AHS PARCC Test Administration Workshop

February 24 - 25, 2015

# Part I

* AHS PARCC Staff Training

# Part II

## Materials

* + **2014-2015 PARCC Assessment Security Agreement (Complete and sign)**
	+ **Chain of Custody Form**
	+ **Seal Code Guidance**
	+ **(Math) Assessment reference sheet**
	+ **TestNav Common Errors**
	+ Staff Readiness Tutorials → [Technical Troubleshooting Documents](https://sites.google.com/a/nps.k12.nj.us/newark-public-schools-parcc-readiness/tutorials)
	+ [All error codes within TestNav F.A.Q.](https://support.assessment.pearson.com/display/TN/Error%2BCodes)
	+ [**PARCC Manuals**](http://parcc.pearson.com/manuals-training/) **(Click the**  **button)**
		- **K-8 Test Administrator** (Chief Examiner)
			* [2015 PARCC Spring Grades 3-5 Computer-Based Test Administrator Manual](http://avocet.pearson.com/PARCC/Home#6413)
			* [2015 PARCC Spring Grades 6-8 Computer-Based Test Administrator Manual](http://avocet.pearson.com/PARCC/Home#6415)
		- **High Schools Test Administrator** (Chief Examiner)
			* [2015 PARCC Spring High School ELA/Literacy Computer-Based Test Administrator Manual](http://avocet.pearson.com/PARCC/Home#6414)
			* [2015 PARCC Spring High School Mathematics Computer-Based Test Administrator Manual](http://avocet.pearson.com/PARCC/Home#6416)
		- [PARCC Accessibility Features & Accommodations Manual](http://avocet.pearson.com/PARCC/Home#6290)

# Part III

#  PearsonAccessnext Blue Test Administrator Turn-key

* + Review the Key Tasks required for a Test Administrator to run a PARCC session
	+ Learn the updated protocol for starting a session

## Materials

* + [Test Administrator PARCC Instructions for Testing Day](https://docs.google.com/a/nps.k12.nj.us/document/d/1wJFylIcmssqlvKz0X-QVjQh7Apqzl8hF_ZkNuX9woHE/edit)
	+ Staff Readiness Tutorials → [PearsonAccessnext Blue](https://sites.google.com/a/nps.k12.nj.us/newark-public-schools-parcc-readiness/tutorials)

## Action Steps

* + Key Task 1: Logging In to PearsonAccessnext Blue
	+ Key Task 2: Locating your Session
	+ Key Task 3: Updating the proctor cache *(new)*
	+ Key Task 4: Beginning the session on the first day of testing *(new)*
	+ Key Task 5: Monitoring student test status *(updated)*
	+ Key Task 6: Resuming a Student’s Test Session Complete Tests
	+ Key Task 7: Mark Students Tests Complete
	+ Official PARCC Resources Official
		- [PARCC Web Site](http://parcc.pearson.com/manuals-training/)
		- [PARCC Online Training Materials](https://parcc.tms.pearson.com/)