

Role-Based Training

Based on your role, you should plan to take your applicable training as soon as you can. Please see the below table for recommended training from PARCC. Please see this [link](#) for more information on what schools need to do to prepare for PARCC. Lastly, please see this [link](#) for the PARCC Training site.

Training Module	Test Administrators	Test Coordinators	Technology Coordinators	Accommodation Coordinators
Accessibility Features & Accommodations	✓	✓		✓
Administration of Computer-Based Assessments for Test Administrators	✓			
Administration of Computer-Based Assessments for Test Coordinators		✓		
Infrastructure Trial – Running a Dress Rehearsal	✓	✓	✓	
PearsonAccess ^{next}	✓	✓		
Proctor Caching and The Network			✓	
Student Registration Import		✓		
Technology Readiness for Schools and Districts		✓	✓	
Test Preparation – Student Readiness	✓	✓		

PARCC Training Site Screenshots

PARCC Partnership for Assessment of Readiness for College and Careers

Home PearsonAccess^{next} Technology Setup **Manuals & Training** Test Preparation Bulletins Support

Manuals & Training

Manuals and training modules are used by Test Coordinators and Administrators to plan and administer the PARCC test.

Manuals

Contains administration procedures, policies and scripts

Test Administrator Manuals

The Test Administrator Manuals provide instructions necessary for the paper-based administration of the PARCC assessment, as well as the tasks for the Test Administrator to follow before, during, and after test administration. These manuals also contain the protocols that Test Administrators and Proctors must follow related to test security and test administration. All administration instructions are contained within each script.

[View Test Administrator Manuals ▾](#)

Test Coordinator Manual

The Test Coordinator Manual provides instructions for Local Education Agency and School Test Coordinators to coordinate the administrations of the paper-based versions of the PARCC assessments, as well as the tasks for the School Test Coordinator to follow before, during, and after administration. This manual also contains the protocols related to test security and test administration that all school staff must follow.

[View Fall/Winter Test Coordinator Manual »](#)

Manuals and Training page

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Select your administration role to view relevant training modules:

LEA Test Coordinators

- Introduction to PARCC Training Modules
- PearsonAccess^{next}
- Student Readiness Resources for PARCC
- Infrastructure Trials: Running a Dress Rehearsal
- Administration of Computer-Based Assessments for Test Coordinators
- PARCC Paper-Based Testing; Administration Training for Test Coordinators
- Student Registration Import
- Personal Needs Profile (PNP)

[View Available Training »](#)

School Test Coordinators

Test Administrator/Proctor

LEA and School Technology Coordinator

Accommodations Coordinator

Training Suggestions by Role



High-Level Overview of Training Modules

1. **Accessibility Features & Accommodations** - Prepares Accommodations Coordinators to assign or administer accessibility features or accommodations for eligible students in the 2014-2015 PARCC Assessments.
2. **Administration of Computer-Based Assessments for Test Administrators** - Guides Test Administrators through the steps necessary to prepare for, and administer the PARCC Assessments for Paper-Based Testing.
3. **Administration of Computer- Based Assessments for Test Coordinators** - Guides LEA or School Test Coordinators through the steps necessary to prepare for, implement, and complete the PARCC Assessments for Computer-Based Testing.
4. **Infrastructure Trial - Running a Dress Rehearsal** – Guides schools and districts through a beginning to end practice run of completing the PARCC assessments.
5. **PearsonAccessnext** - Guides users through PearsonAccessnextwith steps to create and manage staff accounts, organization information, test sessions, and student registration.
6. **Proctor Caching and The Network** – Guides Technology Coordinators through how to utilize Proctor Caching software on their network.
7. **Student Registration Import** – Guides Test Coordinators through preparing and uploading student registration data to PearsonAccessnext through a system file.
8. **Technology Readiness for Schools and Districts** –Helps organizations understand, manage, and make decisions in preparing schools and their technology to be used for online testing.
9. **Test Preparation – Student Readiness** - Guides districts and schools to the tools available to prepare students and educators with simulation experience of PARCC assessments.