

PARCC – MONTHLY CHECKLIST Technology, Logistics, and Instruction

MARCH

Things You Should Do At Your School:

- Ensure all TAs and school staff complete Winter/Spring Test Administration/Security Training prior to March 24th in order to administer PARCC.
- Ensure you have the test sessions you require for PARCC testing setup (use the standard session names provide or middle/high can customize via SR/PNP file.
- Review all testing accommodations/accessibility features with students who have the appropriate documentation.
- Update your PNPs individually in PAN live site by March 22, 2016. Verify TTS and STTS have been set using the identifier displayed in students in session.
- Train 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/>
- Review policies and instructions in the [test administration manuals](#) (link also below).
- PARCC tests will be cached on the evening of March 22, 2016. Plan to print test tickets on March 23 or later (before testing begins).
- You can come by City Center 4th Floor east tower to print the student test tickets for the PARCC assessments.
- Have classrooms prepared for secure testing (content covered, etc.) prior to leaving for Spring break on March 24th, 2016.
- Review the PARCC Calculator Policy updated February 2016 - <https://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~~,AAAAmGjiRE~,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/>
 - focus areas for each of the sub-claims,
 - 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:

PARCC Math Professional Development – Ronda Davis

- Elementary Schools – March 9, 2016 – 3:30 to 5:30 – City Center
- High Schools – March 15, 2016 – 3:00 to 5:00 – City Center