

PARCC – MONTHLY CHECKLIST

Technology, Logistics, and Instruction

December 2016

Things You Should Do At Your School:

1. Testing Coordinator begin gathering accommodation and accessibility information from head Special Ed teacher
 - Distribute Accommodations Information to all appropriate staff, especially head Special Education teacher, math and English department chairs
 - Accommodations Manual - <https://www.aps.edu/assessment/parcc-documents-folder/parcc-accessibility-features-accommodations-manual>
 - SR/PNP Student Registration/Personal Needs Profile Filed Definitions - <https://www.aps.edu/assessment/parcc-documents-folder/parcc-sr-pnp-field-definitions>
 - Assign who is responsible for documenting accommodations and accessibility features (test coordinator working with their educational team)
2. Testing Coordinator prepare for winter test security training for staff. Will be administered online in Blackboard.
3. School's PARCC team check infrastructure, testing areas, devices to begin preparation for Spring 2017. Make sure any new testing areas are PARCC ready.

Resources:

- ✓ Sample Items/Tutorials/Practice Tests - <http://parcc.pearson.com/> (click on Test Prep)
- ✓ Teacher can access PARCC released items for grades 3-8 at <https://prc.parcconline.org/assessments/parcc-released-items>
- ✓ High School PARCC will be released January 2017
- ✓ Accommodations Manual – 5th Edition including Appendices - <https://www.aps.edu/assessment/parcc-documents-folder/parcc-accessibility-features-accommodations-manual>

Professional Development:

- Technology Monthly Meetings –test reps to attend monthly beginning in Jan 2017
- **Upcoming PARCC What's New Training and SBA Science Online Training**
 - Elementary and Middle Schools Jan 13, 2017 am/pm session (choose one, sign up in ERO)
 - AM – 8 – 11:00am
 - PM – noon – 3:00pm
 - High School – Principals and test reps Jan 17, 2017 1-3:30pm