



## PARCC Role-Based Readiness Checklist

March 2016

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## Teacher (Instructional Supports) Checklist



## Now-Test Day

- You are continuing to instruct to the [Massachusetts Curriculum Frameworks](#)
- You are continuing to teach to BPS Pacing and Scoping guides
- You are teaching students how to use bi-lingual word-to-word dictionaries (both ELLs and FLEPs)
- You have trained students to reproduce graphic organizers\*/other aids on paper
- You have conducted at least two [practice test](#) (online or paper-based) with students
- You have reviewed and are incorporating the DESE's guidance [Technology Skills for Online Assessments](#) and [Keyboarding /Touch-Typing for Students](#) that students need to obtain.
- You are having students familiarize themselves with PARCC test Platform by viewing the [Tutorials](#)
- You are incorporating [sample questions](#) and [2015 PARCC released items](#) into their lessons
  - You have also reviewed PARCC [sample rubric](#)
- You are having students familiarize themselves with PARCC's approved [Math reference sheets](#)
- You have looked at [DESE's "What to Look For" Observation Guides](#) and [DESE's Model Curriculum Unit](#) Examples for potential uses in your instruction
  - You have also looked at [PARCC Model Content Frameworks](#) and **Test Blueprints** ([ELA/L](#) & [Mathematics](#))
- When possible, you are using common planning time to strategize ways to incorporate PARCC sample questions and tests
- You are continuing to explore [BPS.org/PARCC for announcements](#), best practices, FAQs, educator resources, and more
- You have reminded parent's that participation is mandatory – please refer to [Commissioner Chester's memo on state participation](#)
- You have reminded students that they need to get a good night's rest

*\*Graphic organizers (including the DESE's pre-approved graphic organizers) are not allowed on PARCC but, students are encouraged to use the provided blank paper to create a graphic organizer*



## Test Admin (Teacher/Proctor) Checklist



## Now - mid-March

- You have begun taking [applicable training](#). For a summary of training, see [here](#)
- You are familiarizing yourself with [PARCC's Test Administration manual](#) and MA's state policy addendum
- Online School:** You have completed an [infrastructure trial](#) with your test coordinator in PearsonAccess Next (PAN) [Training Site](#) (no students)

## mid-March – mid-April

- You have completed all [applicable training](#). For a summary of training, see [here](#)
- Online School:** You have completed an [infrastructure trial](#) with your test coordinator and students in [PAN](#) Training site
- You have reviewed procedures and protocols with your test coordinator
- You have reviewed all testing accommodations to be administered for your students and have developed a plan to monitor their use
- You are familiar with [PARCC's Test Administration manual](#) and MA's state policy addendum



## 48 hours before the exam

- ❑ You have gone over procedures and protocols with your test coordinator
  - ❑ You are prepared for security breaches, fire alarms, storms, and safety threats
- ❑ **Online School:** You have expert knowledge of all test features (e.g. equation builder, accessibility tools, and accommodations)
- ❑ **Online School:** You have prepared session materials (e.g. student tickets, headphones)



## 24 hours before the exam

- You have compiled blank papers, calculators, rulers and Protractors, Math Reference sheets for your classroom
- You have compiled bi-lingual word-to-word dictionaries for ELLs and FLEP students (if any)
- You have compiled accommodation and other test taking devices (e.g. headphones and braille)
- You have posted do not disturb signs
- Online School:** Student tickets have been printed
- Online School:** You have expert knowledge of all test features (e.g. equation builder, accessibility tools, and accommodations)
- Devices are in their respective classrooms (test taking devices, braille, etc.)
- Test packets are organized for their respective classes
- Online School:** You have Pearson Support and OIIT phone numbers posted in each classroom (use only if your test coordinator or tech lead can not troubleshoot)
- You have reviewed schedule (including make-ups) with staff
- You have reminded students to bring their own headphones for testing (if needed)
- You have masked the classroom wall charts and other potential educational advantages (e.g. aids)





## Test Day

- You have distributed blank papers to your students
- Online/Paper:** You have distributed student tickets, packets, and Math reference sheets
- You have distributed accommodation devices, headphones, and/or bi-lingual word-to-word dictionaries
- Online School:** You are confident in managing test sessions in PAN (e.g., locking and unlocking, resuming, and completing) and monitoring student testing status (note: Seal codes will no longer be used. Test unites will be unlocked in the Students in Sessions screen on PAN at the time of testing)
- You have ensured cellphones and back packs are put away and stored properly
- You are administering the PARCC assessment according to the directions in the Test Administrator manual and using the appropriate administration script
- You are keeping tracking of time
- You are supervising test administration and providing breaks (if applicable)
- You have signed your chain of custody form
- Online School:** You are pausing student exams if technology disruption affecting multiple students occurs
- Complete any documentation necessary for reporting any testing irregularity or security breach



## Test Coordinator Checklist



## Now - mid-March

- All your students have been [created, registered, and enrolled into your school](#)
- All your students are assigned to the [right exams](#) (e.g., Algebra I instead of Grade 8 Math)
- You are adding/unregistering students to [PearsonAccess Next \(PAN\)](#) as they enter/exit your school
- You have encouraged teachers to incorporate [sample questions](#) into their lessons
- Your IEPs have been amended (or are schedule to be) to include [PARCC accommodations](#)
- Your ELL team has determined [accommodations](#) for your ELL students
- You have inventoried your devices, mice, headphones, calculators, and bi-lingual dictionaries
  - You have procured additional devices/accessories as needed
- You have begun creating your [test schedule](#) (proctor, day, times including logistics and security plans)
  - You have reviewed [DESE PARCC schedule](#)
  - You have assigned classrooms with the best internet connection
  - You have all roles and responsibilities assigned
- You have begun taking [applicable training](#). For a summary of training, see [here](#)
- You have prepared all devices based on [technology guidelines](#)
- You are having students familiarize themselves with PARCC's approved [Math reference sheets](#)
- You are continuing to explore [BPS.org/PARCC for announcements](#), best practices, FAQs, educator resources, and more



## Mid-March – Mid-April

- You have completed all [applicable training](#). For a summary of training, see [here](#)
- You have logged all [training](#) your staff has received
- You have conducted a (another) [practice test](#) with students
- You have encouraged teachers to incorporate [sample questions](#) into their lessons
- You have reviewed and updated all [Personal Needs Profiles PNPs](#) in [PAN](#)
- You have placed additional order in PAN (if needed)
- Online School:** You have completed an [infrastructure trial](#) with staff and students in [PAN training site](#)
- Online School:** You have performed [system checks](#) on all devices
- You have created all test sessions and classes in [PAN](#)
- You have assigned all students to test sessions and classes in [PAN](#)
- You have gone over procedures and protocols with staff
- Your schedule is finalized
- Online School:** You know how to use the mobile access points (wireless cart)
- You are continuing to explore [BPS.org/PARCC for announcements](#), best practices, FAQs, educator resources, and more
- You have reminded parent's that participation is mandatory – please refer to [Commissioner Chester's memo on state participation](#), also see [January 29, 2016 Commissioner's Update](#) for guidance on next steps for when a student does refuse to take an assessment.



## 48 hours before the exam

- All PNPs have been reviewed
- Student assignments have been reviewed
- You have gone over procedures and protocols with staff
- Online School:** You have expert knowledge of all test features (e.g. equation builder, accessibility tools, and accommodations)
- Online School:** You have proctor cached your sessions
- You have prepared session materials (e.g. student tickets, headphones, etc.)
- Online School:** You know where to place your mobile access points (wireless carts)



## 24 hours before the exam

- You have compiled blank paper for each classroom
- You have compiled word-to-word bi-lingual dictionaries for ELL students
- You have compiled accommodation and other test taking devices (e.g. headphones and braille)
- Rooms have been designated for testing
- Do not disturb signs have been posted
- Online School:** Student tickets have been printed
- Online School:** You have expert knowledge of all test features (e.g. equation builder, accessibility tools, and accommodations)
- Devices are in their respective classrooms (test taking devices, braille, etc.)
- Test packets are organized for their respective classes
- You have Pearson Support and OIT phone numbers posted in each classroom (use only if your test coordinator or tech lead can not troubleshoot)
- You have reviewed schedule with staff
- You have reminded students to bring their own headphones for testing (if needed)
- You have masked the classroom wall charts and other potential educational advantages (e.g. aids)
- You have reminded students that they need to get a good night's rest



## Test Day

- Your staff has distributed blank paper to their respective classrooms
- Online/Paper:** You have distributed student tickets, booklets, answer documents, and Math reference sheets
- You have distributed accommodation devices, headphones, and word-to-word bi-lingual dictionaries
- Online School:** You have notified staff to not visit heavy bandwidth sites
- You are confident in starting, locking/unlocking, resuming, and completing test sessions
- You have test administrators and proctors sign chain of custody form