

PARCC – MONTHLY CHECKLIST
Technology, Logistics, and Instruction

FEBRUARY

Things You Should Do At Your School:

- STCs Complete mandatory test administration/security training
 - o TAs can complete in the Feb/March timeframe, by March 31, 2017
- Review all testing accommodations/accessibility features with students who have the appropriate documentation – be ready to enter accommodations
- Make sure Test Nav and iTester applications are installed on all testing devices:
 - o Test Nav 1.5.2 (installer), 8.8 (app once installed)
- Morning at the PARCC (optional infrastructure testing) runs Feb 13 – 24, 2017
- If needed, have TAs and technology coordinators practice with students logging into the training site <http://trng.pearsonaccessnext.com/>
- SBA Science portal - Once you receive an email from Claudine Sanchez (week of Feb 13) about your students being loaded, you can begin assigning accommodations and creating classes
- PAN Live – students to be loaded Feb 17. If you are not changing session names, you can begin to update PNPs
- Review policies and instructions in the [PARCC Spring 2017 Test Administration Manual](#)
- Review the [PARCC Calculator Policy](#)

Resources:

- ✓ PARCC Test Administration Manual – found on the Assessment website: <https://www.aps.edu/assessment/parcc/parcc-resources> scroll down to the PARCC Administration section
- ✓ PAN Training site <http://trng.pearsonaccessnext.com/>
- ✓ PARCC Calculator Policy – Go to the Assessment website, scroll down to PARCC Administration <http://www.aps.edu/assessment/parcc/parcc-resources>

Professional Development:

Drop in Training Sessions

Training on SBA Science Portal, PAN, MS/HS using SR/PNP to create custom session names

All Labs located at City Center, East Tower 4th Floor, RRR

- February 17, 2017 1-3pm
- February 21, 2017 9-11am
- February 22, 2017 1-3pm
- February 24, 2017 9-11am

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