

PARCC – MONTHLY CHECKLIST Technology, Logistics, and Instruction

MARCH

Things You Should Do At Your School:

- Make sure all TAs and school staff complete Winter/Spring Test Administration/Security Training prior to March 31st in order to administer PARCC.
- Use SR/PNP to verify all students are loaded to PAN and students have the necessary ELA/Math tests.
- Check to see that you have the test sessions you need for PARCC testing setup in PAN. Use the standard session names provided or MS/HS can customize session names using the SR/PNP file (Column AP only).
- Enter all testing accommodations/accessibility features for students who have the appropriate documentation (IEP/504/EL)
 - Update student PNPs individually in PAN live site by March 22, 2017. Verify TTS and STTS have been set using the identifier displayed in students in session.
- Train new teachers and technology coordinators and have them practice with students logging into the PAN training site and TestNav app using the PARCC Training customer. This will have a great impact on the actual test administration. <http://trng.pearsonaccessnext.com/>
- PARCC tests will be cached on March 23, 2017.
- Have classrooms get prepared for secure testing (content covered, etc.) during the week of March 27 – 31, 2017.
- 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 PAN, MS/HS using SR/PNP to create custom session names

All PARCC Drop in training located at City Center, East Tower 4th Floor, RRR

- Friday March 10, 2017 9-11am
- Monday March 13, 2017 1-3pm

Need more information on administering EOCs online in Synergy Assessment?

All EOC Drop in training for MS/HS located at City Center

- Friday March 10, 2017 8-9am Rio Puerco
- Monday March 13, 2017 1-3pm Rio Hondo
- Thursday March 16, 2017 8-9am Arroyo Chico