

PARCC – MONTHLY CHECKLIST

Technology, Logistics, and Instruction

FEBRUARY / MARCH

Things You Should Do At Your School:

February

- STCs and TAs complete mandatory Spring 2018 Test Security training by April 2, 2018
- Collect and review testing accommodations for students who have the IEPs/504s as well as accessibility features so you are ready to enter them into the SBA portal and PAN
- Verify iTester 3.7.1 and Test Nav applications are installed on all testing devices:
 - o Test Nav 1.6.5 (installer), 8.10 app once installed 8.10.635
- Morning at the PARCC (Infrastructure Testing) runs up to Feb 16, 2018 (state window).
 - o You can still complete school infrastructure testing throughout March.
 - o If needed, have TAs practice the testing process using PAN training site:
<http://trng.pearsonaccessnext.com/>
 - o TAs can have students practice TestNav app and review practice tests.
- SBA Science portal - Once you receive an email from Claudine Sanchez (week of Feb 23) about your students being moved, you can begin assigning accommodations and creating classes
- PAN Live – Assessment will notify you once students have been loaded and SR/PNP is available.
 - o Use SR/PNP to verify all students are loaded to PAN and students have the correct tests.
 - o If you are not changing session names, you can begin to updating PNPs after notification.
 - o If you are customizing PARCC test session names use the SR/PNP file (Column AP only).
 - Submit your updated session name file to Claudine Sanchez Sanchez_cl@aps.edu
 - Wait to hear back from Claudine before you begin updating PNPs.
- Enter all testing accommodations & accessibility features for students who have the appropriate documentation (IEP/504/EL)
 - o Update student PNPs individually in PAN live site by March 23, 2018.
 - o Verify TTS and STTS have been set using the identifier displayed in students in session.
- Upload your PARCC schedule using Google form (Due by Feb 23, 2018)

March

- Complete PNP updates in PAN by March 23, 2018 (last week in March is APS Spring Break).
- PARCC tests will be cached on March 27, 2018.
- Complete SBA Science testing March 5 – 23.
- Prepare classrooms/labs for secure testing (content covered, etc.) prior to PARCC testing.
- Review policies and instructions in the [PARCC SPRING 2018 Test Coordinator Manual](#)
- Review the [2017 Spring PARCC Test Administrator Manual](#)
- Review the [PARCC Calculator Policy](#)

Professional Development:

Drop in Office Hours

February - SBA Science Office Hours located at Testing Services (940 Oak St.)

- February 22, 2017 8am – 4:30pm
- February 23, 2017 8am – 4:30pm

March – PARCC Drop in sessions to be scheduled. Watch STC email for dates/times.

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Resources:

- ✓ PARCC 2018 Test Coordinator Manual & PARCC 2018 Test Administration Manual – found on the Assessment website: <https://www.aps.edu/assessment/parcc/parcc-resources> scroll down to the PARCC Administration section
- ✓ **Newly available on my.aps.edu - STC Resources folder with testing portals for (ACCESS, SBA Science, PARCC PAN Live, PARCC PAN Training, and NMAPA).
 - 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>
- ✓ Technology Service Desk – Enter a service ticket via the web, an email, or by phone:
 - Web: servicedesk.aps.edu
 - Email: servicedesk@aps.edu
 - Phone: 505-830-8080