help students log in to TestNav (http://parcc.testnav.com).	Section 4.4
❑ Keep time.	Section 4.5
❑ Supervise test administration and provide breaks (if applicable).	Sections 4.7 and 4.8
❑ Troubleshoot computer-based testing issues as needed.	Section 4.7.1
❑ Return all testing materials to the School Test Coordinator.	Section 4.9.3
❑ Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)

The School Test Coordinator will distribute test materials to and collect materials from the Test Administrators each test administration day. Test materials must not be stored in classrooms prior to or following the day of administration. Your state may have additional guidance; refer to your School Test Coordinator.

Test materials that must be distributed by School Test Coordinators to Test Administrators for computer-based test administration include:

- **PARCC-supplied materials**
  - Student testing tickets (printed from PearsonAccess^{next} at the LEA or school)
  - Seal codes (printed from PearsonAccess^{next} at the LEA or school)
  - *Test Administrator Manual(s)*

- **School-supplied material**
  - Wooden No. 2 pencil(s) with eraser(s)
  - Blank scratch paper
    - Test Administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student. Students can request more scratch paper during the unit, if needed.
    - Test Administrators are responsible for collecting all used scratch paper to be securely destroyed. Schools may reuse unused scratch paper (only if paper is completely blank).
  - Testing devices that meet the minimum technology specifications set forth by PARCC (**Note:** Student should not supply his/her own device for testing)
  - Headphones (see below for more information)
  - Materials necessary for the administration of accommodations or accessibility features
  - Timing device such as a clock or watch, to keep track of time during testing (if one is not clearly visible within the testing room)
  - "Testing — Please Do Not Disturb" sign to post on the doors of the testing rooms or the board (a copy of the sign is available in **Appendix C** of this manual)

Headphones

Headphones are needed for ELA/Literacy PBA units, or for students who receive the text-to-speech accommodation for the ELA/Literacy assessments. Volume controls appear before the start of each unit. Therefore, the volume can ONLY be adjusted prior to beginning the test—attempting to adjust the volume later may cause TestNav to close.

There are different forms of the test. Within a unit, students may or may not experience items connected to multimedia text. Therefore, headphones need to be provided for each PBA unit.

Stand-alone headphones (i.e., headphones not connected to a device) are also an accessibility feature; therefore, some students may use headphones as noise buffers to minimize distractions or filter external noise during testing. If students use headphones just as noise buffers, Test Administrators are responsible for ensuring that the headphones are not plugged into any device.

4.3 Manage Test Sessions in PearsonAccess^{next} (Day of Testing)

Before students can begin testing, you or your School Test Coordinator will need to log in to PearsonAccess^{next} and start the test session. After a session is started, you can monitor the real-time status of students by refreshing your browser. Table 4.0 describes the possible statuses for a student.

Table 4.0 Student Statuses in PearsonAccess^{next}

Status	Description
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited TestNav but has not submitted test responses. (Student cannot resume testing unless authorized by Test Administrator.)
Resumed	The student has been authorized to resume the test. Resume a test when a student exits a test (either intentionally or unintentionally) before finishing the test and you want the student to continue the same test. Only students in **Active** or **Exited** status can be resumed. Students in **Ready**, **Completed**, or **Marked Complete** statuses cannot be resumed.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing. The student will be prompted to get assistance from the Test Administrator to upload saved responses.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The Test Administrator or School Test Coordinator must mark a test complete when a student has exited TestNav and does not resume the same test.

Students should not **Submit** the test until they have completed all units. Between units, students should exit and save the test. When the next unit begins, the Test Administrator will need to resume each student.

Refer to the *PearsonAccess^{next} Online User Guide* for instructions on logging into PearsonAccess^{next} and performing the tasks described in this section.

4.4 Distribute Materials and Read Script (Day of Testing)

After students are seated, verify student roster/attendance and note absent students for make-up testing. Then, read the appropriate administration script and distribute student testing tickets and scratch paper when instructed to do so.

Test Administrators are required to adhere to the scripts provided in this manual for administering the PARCC assessment. Read word-for-word the bold instructions in each SAY box to students (i.e., you may not modify or paraphrase the wording in the SAY boxes). Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. If after the first reading students still have questions, refer to Section 4.7.2. Text that is outside the SAY boxes includes directions for Test Administrators to follow and should NOT be read to students. You may repeat any part of the scripted directions as many times as needed while you are delivering the script.

4.5 Keep Time (Day of Testing)

Keep accurate time for each test unit. TestNav will not automatically log off at the end of unit testing time. Remember that failure to provide the correct amount of time may result in test invalidation. Refer to Table 2.1 for guidance on unit testing times.

Note: A student with the extended time accommodation specified in his or her approved IEP or 504 plan (or EL plan, if required by your state) may be provided more time to complete each unit.

4.6 Maintain Test Security

Adhere to the test security protocols at all times and report violations or concerns to your School Test Coordinator immediately. It is essential to follow security measures at all times in order to ensure the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual and the assessment security instructions and procedures provided by PARCC.

If testing is interrupted at any time during the unit (e.g., safety threat, fire emergency, student becoming ill), follow the procedures in Sections 4.7.1 and 4.7.4–4.7.6.

4.7 Supervise Test Administration

During testing, you are expected to actively proctor and focus your full attention on students at all times to confirm they are working independently. This means ensuring students are NOT involved in questionable activities. Ensure that all student desks are free of any prohibited materials and that all prohibited aids have been removed or covered. Refer to Sections 2.2 and 2.3 for information on prohibited activities and prohibited materials.

4.7.1 Guidance for Troubleshooting Computer-Based Testing

If student testing devices are experiencing technical problems during a test, such as freezing, error messages, or blank screens, that prevent the student(s) from normal continuation of testing, the Test Administrator should follow the procedures outlined below.

- If an assigned accommodation is not appearing correctly for a student, instruct the student to exit the test immediately and contact the School Test Coordinator.
- When a technology disruption affecting **a single student** occurs, Test Administrators should follow these steps:
  - Note the time of the disruption so that the remaining time for the unit can be calculated.
  - Follow the procedures outlined by your school on who to contact or troubleshooting guidance.
    - Guidance for troubleshooting common errors is available on parcc.pearson.com.
    - Technology Coordinators and Test Administrators must NOT take photos of error screens.
  - If the issue cannot be resolved in a timely manner without disruption to the other students testing, the student should be moved to another testing device, and given time to account for any delay caused by the error and the switch in devices.
  - If no alternate device is available, the student should be dismissed from the testing environment and resume the test on a functioning device as soon as possible on the same day. The student may not alter any previously entered response, and must be given the amount of time remaining in the test unit when the technical problem occurred.
  - Document the situation in writing. Refer to your School Test Coordinator for your state's policy about reporting a testing irregularity.

- When a technology disruption affecting **multiple students** occurs, Test Administrators should follow these steps:
  - Pause testing in the room until the problem is resolved.
  - Note the time of the disruption so that the remaining time for the unit can be calculated.
  - Follow the procedures outlined by your school on who to contact or troubleshooting guidance.
    - Guidance for troubleshooting common errors is available on parcc.pearson.com.
    - Technology Coordinators and Test Administrators must NOT take photos of error screens.
  - Once the issues are resolved, prepare students to resume testing for the continuation of the unit:
    - Test Administrators must resume students' tests in PearsonAccess^{next} before the students can continue with the same test; refer to resuming a test in *PearsonAccess^{next} Online User Guide* or at https://support.assessment.pearson.com/display/PAsup/Resume+a+Test.
    - Test Administrators must inform students how many minutes remain in the unit.
    - Test Administrators must write on the board the updated start time and stop time of the unit.
  - Document the situation in writing. Refer to your School Test Coordinator for your state's policy about reporting a testing irregularity. During testing, Test Administrators are not permitted to help students navigate or use the functionalities within TestNav 8.
- If a student exits TestNav (either unintentionally or intentionally) before completing a test:
  - Verify that TestNav is shut down for the student.
  - Resume the student's test in PearsonAccess^{next}.
    - The student's test will resume from the point at which the test was interrupted.
    - The system will upload any test responses that the student entered after the interruption.

4.7.2 Guidance for Clarifying Directions During Administration

Test Administrators are permitted to clarify ONLY general administration instructions after reading the script word-for-word. No passages or test items may be clarified.

If you have questions, consult your School Test Coordinator.

If a Test Administrator is providing the **General Administration Directions Clarified in Student's Native Language (by Test Administrator)** accommodation to an English learner (EL), then the guidelines must also be followed in providing clarifications in a student's native language.

4.7.3 Guidance for Redirecting Students

The Test Administrator or Proctor may redirect the student's attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

Test Administrators and Proctors may not individually remind or encourage a student to answer all questions. Test Administrators and Proctors may not point or gesture to the student to complete a specific test item or encourage a student to select an answer choice.

4.7.4 Dismissing Students for Misconduct

The Test Administrator has the authority to dismiss any student for misconduct according to your local policy. If student misconduct warrants dismissal, collect the student's test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing in another location (e.g., guidance counselor's office) according to local policy. The school or LEA must submit a Form to Report a Testing Irregularity or Security Breach within two school days unless otherwise directed by your LEA Test Coordinator or PARCC State Contact. Your state may have additional guidance on dismissing students for misconduct. Refer to your School Test Coordinator.

If a student is dismissed, the Test Administrator must exit the student's test in TestNav. If a student is observed with any of the items listed in Section 2.3 during testing or during breaks, the Test Administrator should collect the the prohibited materials. The school or LEA should complete the Form to Report a Testing Irregularity or Security Breach in **Appendix D** of the *Test Coordinator Manual* and follow your state policy for submitting the form.

4.7.5 Item Irregularities During Testing

If during testing, a student alerts a Test Administrator to a possible unanswerable or misprinted test item, the following protocol must be followed by school personnel.

- In this instance school personnel may NOT read or review the test item.
- The Test Administrator should instruct the student to proceed with the test and do their best on the item in question.
- The Test Administrator should note the content area, course/grade level, form number, item number, and test format (online or paper) of the item in question and provide that information to the School Test Coordinator to complete the Form to Report a Testing Irregularity or Security Breach. Actual wording from the question should never be included either verbally or in writing.
- Refer to your School Test Coordinator for your state's policy about reporting a testing irregularity.

4.7.6 Procedures for Safety Threats and Severe Weather

In the event there is a building evacuation, lockdown, or school closure that occurs **before** the start of a unit, follow the protocol outlined below:

- Proceed with testing only if the unit can be completed that day.
  - If the unit cannot be completed, schedule the unit during make-up testing.
- Document the situation, noting the event, date and time, students affected, and any other specific details regarding the situation.
- Refer to your School Test Coordinator for your state's policy about reporting safety threats and severe weather.

In the event there is a building evacuation, lockdown, or school closure that occurs **during** the unit, follow the protocol outlined below:

- If possible, note the time of the disruption so that the remaining time for the unit can be calculated.
- If leaving the test environment, lock the door or take necessary steps to ensure the security of the test materials if time permits.

- Upon returning to the testing room, prepare students for the continuation of the unit:
  - Inform students how many minutes remain in the unit.
  - Write on the board the updated start time and stop time of the unit.
  - Students may need to be Resumed in PearsonAccess^{next}.
- Using the Form to Report a Testing Irregularity or Security Breach, document the situation.
- Refer to your School Test Coordinator for your state's policy about reporting a testing irregularity.

4.8 Administer Breaks

During a break, there should NOT be conversations among students, and students are NOT permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test. Students must be supervised at all times during breaks, including breaks between units.

Test Administrators are responsible for ensuring that students are NOT able to see content on other students' test materials or on other students' testing devices. PARCC policies for breaks are below. Refer to your School Test Coordinator for additional requirements regarding breaks.

4.8.1 Breaks During a Unit

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom is allowed during testing for each unit. The end of unit time can be adjusted up to 3 minutes at the end of this break.
- Individual restroom breaks are allowed. It is recommended that no more than one student at a time be allowed to use the restroom and students be supervised. Unit time may NOT be adjusted for restroom breaks, and students should be encouraged to use the restroom prior to beginning unit time.
- Students are **not permitted to talk**.

During short breaks, visual blocks should be applied to students' testing devices (e.g., turn off the monitor, tape folders to the screen) instead of having students use online functions to exit and resume the test.

Frequent Breaks: Frequent breaks may be offered as an administration consideration. Refer to your state policy.

4.8.2 Breaks Between Units

If your School Test Coordinator scheduled units back-to-back for students, breaks are highly recommended between units to stretch, go to the restroom, or get a drink for the entire classroom. All students in the session must break at the same time between units.

4.9 Ending Each Unit

4.9.1 Log Students Out of TestNav

As students complete testing, Test Administrators will use the instructions at the end of the administration script or in the TestNav Logout Instructions (posted at http://avocet.pearson.com/PARCC/Home) to help them log out of TestNav. Test Administrators may provide navigational guidance as students click through the log out steps.

4.9.2 Collect Test Materials

Collect student testing tickets and scratch paper. Count the number of items to ensure each student has returned his or her student testing ticket and scratch paper. If a student loses or destroys his or her student testing ticket, contact your School Test Coordinator.

Note: Follow your local chain-of-custody procedure to ensure all materials are accounted for.

4.9.3 Return Materials to School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- Student testing tickets
- Seal codes
- Accommodated test materials (inform the School Test Coordinator of any tests needing transcription)
- Used and unused scratch paper

4.10 Make-up Testing

If a student starts a unit and leaves the testing environment (e.g., due to illness, family emergency, natural disaster) without finishing that unit, he or she may be allowed to complete that test on a different day. If you have concerns about a student completing a unit, you should NOT allow the student to begin. If a student leaves during a unit, note the exact place in the test where the student stopped and the time remaining, and then contact the School Test Coordinator.

Students are NOT allowed to alter any previously entered responses. They must pick up exactly where they left off. Tests will automatically resume at the exact point where a student exited. Test Administrators must closely monitor make-up testing to ensure students do not alter any previously entered responses.

4.11 Script for Administering the High School ELA/Literacy (PBA)

4.11.1 ELA/Literacy PBA – Unit 1 (Literary Analysis)

High School ELA/Literacy PBA – Unit 1 (Literary Analysis) (CBT)

Unit	Unit Testing Time	Required Materials	Seal Code	Start Time	Stop Time
Unit 1: Literary Analysis	75 Minutes	• Student testing tickets • First seal code • Pencils • Scratch paper			
End of Unit 1 – Students **Submit Section**					

Before students can begin testing, you may need to log in to PearsonAccess^{next} and start the test session. Test Administrators must make sure all testing devices are turned on and logged onto the parcc.testnav.com site (or follow your school/LEA instructions for accessing the Sign-In page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section) and the test session is started in PearsonAccess^{next} (refer to Section 4.3). Make sure all headphones are plugged in prior to launching TestNav.

Say	**Today, you will take the English Language Arts/Literacy Performance-Based Assessment.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand.**

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio

Say	**On your screen below the blue "Sign In" button is a link called "Click To Test Audio." Put on your headphones and select the link to make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, the volume level cannot be changed.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

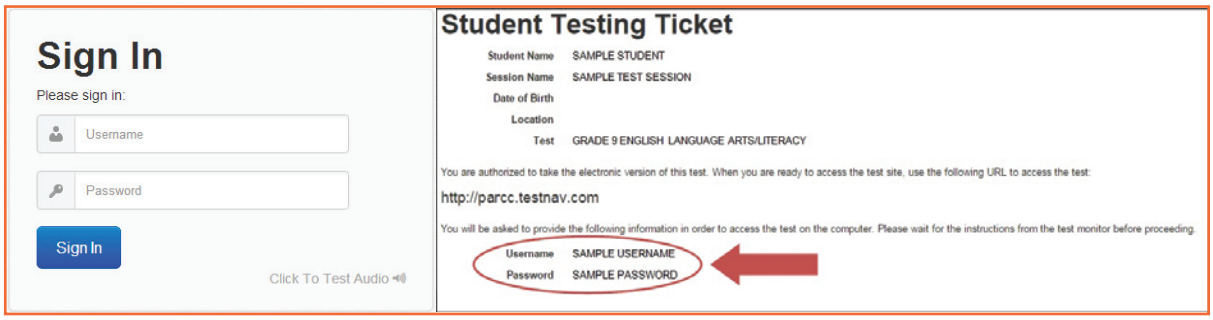
Instructions for Logging In

Say	**Please sit quietly while I distribute student testing tickets and scratch paper.** **Do NOT log in until I tell you to do so.**

Distribute scratch paper and student testing tickets. Make sure students have pencils.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.



Say	**Now, enter your Username as shown on the bottom of your ticket.** (Pause.) **Next, enter the Password as shown on your ticket.** (Pause.) **Now, select the blue "Sign In" button.** (Pause.) **You should see a "Welcome" screen. Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in.

Instructions for Administering Unit 1 (Literary Analysis)

Say	**Select the blue "Start Test Now" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.** **Today, you will be taking the Literary Analysis Unit of the Grade __ English Language Arts/Literacy Test.** **You will be asked to read two passages. Read each passage and all questions carefully. Some questions will ask you to choose one correct answer, while others will ask you to choose more than one correct answer. To answer a question that asks you to pick one answer, select one answer from the answer choices. You may look back at the passage or passages when needed.** **To answer a question that asks you to pick more than one answer, select your answers from the answer choices.** **The final question in this unit will ask you to provide a written response to the passages you have read. You may plan your response using scratch paper or the notepad tool.** **Enter your response in the box provided. The size of the box does not limit the length of your response. You may use the tools at the top of the box to edit your response. To view your entire response, use the scroll bar found on the right side of the box. Only responses entered in the response box will be scored.** **If you do not know the answer to a question, you may flag it and go on. If you finish the Literary Analysis Unit of the test early, you may review your answers and any questions you may have flagged in this unit ONLY.**

Say	**This is the end of the directions on your screen. Do not go on until you are told to do so.** **Some words or phrases will be underlined. If you see any underlined words or phrases, you can select the hyperlink to display a pop-up glossary that will provide you with the definition of the words or phrase.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.** **Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test you may not log back in.**

Read from OPTION A, B, or C below based on your state or local policy (refer to your STC).

Say	OPTION A **After you have logged out of the test, sit quietly until the unit has ended.**
	OPTION B **After you have logged out of the test, I will dismiss you.**
	OPTION C **After you have logged out of the test, you may read a book or other materials until the unit has ended.**

Say	**Do you have any questions?**

Answer any questions.

Instructions for Entering the Seal Code and Starting the Test
Write the seal code **only** for the Literary Analysis Unit on the board. Do not display any other seal codes.

Say	**Scroll to the bottom of the screen for a box to enter a seal code. Enter the seal code exactly as shown.** (Pause.) **Select the blue "Start Section" button.** (Pause.) **You should now be in the Literary Analysis Unit.**

Pause to make sure all students are in the correct session.

Say	**You will have 75 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** **You may begin working now.**

Write the starting time and stopping time in the timing box.

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3)
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1)
- Collect test materials as students complete testing (Section 4.9.2)

Instructions for Taking a Break During Testing and Testing Interruptions
The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other**.
- Students are not permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test.

After taking a classroom break:

Say	**You may now resume testing.**

Follow the protocol in Section 4.7.1 Guidance for Troubleshooting Computer-Based Testing, as applicable, if any technology issues cause a disruption.

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished read the following optional "SAY" box if there are students still logged in to TestNav.

Say

Stop working. You have completed the Literary Analysis Unit.

Select the gray "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 green "Submit Section" button.

Select the blue "Yes" button to exit the unit.

In the top right hand corner of your screen, select the gray button next to your name and choose the option "Logout of TestNav."

You should see the message "I want to exit this test and finish later." Select the blue "Save and Return Later" button.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering the Research Simulation Unit the same day as the Literary Analysis Unit, allow students to take a break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, move on to the Research Simulation Unit.

4.11.2 ELA/Literacy PBA – Unit 2 (Research Simulation)

High School ELA/Literacy PBA – Unit 2 (Research Simulation) (CBT)

Unit	Unit Testing Time	Required Materials	Seal Code	Start Time	Stop Time
Unit 2: Research Simulation	90 Minutes	• Student testing tickets • Second seal code • Pencils • Scratch paper			
End of Unit 2 – Students **Submit Section**					

Before students can begin testing, you may need to log in to PearsonAccess^{next} and start the test session. Test Administrators must make sure all testing devices are turned on and logged onto the parcc.testnav.com site (or follow your school/LEA instructions for accessing the Sign-In page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section) and the test session is started in PearsonAccess^{next} (refer to Section 4.3). Make sure all headphones are plugged in prior to launching TestNav.

Say	**Today, you will take the English Language Arts/Literacy Performance-Based Assessment.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand.**

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio

Say	**On your screen below the blue "Sign In" button is a link called "Click To Test Audio." Put on your headphones and select the link to make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, the volume level cannot be changed.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

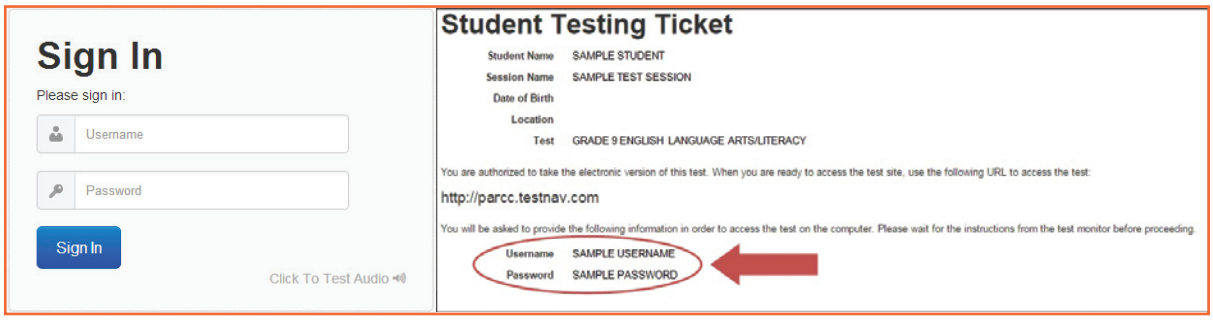
Instructions for Logging In

Say	**Please sit quietly while I distribute student testing tickets and scratch paper.** **Do NOT log in until I tell you to do so.**

Distribute scratch paper and student testing tickets. Make sure students have pencils.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.



Say	**Now, enter your Username as shown on the bottom of your ticket.** (Pause.) **Next, enter the Password as shown on your ticket.** (Pause.) **Now, select the blue "Sign In" button.** (Pause.) **You should see a "Welcome" screen. Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in.

Instructions for Administering Unit 2 (Research Simulation)

Say	**Select the blue "Resume Test Now" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.** **Today, you will be taking the Research Simulation Unit of the Grade __ English Language Arts/Literacy Test.** **You will be asked to read three passages. Read each passage and all questions carefully. Some questions will ask you to choose one correct answer, while others will ask you to choose more than one correct answer. To answer a question that asks you to pick one answer, select one answer from the answer choices. You may look back at the passage or passages when needed.** **To answer a question that asks you to pick more than one answer, select your answers from the answer choices.** **The final question in this unit will ask you to provide a written response to the passages you have read. You may plan your response using scratch paper or the notepad tool.** **Enter your response in the box provided. The size of the box does not limit the length of your response. You may use the tools at the top of the box to edit your response. To view your entire response, use the scroll bar found on the right side of the box. Only responses entered in the response box will be scored.** **If you do not know the answer to a question, you may flag it and go on. If you finish the Research Simulation Unit of the test early, you may review your answers and any questions you may have flagged in this unit ONLY.**

Say	**This is the end of the directions on your screen. Do not go on until you are told to do so.** **Some words or phrases will be underlined. If you see any underlined words or phrases, you can select the hyperlink to display a pop-up glossary that will provide you with the definition of the words or phrase.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.** **Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test you may not log back in.**

Read from OPTION A, B, or C below based on your state or local policy (refer to your STC).

Say	OPTION A **After you have logged out of the test, sit quietly until the unit has ended.**
	OPTION B **After you have logged out of the test, I will dismiss you.**
	OPTION C **After you have logged out of the test, you may read a book or other materials until the unit has ended.**

Say	**Do you have any questions?**

Answer any questions.

Instructions for Entering the Seal Code and Starting the Test
Write the seal code **only** for the Research Simulation Unit on the board. Do not display any other seal codes.

Say	**Scroll to the bottom of the screen for a box to enter a seal code. Enter the seal code exactly as shown.** (Pause.) **Select the blue "Start Section" button.** (Pause.) **You should now be in the Research Simulation Unit.**

Pause to make sure all students are in the correct unit.

Say	**You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** **You may begin working now.**

Write the starting time and stopping time in the timing box.

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3)
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1)
- Collect test materials as students complete testing (Section 4.9.2)

Instructions for Taking a Break During Testing and Testing Interruptions
The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other**.
- Students are not permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test.

After taking a classroom break:

Say	**You may now resume testing.**

Follow the protocol in Section 4.7.1 Guidance for Troubleshooting Computer-Based Testing, as applicable, if any technology issues cause a disruption.

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished read the following optional "SAY" box if there are students still logged in to TestNav.

Say

Stop working. You have completed the Research Simulation Unit.

Select the gray "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 green "Submit Section" button.

Select the blue "Yes" button to exit the unit.

In the top right hand corner of your screen, select the gray button next to your name and choose the option "Logout of TestNav."

You should see the message "I want to exit this test and finish later." Select the blue "Save and Return Later" button.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering the Narrative Writing Unit the same day as the Research Simulation Unit, allow students to take a break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, move on to the Narrative Writing Unit.

4.11.3 ELA/Literacy PBA – Unit 3 (Narrative Writing)

High School ELA/Literacy PBA – Unit 3 (Narrative Writing) (CBT)

Unit	Unit Testing Time	Required Materials	Seal Code	Start Time	Stop Time
Unit 3: Narrative Writing	60 Minutes	• Student testing tickets • Third seal code • Pencils • Scratch paper			
End of Unit 3 – Students **Submit Final Answers**					

Before students can begin testing, you may need to log in to PearsonAccess^{next} and start the test session. Test Administrators must make sure all testing devices are turned on and logged onto the parcc.testnav.com site (or follow your school/LEA instructions for accessing the Sign-In page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section) and the test session is started in PearsonAccess^{next} (refer to Section 4.3). Make sure all headphones are plugged in prior to launching TestNav.

Say	**Today, you will take the English Language Arts/Literacy Performance-Based Assessment.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand.**

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio

Say	**On your screen below the blue "Sign In" button is a link called "Click To Test Audio." Put on your headphones and select the link to make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, the volume level cannot be changed.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

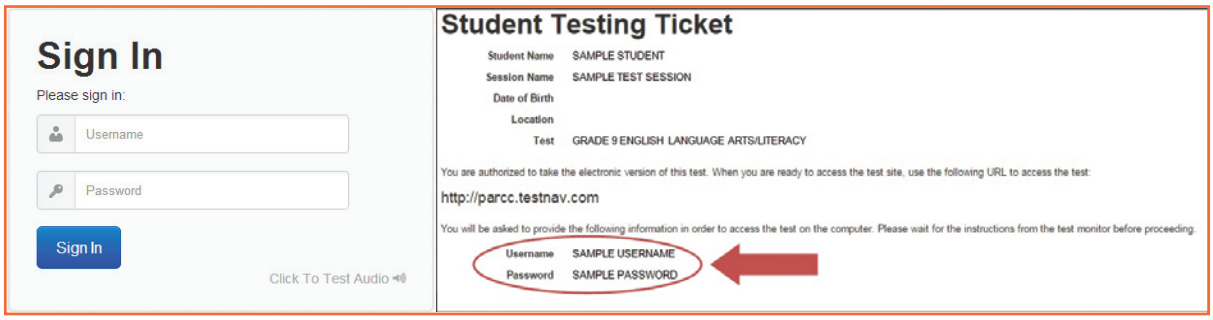
Instructions for Logging In

Say	**Please sit quietly while I distribute student testing ticket and scratch paper.** **Do NOT log in until I tell you to do so.**

Distribute scratch paper and student testing tickets. Make sure students have pencils.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.



Say	**Now, enter your Username as shown on the bottom of your ticket.** (Pause.) **Next, enter the Password as shown on your ticket.** (Pause.) **Now, select the blue "Sign In" button.** (Pause.) **You should see a "Welcome" screen. Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in.

Instructions for Administering Unit 3 (Narrative Writing)

Say	**Select the blue "Resume Test Now" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.** **Today, you will be taking the Narrative Writing Unit of the Grade __ English Language Arts/Literacy Test.** **You will be asked to read one passage. Read the passage and all questions carefully. Some questions will ask you to choose one correct answer, while others will ask you to choose more than one correct answer. You may look back at the passage when needed.** **To answer a question that asks you to pick one answer, select one answer from the answer choices.** **To answer a question that asks you to pick more than one answer, select your answers from the answer choices.** **The final question in this unit will ask you to write a story. You may plan your story using scratch paper or the notepad tool.** **Enter your story in the box provided. The size of the box does not limit the length of your response. You may use the tools at the top of the box to edit your response. To view your entire response, use the scroll bar found on the right side of the box. Only responses entered in the response box will be scored.** **If you do not know the answer to a question, you may flag it and go on. If you finish the Narrative Writing Unit of the test early, you may review your answers and any questions you may have flagged in this unit ONLY.**

Say	**This is the end of the directions on your screen. Do not go on until you are told to do so.** **Some words or phrases will be underlined. If you see any underlined words or phrases, you can select the hyperlink to display a pop-up glossary that will provide you with the definition of the words or phrase.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.** **Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test you may not log back in.**

Read from OPTION A, B, or C below based on your state or local policy (refer to your STC).

Say	OPTION A **After you have logged out of the test, sit quietly until the unit has ended.**
	OPTION B **After you have logged out of the test, I will dismiss you.**
	OPTION C **After you have logged out of the test, you may read a book or other materials until the unit has ended.**

Say	**Do you have any questions?**

Answer any questions.

Instructions for Entering the Seal Code and Starting the Test
Write the seal code **only** for the Narrative Writing Unit on the board. Do not display any other seal codes.

Say	**Scroll to the bottom of the screen for a box to enter a seal code. Enter the seal code exactly as shown.** (Pause.) **Select the blue "Start Section" button.** (Pause.) **You should now be in the Narrative Writing Unit.**

Pause to make sure all students are in the correct session.

Say	**You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** **You may begin working now.**

Write the starting time and stopping time in the timing box.

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3)
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1)

Instructions for Taking a Break During Testing and Testing Interruptions
The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other**.
- Students are not permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test.

After taking a classroom break:

Say	**You may now resume testing.**

Follow the protocol in Section 4.7.1 Guidance for Troubleshooting Computer-Based Testing, as applicable, if any technology issues cause a disruption.

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished read the following optional "SAY" box if there are students still logged in to TestNav.

Say

Stop working. You have completed the Narrative Writing Unit.

Select the gray "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 green "Submit Final Answers" button.

You will then see a message that asks "Are you sure you want to submit final answers?" Select the green "Yes, Submit Final Answers" button. You will then see a message on the screen that says, "Logout complete. Thank you for using TestNav."

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

4.12 Script for Administering the High School ELA/Literacy (EOY)

4.12.1 ELA/Literacy EOY – Unit 1

High School ELA/Literacy EOY – Unit 1 (CBT)

Unit	Unit Testing Time	Required Materials	Seal Code	Start Time	Stop Time
Unit 1	60 Minutes	• Student testing tickets • First seal code • Pencils • Scratch paper			
End of Unit 1 – Students **Submit Section**					

Before students can begin testing, you may need to log in to PearsonAccess^{next} and start the test session. Test Administrators must make sure all testing devices are turned on and logged onto the parcc.testnav.com site (or follow your school/LEA instructions for accessing the Sign-In page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section) and the test session is started in PearsonAccess^{next} (refer to Section 4.3). Make sure all headphones are plugged in prior to launching TestNav (except for stand-alone headphones that are being used for accessibility purposes).

Say	**Today, you will take English Language Arts/Literacy End-of-Year Assessment.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand.**

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (For Accessibility/Accommodations Purposes Only)

Say	**On your screen below the blue "Sign In" button is a link called "Click To Test Audio." Put on your headphones and select the link to make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, the volume level cannot be changed.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

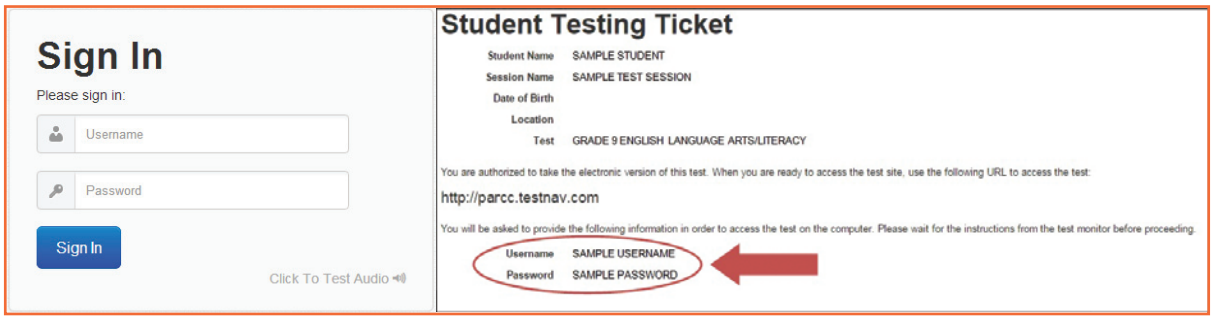
Instructions for Logging In

Say	**Please sit quietly while I distribute student testing ticket and scratch paper.** **Do NOT log in until I tell you to do so.**

Distribute scratch paper and student testing tickets. Make sure students have pencils.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.



Say	**Now, enter your Username as shown on the bottom of your ticket.** (Pause.) **Next, enter the Password as shown on your ticket.** (Pause.) **Now, select the blue "Sign In" button.** (Pause.) **You should see a "Welcome" screen. Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in.

Instructions for Administering Unit 1

Say	**Select the blue "Start Test Now" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.** **Today, you will be taking Unit 1 of the Grade __ English Language Arts/Literacy Test.** **You will be asked to read one or more passages. Read each passage and all questions carefully. Some questions will ask you to choose one correct answer, while others will ask you to choose more than one correct answer. You may look back at the passage or passages when needed.** **To answer a question that asks you to pick one answer, select one answer from the answer choices.** **To answer a question that asks you to pick more than one answer, select your answers from the answer choices.** **If you do not know the answer to a question, you may flag it and go on. If you finish Unit 1 of the test early, you may review your answers and any questions you may have flagged in this unit ONLY.**

Say	**This is the end of the directions on your screen. Do not go on until you are told to do so.** **Some words or phrases will be underlined. If you see any underlined words or phrases, you can select the hyperlink to display a pop-up glossary that will provide you with the definition of the words or phrase.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.** **Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test you may not log back in.**

Read from OPTION A, B, or C below based on your state or local policy (refer to your STC).

Say	OPTION A **After you have logged out of the test, sit quietly until the unit has ended.**
	OPTION B **After you have logged out of the test, I will dismiss you.**
	OPTION C **After you have logged out of the test, you may read a book or other materials until the unit has ended.**

Say	**Do you have any questions?**

Answer any questions.

Instructions for Entering the Seal Code and Starting the Test
Write the seal code **only** for Unit 1 on the board. Do not display any other seal codes.

Say	**Scroll to the bottom of the screen for a box to enter a seal code. Enter the seal code exactly as shown.** (Pause.) **Select the blue "Start Section" button.** (Pause.) **You should now be in Unit 1.**

Pause to make sure all students are in the correct session.

Say	**You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** **You may begin working now.**

Write the starting time and stopping time in the timing box.

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3)
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1)
- Collect test materials as students complete testing (Section 4.9.2)

Instructions for Taking a Break During Testing and Testing Interruptions
The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other**.
- Students are not permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test.

After taking a classroom break:

Say	**You may now resume testing.**

Follow the protocol in Section 4.7.1 Guidance for Troubleshooting Computer-Based Testing, as applicable, if any technology issues cause a disruption.

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished read the following optional "SAY" box if there are students still logged in to TestNav.

Say

Stop working. You have completed Unit 1.

Select the gray "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 green "Submit Section" button.

Select the blue "Yes" button to exit the unit.

In the top right hand corner of your screen, select the gray button next to your name and choose the option "Logout of TestNav."

You should see the message "I want to exit this test and finish later." Select the blue "Save and Return Later" button.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering Unit 2 the same day as the Unit 1, allow students to take a break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, move on to Unit 2.

4.12.2 ELA/Literacy EOY – Unit 2

High School ELA/Literacy EOY – Unit 2 (CBT)

Unit	Unit Testing Time	Required Materials	Seal Code	Start Time	Stop Time
Unit 2	60 Minutes	• Student testing tickets • Second seal code • Pencils • Scratch paper			
End of Unit 2 – Students **Submit Final Answers**					

Before students can begin testing, you may need to log in to PearsonAccess^{next} and start the test session. Test Administrators must make sure all testing devices are turned on and logged onto the parcc.testnav.com site (or follow your school/LEA instructions for accessing the Sign-In page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section) and the test session is started in PearsonAccess^{next} (refer to Section 4.3). Make sure all headphones are plugged in prior to launching TestNav (except for stand-alone headphones that are being used for accessibility purposes).

Say	**Today, you will take the English Language Arts/Literacy End-of-Year Assessment.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand.**

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (For Accessibility/Accommodations Purposes Only)

Say	**On your screen below the blue "Sign In" button is a link called "Click To Test Audio." Put on your headphones and select the link to make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, the volume level cannot be changed.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

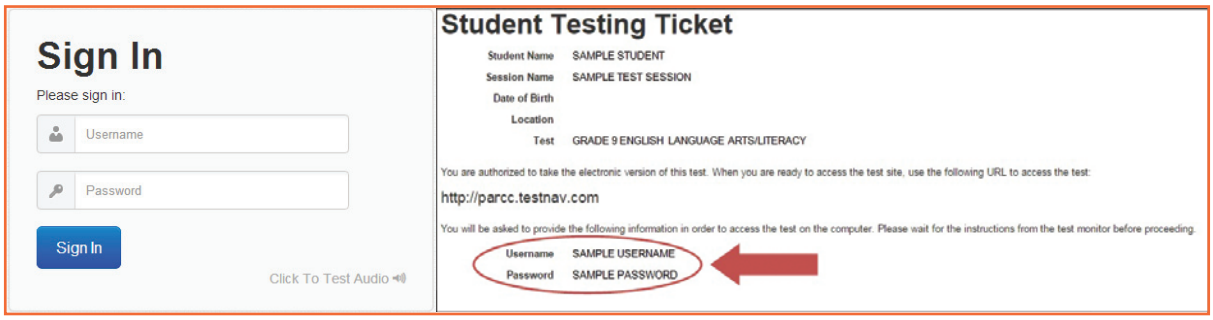
Instructions for Logging In

Say	**Please sit quietly while I distribute student testing ticket and scratch paper.** **Do NOT log in until I tell you to do so.**

Distribute scratch paper and student testing tickets. Make sure students have pencils.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.



Say	**Now, enter your Username as shown on the bottom of your ticket.** (Pause.) **Next, enter the Password as shown on your ticket.** (Pause.) **Now, select the blue "Sign In" button.** (Pause.) **You should see a "Welcome" screen. Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the log in screen, close the browser, open a new browser, and log the student back in.

Instructions for Administering Unit 2

Say	**Select the blue "Resume Test Now" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.** **Today, you will be taking Unit 2 of the Grade __ English Language Arts/Literacy Test.** **You will be asked to read one or more passages. Read each passage and all questions carefully. Some questions will ask you to choose one correct answer, while others will ask you to choose more than one correct answer. You may look back at the passage or passages when needed.** **To answer a question that asks you to pick one answer, select one answer from the answer choices.** **To answer a question that asks you to pick more than one answer, select your answers from the answer choices.** **If you do not know the answer to a question, you may flag it and go on. If you finish Unit 2 of the test early, you may review your answers and any questions you may have flagged in this unit ONLY.**

Say	**This is the end of the directions on your screen. Do not go on until you are told to do so.** **Some words or phrases will be underlined. If you see any underlined words or phrases, you can select the hyperlink to display a pop-up glossary that will provide you with the definition of the words or phrase.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.**

Read from OPTION A, B, or C below based on your state or local policy (refer to your STC).

Say	OPTION A **After you have logged out of the test, sit quietly until the unit has ended.**
	OPTION B **After you have logged out of the test, I will dismiss you.**
	OPTION C **After you have logged out of the test, you may read a book or other materials until the unit has ended.**

Say	**Do you have any questions?**

Answer any questions.

Instructions for Entering the Seal Code and Starting the Test
Write the seal code **only** for Unit 2 on the board. Do not display any other seal codes.

Say	**Scroll to the bottom of the screen for a box to enter a seal code. Enter the seal code exactly as shown.** (Pause.) **Select the blue "Start Section" button.** (Pause.) **You should now be in Unit 2.**

Pause to make sure all students are in the correct unit.

Say	**You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** **You may begin working now.**

Write the starting time and stopping time in the timing box.

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3)
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1)
- Collect test materials as students complete testing (Section 4.9.2)

Instructions for Taking a Break During Testing and Testing Interruptions
The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to students.
- Students are **not permitted to talk to each other**.
- Students are not permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test.

After taking a classroom break:

Say	**You may now resume testing.**

Follow the protocol in Section 4.7.1 Guidance for Troubleshooting Computer-Based Testing, as applicable, if any technology issues cause a disruption.

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished read the following optional "SAY" box if there are students still logged in to TestNav.

Say

Stop working. You have completed Unit 2.

Select the gray "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 green "Submit Final Answers" button.

You will then see a message that asks "Are you sure you want to submit final answers?" Select the green "Yes, Submit Final Answers" button. You will then see a message on the screen that says, "Logout complete. Thank you for using TestNav."

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

5.0 AFTER Completion of ALL Testing

5.1 Checklist of Tasks for Test Administrators to Complete AFTER Testing

This section describes activities Test Administrators must complete after testing.

Day of Testing	Reference
❑ Ensure all materials have been returned after testing.	Section 5.2
❑ Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2
❑ Stop test sessions in PearsonAccess^{next} (this task may be completed by your School Test Coordinator).	Section 5.3

5.2 Return Materials to the School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all units are completed)
- Student testing tickets
- Seal codes
- Accommodated test materials
- Used and unused scratch paper

5.3 Stop Test Sessions in PearsonAccess^{next}

After students have completed all units of the test and submitted their responses, or have been marked complete, make sure test sessions have been stopped (this task may be completed by your School Test Coordinator). Refer to the *PearsonAccess^{next} Online User Guide* for specific instructions. This can only be done if all students in the testing group have submitted responses.

6.0 Accessibility Features and Accommodations

The *PARCC Accessibility Features and Accommodations Manual, 4th Edition (AF&A Manual)* is available online at: http://avocet.pearson.com/PARCC/Home. Schools/LEAs must refer to the *AF&A Manual* for full information about identifying and administering accessibility features and accommodations.

6.1 Test Administration of Accessibility Features and Accommodations

In Sections 2 and 3 of the *AF&A Manual*, guidance is provided for Test Coordinators and Test Administrators on before testing, during testing, and after testing activities necessary for successful administration of each accessibility feature and accommodation.

The examples below are excerpted from the *AF&A Manual*.

Accessibility Feature Example from Section 2:

Accessibility Feature		Administration Guidelines
1a	**Answer Masking** (SR/PNP[1])	**Before Testing:** • Identification: Student's SR/PNP must have answer masking selected to activate the feature on the platform. **During Testing:** When answer masking is enabled, multiple choice and multiple select answers will be masked. The student will uncover answer options when ready. The student may disable this feature by selecting, "Disable Answer Masking" in the User Dropdown Menu.

[1]Student Registration/Personal Needs Profile (SR/PNP)

Accommodations Example from Section 3:

Accommodation		Administration Guidelines

3f	**Large Print Edition**[2]	**Before Testing:**
		• Identification: Student's SR/PNP must have Large Print Edition selected.
		• Materials: Large print test kit includes a large print assessment booklet, standard test booklet for transcription, and supplementary large print mathematics materials (large print ruler & protractor), when appropriate.
		• Test Administrator Training: Test administrators of students with visual impairments must review:
		  ○ **Appendix M:** PARCC Assessments and Students with Visual Impairment, Including Blindness
		  ○ **Appendix A:** Accessibility Features and Accommodations for Students Taking the Paper-Based PARCC Assessments
		
		During Testing: A large print paper-based form of each assessment is available for a student with a visual impairment who is unable to take a computer-based assessment. The font size for the PARCC large print edition will be 18 point on paper sized 11 x 17. Students will not record their answers in standard print test booklets. Instead, students will circle their answers in a large print test booklet. For constructed response items, students will write their answers on the lines provided in their large print test booklets. In mathematics, students will need to write their answers in boxes at the top of the Answer Grids, but they do not need to bubble in their answers. Test Administrators should refer to the TAM Scripts for instances where they should demonstrate an activity or display information. Demonstrations should be conducted where they are visible for each student (e.g., on the board, near the student).
		
		After Testing:
		• Responses must be transcribed verbatim by a test administrator in a standard student test booklet, which is included in the Large Print test kit. Only transcribed responses will be scored. At least two persons must be present during transcription of student responses (one transcriber and one observer confirming accuracy). It is recommended that one of the individuals be an LEA or School Test Coordinator.
		• Refer to **Appendix C**: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses.

[2]Distribution quantities for any paper based accommodations and accessibility feature are derived from the student registration process. Any materials required for paper-based accommodations and accessibility features for students registered after the deadline for paper registration must be ordered via Additional Orders.

6.2 Before Testing: Preparing for Accessible Test Administration

If you will be administering any accessibility features or accommodations be sure you receive the proper training and materials from your School Test Coordinator. Ask your School Test Coordinator for a list of any students in your group receiving accessibility features and/or accommodations. If you will be administering any of the accommodations below, review the corresponding documentation.

Accommodation	*PARCC AF&A Manual* References
Human Reader	**Appendix B**: Test Administration Protocol for the Human Reader Accommodation for English language arts/literacy Assessments, and the Human Reader Accessibility Feature for Mathematics Assessments **Appendices I and/or J**: PARCC Audio Guidelines for the ELA/Literacy and Mathematics Assessments, used to ensure consistency in how items are read
Human Scribe	**Appendix C**: Protocol for the Use of the Scribe Accommodation, used to ensure consistency of scribing and transcription
Human Signer	**Appendix L**: Human Signer Guidelines
Extended Time	**Appendix E**: Guidance for Selecting and Administering the Extended Time Accommodation
Screen Reader, Large Print, and Braille	**Appendix M**: PARCC Assessments and Students with Visual Impairment including Blindness
Assistive Technology	**PARCC Assistive Technology Guidance**

6.3 During Testing: Test Administration of Accessibility Features and Accommodations

Reference the *AF&A Manual*: Tables 1, 3, 4, 5, and 7, and **Appendix A** in the *PARCC AF&A Manual* outline the during testing activities for each accessibility feature and accommodation. The following accessibility features and accommodations require actions by the Test Administrator during testing.

Test Administrators may provide the following accessibility features to a student during testing:

- General Administration Directions Read Aloud, Repeated, or Clarified as needed
- Redirect Student to the Test
- Human Reader for the Mathematics Assessment *(identified in advance)*
- Human Signer for the Mathematics Assessment *(identified in advance)*

Test Administrators may need to provide the following accommodations to a student with an IEP/504 plan during testing:

- Human Reader for ELA/Literacy
- Human Signer for ELA/Literacy
- Human Signer for Test Directions
- Human Scribe for Dictated Responses
- Human Scribe for Signed Responses
- Extended Time
- Monitor Test Response

Test Administrators may need to provide the following accommodations to an English learner during testing:

- Extended Time
- Human Scribe for Mathematics
- General Administration Directions Read Aloud, Repeated, or Clarified as needed in Student's Native Language
- Human Reader for the Mathematics Assessments in Spanish or other languages as needed

Special Accommodations Circumstances During Testing

For special circumstances regarding the administration of accommodations, refer to the appendices of the *AF&A Manual*:

- **Appendix G**: Emergency Accommodation Form
  - An emergency accommodation may be appropriate for a student who incurs a temporary disabling condition that interferes with test performance shortly before or within the PARCC assessment window (e.g., a student breaks his or her arm and needs a scribe).
- **Appendix H**: Student Accommodation Refusal Form
  - If a student refuses the accommodation(s) listed in his or her IEP, 504 plan, or, if required by your state, EL plan, the school must document in writing that the student refused the accommodation(s).

Contact your School Test Coordinator if either of these circumstances occurs.

6.4 After Testing: Completing Accessible Test Administration

Reference the *AF&A Manual*: Tables 1, 3, 4, 5, and 7, and **Appendix A** in the *PARCC AF&A Manual* outline the after testing activities for each accessibility feature and accommodation.

After testing, your School Test Coordinator may ask you to assist with transcription of student responses or other after testing activities for accessibility features and accommodations.

Appendix A
Glossary of
PARCC-Specific Terminology

Glossary of PARCC-Specific Terminology

This glossary contains PARCC-specific terms. The manual covers PARCC policies, and there are state-specific policies in **Appendix C** of the Test Coordinator Manual.

Term	Definition
Accommodations	An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student's disability or level of English proficiency. Accommodations must be listed in the student's approved IEP, 504 plan, or EL plan. More information on PARCC accommodations is available at http://parcc.pearson.com/manuals-training/.
Accessibility Feature	Accessibility features are tools or preferences that are either built into the assessment system or provided externally by Test Administrators. Accessibility features can be used by any student taking the PARCC assessments. A small selection of accessibility features available to all students need to be identified in advance.
Administration Time	Administration time is the total time schools should schedule for each unit, including the unit testing time and the approximate times shown in Table 2.0 for reading directions, answering questions, distributing materials, closing units, and collecting test materials.
IEP, 504 Plan, or EL Plan	IEP plan refers to Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services. The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. An English learner (EL) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.
Local Education Agency (LEA)	Commonly referred to as a school district, an LEA oversees local schools.
LEA Test Coordinator	LEA Test Coordinator is the individual at the local education agency/district level responsible for the overall coordination of test administration. States may also have roles such as District Test Coordinator. For the purpose of this manual, the term LEA Test Coordinator is used. In some states this role may not exist. For these instances, the tasks for this role would then be the responsibility of the School Test Coordinator.
Non-secure	Test materials that have been made available to the public, including manuals and user guides. The availability of non-secure materials does not compromise test security or score validity.
PearsonAccess^{next}	The website used for the registration, setup, preparation, and management of both the paper-based and computer-based formats of the PARCC assessments. PearsonAccess^{next} requires username and password setup. More information about setup and operation for the PARCC assessments is available in the *PearsonAccess^{next} Online User Guide*.
Personal Needs Profile (PNP)	The Personal Needs Profile (PNP) is a collection of student information regarding a student's testing condition, materials, or accessibility features and accommodations that are needed to take a PARCC assessment.

Term	Definition
Precache	Precache is the action of downloading and storing test content to the local ProctorCache computer.
ProctorCache	ProctorCache software pulls and stores test content from Pearson to a local ProctorCache computer. This stored or "cached" test content is then distributed to TestNav clients during testing sessions.
Section	A portion of a mathematics unit – non-calculator section and calculator section.
Secure	A test item, reading passage, or test that has not been made available to the public. It also includes test items and student responses. For the paper-based administration, secure materials refer to test booklets. For both the paper-based and computer-based administrations, secure materials also refer to mathematics reference sheets written on by students and scratch paper written on by students.
Session	In PearsonAccess^{next}, a session is the group of students registered to test a content area together (same time and location).
SR/PNP	The Student Registration File and Personal Needs Profile have been combined into one file layout: Student Registration/Personal Need Profile (SR/PNP). This is the data file for registering students for testing, including any accessibility feature and accommodation needs.
Testing Environment	All aspects of the test surroundings during testing, this includes what a student can see, hear, or access.
TestNav	The browser-based application used to administer the computer-based PARCC assessment is available at http://PARCC.testnav.com.
Unit	Each content area of the PARCC assessments is comprised of units. Figure 1.0 in Section 1.0 maps an example of the the PBA and EOY administrations. Each unit has a set administration time within a session and is typically administered all at once. The tables in Section 2.4 of this manual provide unit details. In mathematics, certain units may be comprised of more than one section.
Unit Testing Time	Unit testing time is the amount of time any student who needs it must be provided to complete the unit. As such, it is the amount of testing time schools must schedule for each unit. A new unit cannot be started until all students in the unit are finished or until unit testing time has expired.

Appendix B

Security Agreement

2015–2016 PARCC Assessment Security Agreement

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

For School Test Coordinators

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

For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

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

For Test Administrators and Proctors

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

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

_____ First Name (print)

_____ Last Name (print)

Role

❑ School Test Coordinator ❑ Technology Coordinator ❑ Test Administrator ❑ Proctor ❑ Other: _____

_____ Signature

_____ Date

Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.

The signed agreement must be maintained by the school at least three years, unless otherwise directed by your state policy.

Appendix C

Signs

PARCC

TESTING

Please
Do Not Disturb

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