LAST MINUTE PARCC PREP NOTES AND INFO

INFORMATION

FOR BLOOMFIELD SCHOOLS

PARCC WINDOW BEGINS MARCH 2, 2015

SCHOOL TEST COORDINATORS
SCHOOL TEST ADMINISTRATORS
SCHOOL TECH COORDINATORS

February 27, 2015

GRADES 3-8

STARTING SESSIONS: TEST COORDINATORS

- Sessions can be started in advance of testing day. School Test Coordinators are to start tests.
- Tests can be started individually or can be a combined start
- CLICK HERE TO SEE DIRECTIONS TO **START ALL SESSIONS** USING THE COMBINED START

GRADES 3-8

MONITORING SESSIONS: TEST ADMINISTRATORS RESOURCES

- School Test Administrators and Proctors are to follow the steps and the scripts found in the PARCC Manual for their testing session.
- Manuals have been distributed; they also are available online as pdf files by signing into Edline with teacher credentials. The link is available here.
- Information about seal codes and test sessions and unit times can be found here.
- A quick reference sheet for monitoring sessions is available here. This is the guide used at the Tech Coordinator Training.
- A video of the Test Administrator process can be found here.

GRADES 3-8

IMPORTANT THINGS TO REMEMBER

NOTES FROM THE ASSISTANT SUPERINTENDENT

- Chain of Custody Forms: Every Test Administrator must complete and turn in each day.
- Security Agreement Forms: Everyone and Anyone who can possible be used for testing must have a signed Security Agreement form turned in.
- PARCC is set to test based upon Central Standard Time….You must set the start time for the hour before you plan to begin. Example: (If testing at 8:00 a.m. set it to start at 7:00 a.m.)
- Only one seal code on the board at a time.
- Time allowed on test is to be noted electronically or on the board.
- Scrap paper: Place student names on the scrap paper, keep track of quantity distributed, collect it at the end and shred it.
- Testing Irregularity Reports: Scan and email to Jaynellen Behre Jenkins and cc Carolyn Caggiano on the day it occurs, forward a hard copy via interoffice mail.
- Students who are taking a paper based test should be removed from the testing session with their class.
- Paper based tests are not scheduled to arrive until 3/9. Schedule their testing separately.

GRADES 3-8

IMPORTANT THINGS TO REMEMBER
NOTES FROM THE DIRECTOR OF STUDENT ACHIEVEMENT

- Students who have parental "opt out" approvals are to be moved from their testing session into a newly created session entitled TEST REFUSAL with the Test Code
- Names of students who appear on any session roster who have left the district are to be sent to Joanne Decker
- If any newly registered students are not enrolled or have a test assigned to them to allow them to be put in a session, contact Joanne Decker
- If names of students who will be taking the DLM/APA appear on any session roster, contact Joanne Decker.
- If there are any teachers who need to have test administrator user credentials, please contact Joanne Decker

PARCC BULLETINS

- FEBRUARY 24 PARCC ADMINISTRATIVE BULLETIN
- ALL PAST ISSUES OF PARCC ADMINISTRATIVE BULLETINS

PARCC RESOURCES

- BLOOMFIELD WEBSITE PARCC 2015 RESOURCE PAGE

GOOD LUCK!