

## PARCC – MONTHLY CHECKLIST Technology, Logistics, and Instruction

### JANUARY

#### Things You Should Do At Your School:

- Identify computers that will be used for PARCC testing and check their configuration (TestNav 8.5, Snap and Read, Co-writer Universal)
- Finalize your schools' schedule for PARCC testing and email to [muna@aps.edu](mailto:muna@aps.edu) by February 5, 2016.
- Prepare to participate in the state wide "Day at the PARCC" **optional** mock testing event that is being coordinated by the PED and the APS Technology Department. The date is tentatively set for February 10 unless we hear otherwise.
- Test Coordinators and Head Special Ed Teacher:
  - o Watch the 30 minute video - *PARCC Accessibility and Accommodations: The Power of Universal Design Tool* on the Special Education site - <http://www.intranet.aps.edu/SpecialEd/resources.html>
  - o Check your student's IEP to see what accommodations have been given to them.
  - o If you have a student who has Word Prediction on their IEP, please contact the UDL Team ([udl.team@aps.edu](mailto:udl.team@aps.edu)) to make sure it is set up correctly.
  - o If you have accommodations you are not sure of, please contact the UDL Team.
- You should have already reviewed your students IEP's and have a comprehensive list of individual student accommodations.
  - o In February, the district will be loading current students to the Pearson Access Next (PAN) site. This should include accommodations that were set up for the students last year in PAN.
    - Testing will notify you that the students have been uploaded to PAN.
    - You will need to verify all of your students have the correct accommodations and add any new accommodations.
  - o Apply ELL accommodations only for students who are identified as ELL.

#### Resources:

- Special Education - <http://www.intranet.aps.edu/SpecialEd/resources.html>
- Technology Guidelines – <https://www.aps.edu/assessment/parcc-documents-folder/parcc-technology-guidelines-spring-2016>

#### Professional Development:

- PARCC Math Professional Development – Ronda Davis
  - o Elementary Schools – January 13, 2016 – 3:30 to 5:30 – City Center
  - o High Schools – January 27, 2016 – 3:00 to 5:00 – City Center
- PARCC ELA Professional Development – Mike Loughrey
  - o Secondary Schools – January 21, 2016 – 3:30 to 5:30 – City Center
- Accommodations and Accessibility Features – Special Education Department
  - o January 26, 2016 - 3:30 to 5:30 - City Center
  - o January 28, 2016 - 3:30 to 5:30 - City Center
- Test Security Training will be administered online in Blackboard starting February 1.