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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 PearsonAccessNext (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.

*PAN = PearsonAccess Next*
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 OIT 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

- Your 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

PAN = PearsonAccess Next
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 OIIT 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