

## Registration Procedure

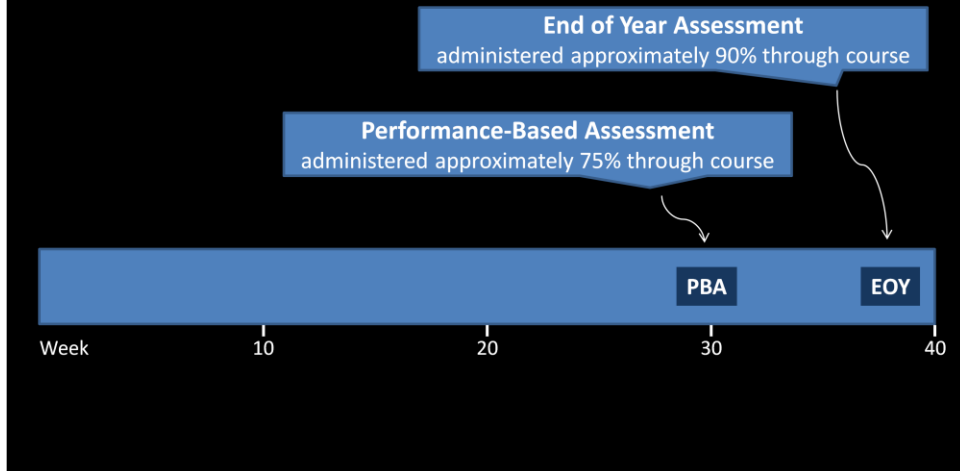
- 1 Identify Field Test(s) to be administered
- 2 Identify students/sections to be tested
- 3 Create and submit list of students to be tested (SDU)
- 4 Check/modify student list as necessary
- 5 Create & manage test sessions using PearsonAccess

This presentation is intended only for those districts who have been selected to participate in the 2014 PARCC Field Test. In it I'll outline the procedure needed to initially register students for both the online and paper versions of the field tests.

1. Identify Field Test(s) to be administered
2. Identify students/sections to be tested
3. Create and submit list of students to be tested (SDU)
4. Check/modify student list as necessary
5. Create & manage test sessions using PearsonAccess

Each step will be covered in a bit more detail in the presentation.

## 1 Identify Field Test(s) to be administered



The initial task is to identify the field tests and formats to be administered. There are two separate assessments and each will be tested as both paper/pencil and online. The Performance-Based Assessment will be administered in several sessions approximately 75% of the way through the school year. The End of Year Assessment (EOY) will be scheduled to be taken about 90% of the way through the school year. The confirmation letter sent to districts will indicate which assessment(s) will be given to each school.

## 2 Identify students/sections to be tested

PARCC/Pearson

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Online/Paper

Grade/Subject

PBA and/or EOY

# of Classes to Test

PARCC Random Number Generator

(if you have more sections than you are scheduled to assess)

The letter will also indicate the format, grade(s) or subject(s), and the number of classes or sections to be tested. In many cases only a portion of the sections at a given grade level will be used. If that is the case in your district, you must use the Random Number Generator on the PARCC website to select which sections or classes will be tested.

## 2 Identify students/sections to be tested

PARCC Random Number Generator

The screenshot shows a web-based interface for a random number generator. At the top, it is titled "Random Number Generator". Below the title, there are three input fields: "Grade/Course:" with the value "10", "Number of Classrooms Selected to Participate:" with the value "3", and "Total Number of Classrooms:" with the value "6". Below these fields is a section labeled "Sampled Classrooms:" which contains a text box displaying the numbers "3, 6, 5". At the bottom left of the interface are two buttons: "Submit" and "Reset". At the bottom right, there is a timestamp "2014-01-06 02:14:44Z" and a note "True randomness by [RANDOM.ORG](http://RANDOM.ORG)".

Use of the random number generator is very straight-forward:

1. Assign a number to each of your sections (after equally distributing any students from self-contained classes among all of the sections)
2. Indicate the number of classrooms selected to participate and the total number of sections/classrooms into the tool
3. Use only the classrooms indicated in the tool for the field test (including those self-contained classroom students selected for that class)

### 3 Create and submit list of students to be tested (SDU)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	State	Responsible District	School/Institution	State Student Identifier	Last or Surname	First Name	Middle Name	Birthdate	Sex	Grade Level When Assessed	Demographic Race Two or More Races	Hispanic or Latino Ethnicity	American Indian or Alaska Native	Asian
1	Abbreviation	Identifier	Identifier	Identifier										
2														

A Student Data Upload (SDU) file should be prepared that includes **ONLY** the students to be field tested. The specifications for that file are included in the PDF file entitled “Student Data Upload (SDU) Field Definitions.pdf”. The file must be a comma separated value (csv) file and is to be uploaded to PARCC using the PearsonAccess (Send Student Data tab) program.

### 3 Create and submit list of students to be tested (SDU)

WNYRIC Data Warehouse

**PARCC ASSESSMENT EXTRACT**

<b>School Year</b> Jun 30, 2014 Jun 30, 2013	<b>District Name</b> Avoca Avon Central School Baker Victory Services Barker Batavia City Schools Bath Belfast Bernus Point Bishop Kearney High School Bishop Timon - St. Jude High School Blessed Sacrament School	<b>Location Name</b> Avoca Central School
<b>Grade Level</b> 10th 11th 12th 3rd 4th 5th 6th 7th 8th 9th	<b>Course-Section</b> 44010-2 44009-4 44010-1-2 33012-1 33010-2 44009-3 33009-2 44012-1-1 33010-1 44010-1-1 44009-2	<b>Test Code</b> 8 Mathematics EOY MAT08C2 9 ELA PBA ELA09C2 9 ELA PBA & EOY ELA09C1 9 ELA EOY ELA09C2 10 ELA PBA ELA10C2 10 ELA PBA & EOY ELA10C1 10 ELA EOY ELA10C2 11 ELA PBA ELA11C2 11 ELA PBA & EOY ELA11C1 11 ELA EOY ELA11C2 Algebra I PBA ALG01C2

Test Format (P= Paper, O=Online)  
P

Cancel < Back Next > Finish

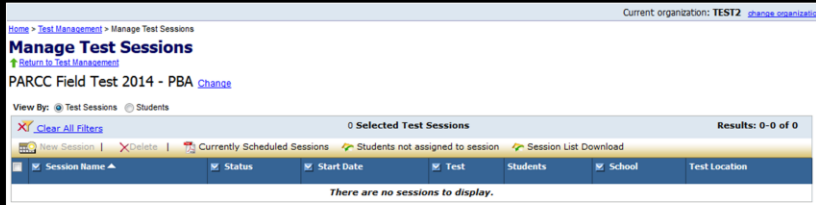
If desired, the WNYRIC Data Warehouse can assist in the process with our PARCC Assessment Extract report. For that to happen, WNYRIC must have the district's TSDL data (Staff/Student/Course) for the students/sections to be field tested. We can work with your Student Management System team to make certain we have what we'll need. The Data Warehouse team will provide detailed instructions on the process.

## 4 Check/modify student list as necessary

The screenshot displays a web application interface for "Student Data Information". At the top, there is a breadcrumb trail: "Home > Student Data > Student Data Information". Below this, the page title "Student Data Information" is followed by a "Return to Student Data" link. The interface includes a "View By:" section with radio buttons for "Schools" (selected) and "Students", and another for "Current Organization Only" (selected) and "Unenrolled Students". A search bar contains "Hide Search" and "Clear All Filters" buttons, and a status indicator shows "0 Students Selected" and "Results: 1 to 2 of 2". Below the search filters, there are input fields for "Name starts with", "PA Unique ID starts with", and "Student Identifier starts with". The main content area is titled "Student Details" and includes a "Return to Student Data Information" link. A "Student Master Record" section is visible, containing fields for "Student Identifier: 090909090", "Last Name: LASTNAMESAMPLE", "First Name: FIRSTNAMESAMPLE", "Middle Name:", and "Student State: TX". Action buttons for "Edit", "Change History", and "Go back to Student List" are located at the top right of the record view.

Once the file is uploaded, you're going to have to edit the records to show any changes, to indicate any test accommodations needed, and to indicate any students who are in gifted/talented programs.

## 5 Create & manage test sessions using PearsonAccess



Finally, if you're doing online testing, you'll have to schedule and set up the test sessions using the PearsonAccess program.



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To review:

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