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December 16, 2014

TO: Chief School Administrators
Charter School Lead Persons

FROM: Jeffrey B. Hauger, Director
Office of Assessments
Division of Data, Research, Evaluation and Reporting

SUBJECT: Partnership for Assessment of Readiness for College and Careers (PARCC) Update:
PearsonAccess Next, PARCC Technology Readiness and the
PARCC Computer-Based Assessments Guide

This memo serves to update districts on PearsonAccess Next and technology readiness for the Spring 2015 PARCC assessments. PARCC released a document entitled the PARCC Computer-Based Assessments Guide which is included in this memo. In addition to the guide, the following updates are offered:

- 1. PearsonAccess Next Sites:** PearsonAccess Next has two sites – the live testing site (<http://nj.pearsonaccessnext.com/>) and the training site (<http://trng.pearsonaccessnext.com/>). Please note that the url denotes which site is being used – with **'NJ'** for the live site and **'TRNG'** for the training site.
- 2. Accounts:** NJDOE uploaded a file to prepopulate the system with the names of the districts and schools in mid-September. User accounts were then created for the Chief School Administrators (CSAs) and District Test Coordinators (DTCs) on record for both sites. These individuals received email notification from Pearson concerning the activation of their accounts. If the email from Pearson cannot be found (please check spam/junk folder) then the username and password can be recovered by going to one of the two sites listed above and using the Forgot Username|Forgot Password links in the top right corner. Districts may set up additional users for either site as needed. Please remember that creating users for the live and training sites are two separate activities. Creating a user in the live site does not automatically create an account on the training site. This must be done separately.
- 3. Data Management in PearsonAccess Next:** There are two important terms used in the file layouts for PearsonAccess Next. These terms are Responsible District and Testing District/School. The Responsible District is the district who is accountable for a student. The Testing District/School denotes the physical location where that student will take the PARCC assessment. Testing District/School could be the Responsible District but if a student is in an out of district placement and that student will take the PARCC assessment at that out

of district location, then the out of district placement would be the Testing District/School. The distinction between these two terms is important when the handling of data in PearsonAccess

Next is discussed.

- a. Districts (Responsible or Testing) are responsible for creating additional users for both the live and training sites.
- b. For each PARCC administration (PBA or EOY), an organization participation file needs to be uploaded into PearsonAccess Next. This file identifies which districts and schools will be participating in that particular PARCC PBA or EOY administration. In New Jersey, this upload will be completed by the state.
- c. The state will also upload the student registration file. Responsible Districts will upload student data through a NJ SMART data collection for PARCC and then the state will use this data to create and upload the student registration file to PearsonAccess Next.

Specifics regarding this NJSMART PARCC Registration can be found in a December 9, 2014 Broadcast:

<http://education.state.nj.us/broadcasts/2014/DEC/09/12624/NJSMART%20PARCC%20Registration.pdf>.

- i. **The PARCC Registration Submission opens on December 30, 2014 at 8 AM EST and closes on January 16, 2015 at 5 PM EST.**
 - ii. Please disregard all notices and deadlines from Pearson about the student registration file. Pearson is aware of the state's plan to upload the data on behalf of its districts.
 - iii. While the Responsible District is identified in the student registration file, all testing materials and log in codes will be sent to the Testing District/School.
 - d. Testing Districts/Schools are responsible for uploading the PNP file (Personal Needs Profile) for any of their students who require accommodations or will have accessibility features available for their use during testing. Only students requiring an accommodation or an accessibility feature should be included in the PNP file. The PNP file is required to be uploaded prior to proctor caching as well as prior to a student starting a unit of the PARCC assessment. Districts may begin uploading the PNP file in mid-February. More guidance and assistance in constructing the PNP file and uploading it to the Pearson platform will be provided in regional training sessions in January.
 - e. Testing Districts/Schools will also be able to register students for PARCC so that a student can take the assessment without having to wait for the Responsible District to complete the registration. Missing student demographic information will be gathered at a later time.
4. **Using the Practice Tests through the PearsonAccess Next training site:** All are encouraged to have students and staff take the practice tests through the PearsonAccess Next training site. It will allow students and staff an opportunity to become familiar with the assessment environment. It will also afford opportunities for staff to practice how to administer the assessment.
5. **Devices to be used for the PARCC Assessments:**
- f. PARCC updated the Technology Guidelines for PARCC Assessments to version 4.3. Please review these updated guidelines at <http://parconline.org/technology>.

the recommended specifications for technology should be addressed in the budget cycle for next year.

9. **Resources:** listed below are some PARCC urls that may be of benefit.
 - k. **PearsonAccess Next live site:** <http://nj.pearsonaccessnext.com>
 - l. **PearsonAccess Next training site:** <http://trng.pearsonaccessnext.com>
 - m. **PARCC Technology Guidelines:** <http://parcconline.org/technology>
 - n. **TestNav SystemCheck:** <http://systemcheck.parcc.testnav.com/>
 - o. **PARCC Resource Site:** <http://parcc.pearson.com/>
 - p. **PARCC Assessment Training Modules:** <https://parcc.tms.pearson.com>

If you have any questions or concerns regarding this matter, please feel free to contact Joseph Seaman, technology coordinator, at 609- 292-8407 or joseph.seaman@doe.state.nj.us in the Office of Assessments.

JBH/parcccomputerbasedassessmentguide

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