

# PARCC – MONTHLY CHECKLIST

## Technology, Logistics, and Instruction

### AUGUST

#### Things You Should Do At Your School:

- Introduce Lexiles
- Assign Roles for the Assessment Team possible members: Technology, Testing coordinator, Instructional Coach, Head Special Education Teacher
- Perform the Technology Readiness Tool from the PED website
- Perform the Technology Speed Test from the PED website
- If you met the minimum device standard and want to explore other testing options (e.g. fewer days for testing) you may use the CPT
- Strategize with your deployment funding to ensure a proper device
- Submit names of Assessment Team to Assessment Department
- Test Nav Tutorial (Admin team, Teachers, and Students)
- Distribute Accommodations Tables to all appropriate staff, especially head Special Education teacher

#### Postings, Handouts and References You Will Receive:

- ✓ Lexile levels that will be used as guidelines for PARCC
- ✓ Accommodations for All students, ELL students, Students with Disabilities (SWD)
- ✓ A PARCC School Team: Who and Why
- ✓ [Http://practice.parcc.testnav.com](http://practice.parcc.testnav.com) (C~ on Tutorial)
- ✓ Completed Capacity Planning Tool for your school: given the number of days of testing and students to test how many devices do you need.

#### Professional Development We Will Provide:

- Webinar: What are Lexile levels; sample text at Lexile levels - <http://youtu.be/AiFm2Jr8FzY>
- IC training: Assessment System 2013-14 (available to high school testing coordinator/data coach)
- Wednesday Drop-in PD for teachers, principals, and others:
  - Topics posted on [apsassessment.wordpress.com](http://apsassessment.wordpress.com)
  - Week 1 K-2
  - Week 2 3-5
  - Week 3 Middle
  - Week 4 High School
- IC PD: Understanding your School Report Card and Using SBA reports