



Partnership for Assessment of  
Readiness for College and Careers

March 2016

## COUNTDOWN TO PARCC FOR TEACHERS

### 2016 PARCC TEST ADMINISTRATION

**Test Administrator (TA) training for administration in Pearson Access<sup>next</sup> (PAN) is essential for successful administration.** As outlined in the Test Administrator Manuals (TAMs) and PARCC Training Modules (<http://parcc.pearson.com/manuals-training>), TAs must:

- Receive testing materials from the test coordinator.
- Log into PAN.
- Pass out student testing tickets and scratch paper.
- Read directions from the test script.
- Unlock the specific test unit in PAN.
- Time students for the appropriate testing time.
- Supervise students during testing.
- Report testing irregularities to the test coordinator.
- Ensure that students submit completed test units.
- Lock the test unit in PAN.
- Collect and return materials to the test coordinator.

Training Modules (Fall and Spring)

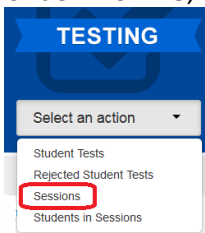
Select your administration role to view relevant training modules:

- Test Administrators ▼
- Test Coordinators ▼
- Technology Coordinators ▼
- Accommodation Coordinators ▼

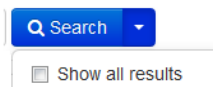
PARCC 2015-2016 Technology Crosswalk Webinar

### TEST ADMINISTRATION IN PAN

- 1) Go to <https://nm.pearsonaccessnext.com> and log in.
- 2) Under TESTING, click “Sessions.”



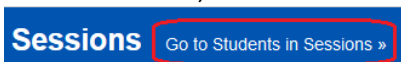
- 3) Under “Find Sessions,” click the down arrow next to “Search” and check “Show all results.”



- 4) Select the unit(s) you will be administering.

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students
<input checked="" type="checkbox"/>	06 MATH / ELLS /504 ⓘ	● Not Started	2016-04-05	Grade 6 Mathematics	8

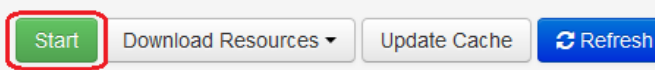
- 5) Under “Sessions,” click “Go to Students in Sessions.”



- 6) Under the “Session List,” click the session you will be administering.

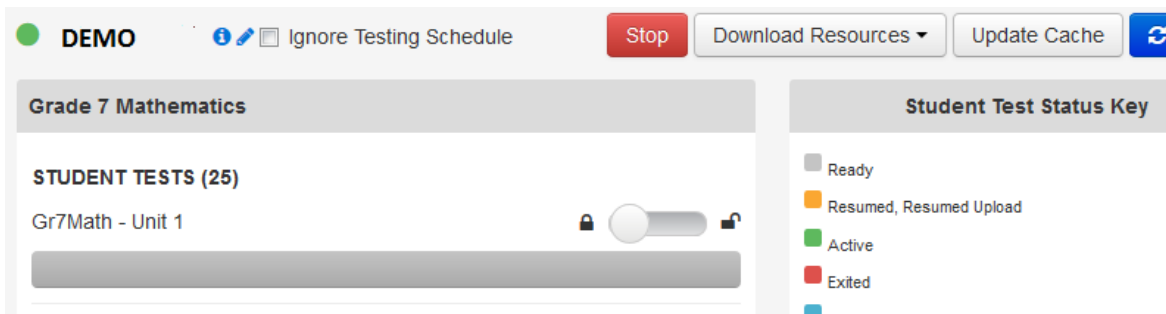


- 7) If your testing coordinator has not already started the test session, click the green “Start” button to the right of the session.



If the test coordinator has already started the unit, you will instead see a red “Stop” button.

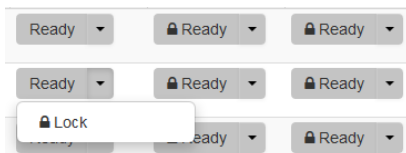
- 8) Once you have started the test session, you will see a list of test units within that session. They will all be locked. **You will need to unlock the unit IMMEDIATELY prior to reading the test directions, passing out testing tickets, and providing scratch paper to students.**



- 9) Unlock the unit you will be administering by sliding the toggle from “lock” to “unlock.”



- 10) Once you unlock a unit, all student statuses will show “Ready” status without a lock. Please lock the unit for any absent students by clicking the down arrow beside the “Ready” status and clicking “Lock.”



- 11) By this point, students should have started the TestNav App, chosen “New Mexico,” and logged into TestNav per the TA test scripts.

- 12) At the end of the unit time, read the instructions for ending the unit, which direct students to submit final answers. This will change their testing status to *completed* (blue) in PAN. Once students have submitted their tests, slide the unit toggle from “Unlock” to Lock.”



For additional details about test administration, please reference the Test Administration Manuals (<http://parcc.pearson.com/manuals-training>) and direct questions to your school test coordinator.