

PARCC – MONTHLY CHECKLIST

Technology, Logistics, and Instruction

AUGUST

Things You Should Do At Your School:

1. Teachers should review Lexile levels that will be used as guidelines for PARCC - <https://www.aps.edu/assessment/parcc-documents-folder/parcc-qualitative-measures>
2. Fill out the Assigned Roles form on the Assessment website (<http://www.aps.edu/assessment/assigned-roles>).
 - Technology, Testing coordinator, Instructional Coach, and Department Chairs
3. 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 based off of half of your largest grade.
 - Strategize your deployment funding to ensure a proper device count
4. Test Nav Tutorial (Admin team, Teachers, and Students) <http://parcc.pearson.com/tutorial/>
5. Start gathering and documenting accommodation and accessibility information
 - Distribute Accommodations Information to all appropriate staff, especially head Special Education teacher, math and English department chairs
 - Accommodations Manual - http://www.parcconline.org/sites/parcc/files/parcc-accessibility-features-accommodations-manual-11-14_final.pdf
 - Personal Needs Profile Filed Definitions - <https://www.aps.edu/assessment/parcc-documents-folder/parcc-pnp-field-definitions>
 - Assign who is responsible for documenting accommodations and accessibility features (test coordinator working with their educational team)
6. REMEMBER THAT HIGH SCHOOL RETAKES WILL HAPPEN in 2 windows IN NOV - DEC
 - PBA Nov 16 – Dec 4th EOY Dec 7 – 18th
 - 2015 PARCC HS results will be released in October
 - PNP'S WILL NEED TO BE DONE IN OCTOBER
 - Locate your hubs if needed for testing
7. Replace WordQ with Co:Writer Universal and/or Snap&Read: contact udl.team@aps.edu
8. Testing Coordinator complete Test Security Training and train school staff

Resources:

- ✓ Administration Information - <http://www.aps.edu/assessment/parcc/parcc-resources>
- ✓ Technology Information - <http://www.aps.edu/technology/tech-coordinator-communications/parcc>
- ✓ The Lexile Framework for Reading (overview) <http://youtu.be/AiFm2Jr8FzY>
- ✓ Sample Items/Tutorials/Practice Tests - <http://parcc.pearson.com/> (click on Test Prep)

Professional Development:

- PARCC Math Q & A: Presented by Ronda Davis (Please register on AIMS)
 - August 25th – 3:30 to 5:30 – Middle School
 - August 26th – 3:00 to 5:00 – High School
 - September 2nd – 3:30 to 5:30 – Elementary School
 - Watch for more dates to be announced throughout the year
- Technology Monthly Meetings – TBD – email will go out to technology and test reps