

PARCC – MONTHLY CHECKLIST Technology, Logistics, and Instruction

FEBRUARY

Things You Should Do At Your School:

- Complete mandatory test administration/security training on Blackboard by Feb 29, 2016.
 - o Have school staff who are trained in person sign the non-disclosure form and submit it to Claudine Sanchez (sanchez_cl@aps.edu).
- Review all testing accommodations for students with and IEP or 504 and/or your ELL students. Know which accessibility features will be applied for students.
- **Day at the PARCC** Spring 2016 – Feb 10th from 10-11am, Participate by having teachers and technology coordinators practice with the PAN training site.
<http://trng.pearsonaccessnext.com/> Students will log into the PARCC training customer from the Test Nav desktop app. This is a great way to practice and for TAs to use the unit lock/unlock feature.
- PNPs
 - o After the district loads students on Feb 12th and when you have your sessions named properly, begin verifying existing PNPs.
 - o Update PNPs for students new to PARCC testing this year. All updates should be made individually in PAN (to appropriate student test).
- Middle and High Schools ONLY–
 - o Determine how you want to name your PARCC testing sessions:
 - If the standard naming convention works, then you can begin verifying your PNPs and making updates after Feb 12th
 - If you need to customize session names, request the SR/PNP file from Claudine Sanchez sanchez_cl@aps.edu
 - Make all session name updates in column AP only. After you have submitted session names to Testing and changes have been confirmed, then you can begin working on PNP updates.
- Review policies and instructions in the <http://avocet.pearson.com/PARCC/Home> (link also below).
- Review the <http://www.aps.edu/assessment/parcc-documents-folder/parcc-calculator-policy-1>.

Resources:

- ✓ Test Administration Manuals can be found on the Avocet/Pearson website - <http://avocet.pearson.com/PARCC/Home>
- ✓ PARCC Evidence Statements and Informational Guides - <http://www.aps.edu/assessment/parcc/parcc-evidence-tables>
- ✓ ASCD Webinar – Close Reading: Teaching the Comprehension Skills of Text Analysis and Evaluation - http://video.ascd.org/services/player/bcpid18377529001?bckey=AQ~~,AAAAAmGjiRE~,escbD3Me8-wT_coVb7sTe18vG6vv3Oyk&bclid=0&bctid=3933253172001
- ✓ This site provides for parents and educators: <http://www.greatschools.org/gk/common-core-test-guide/parcc-8th-grade/new-mexico/>
 - o focus areas for each of the sub-claims,

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- provides a sample problem for each of the sub-claims from last year's released exam, and
- provides very specific examples for parents of how to help their students in each sub-claim area.

Professional Development:

Professional Development – Sign up in ERO

- PARCC Readiness (Make-up) – February 3 (12:00p – 2:00p) – City Center – Eleanor Andrews
- PARCC Readiness (New Test Reps) – February 5 (1:00p – 3:00p) – City Center – Eleanor Andrews
- PARCC ELA – February 5 (3:30p – 5:30p) – City Center – Mike Loughrey
- PARCC Math – February 9 (3:30p – 5:30p) – City Center – Ronda Davis
- PARCC Math – February 23 (3:30p – 5:30p) – City Center – Ronda Davis
- PARCC Math – March 9 (3:30p – 5:30p) – City Center – Ronda Davis
- PARCC Math – March 15 (3:30p – 5:30p) – City Center – Ronda Davis