

Frequently Asked Questions about the PARCC Spring Administration

Updated January 14, 2015

This document contains Frequently Asked Questions (FAQs) about the PARCC spring administration.

Questions fall into the following categories:

- [General Questions](#)
- [Timing and Scheduling for the PARCC Assessments](#)
- [Preparing for the PARCC Assessments](#)
- [Training for PARCC Assessments](#)
- [Security Policies and Procedures](#)
- [Mathematics Tools for the PARCC Assessments](#)
- [Questions about Computer-Based Administration](#)
- [Questions about Paper-Based Administration](#)
- [Accessibility Features and Accommodations for PARCC Assessments](#)
- [Resources](#)

Resources within this document are hyperlinked. Please refer to the resources section on the final page of this document for a list of websites where resources are available.

General Questions

1. What assessments are included in the spring administration?

In spring 2015, the following assessments are available in computer-based and paper-based formats: Grades 3–11 English Language Arts/Literacy, Grades 3-8 Mathematics, Algebra I, Geometry, Algebra II, Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III. States may not administer all of the high school assessments. Please check with your state assessment office for more information.

2. Which states are participating in the spring 2015 administration?

The following states are administering spring 2015 assessments: Arkansas, Colorado, Illinois, Louisiana, Maryland, Massachusetts, Mississippi, New Jersey, New Mexico, Ohio, and Rhode Island as well as the District of Columbia.

Timing and Scheduling for the PARCC Assessments

The questions in this section update the Scheduling FAQs posted on the [PARCC Assessment Administration website](#).

1. What are the test administration windows for the PARCC assessments?

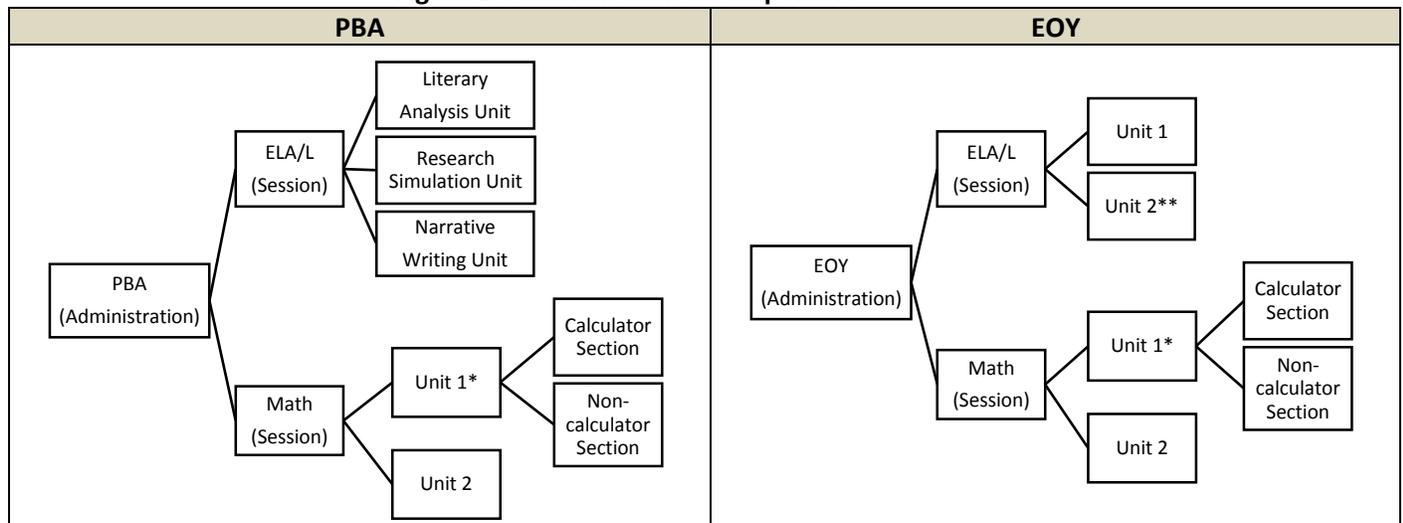
Test administration dates vary by state. Check with your state assessment office for information about your state’s testing window.

2. What is the difference between “session” and “unit”?

Session: A “session” includes all of the units for a content area (e.g., Mathematics) and may be scheduled across one or more days. “Sessions” also refer to the groups of tested students that are scheduled together (as set up in PearsonAccess^{next} for computer-based testing).

Unit: Each content area (or session) of the PARCC assessments is composed of units. Figure 1.0 below maps examples of the units within the Performance-Based Assessment (PBA) and End-of-Year (EOY) administrations.

Figure 1.0 Administration Components



*Grades 3-5 do not have a calculator section

**Grades 3-5 EOY has only 1 unit

3. How long will the testing window be at my school?

Schools participating in computer-based tests (CBT) have up to 20 consecutive school days for testing each administration. Schools participating in paper-based tests (PBT) have up to 10 consecutive school days for testing each administration.

Your state may have additional requirements with regard to the length of the test administration window. Check your state policy in Appendix C of the [Test Coordinator Manual](#).

4. Is there a particular time during the testing window in which our school must schedule test units (e.g., Literary Analysis unit on Monday, Research Simulation Unit on Tuesday)?

No. Schools may test at any time during the testing window during regular school hours. Schools (or districts/LEAs) should schedule make-up units as needed. Make-up units must be scheduled within the 20/10 consecutive school days allowed for testing.

5. Do the units (e.g., Literary Analysis Unit, Research Simulation Unit, Mathematics Unit 1) need to be administered in order?

Yes. All units within a content area must be scheduled and administered in sequential order for an assigned group of students. However, if a student is absent and misses a unit, he or she may resume testing with his or her assigned testing group during regular testing; only the missed unit(s) will need to be rescheduled during make-up testing (*NOTE: this is a different policy than what was permitted under the spring 2014 Field Test*). Additional guidance about make-up testing is available in the *Test Coordinator Manual* and *Test Administrator Manuals*. All manuals for the spring administration can be found on [PARCC's Manuals and Training website](#).

6. Do students in the same grade/course need to take the same unit at the same time?

For computer-based testing (CBT), each unit must be scheduled for all students within a grade/course at a school as close together as available devices will allow (with the exception of make-up testing). For paper-based testing (PBT), each unit must be completed by all students within a grade/course at a school on the same school day (with the exception of make-up testing). With the exception of make-up testing, units must be taken in sequential order (e.g., Unit 1, then Unit 2).

Your state may have additional requirements. Check your state policy in Appendix C of the *Test Coordinator Manual*. All manuals for the spring administration can be found on [PARCC's Manuals and Training website](#).

7. Is it required that content areas (i.e., English Language Arts/Literacy and Mathematics) be scheduled in a particular order?

No. Schools/LEAs may use their discretion in deciding which content areas are scheduled on what days, so long as units within each content area are scheduled in sequential order.

For example, schools may schedule one full content area first, as shown here:

Grade 9 ELA/L and Algebra I – Performance-Based Assessment:

Day 1	Day 2	Day 3	Day 4	Day 5
Algebra I: Unit 1	Algebra I: Unit 2	ELA/L: Literary Analysis Unit	ELA/L: Research Simulation Unit	ELA/L: Narrative Writing Unit

Alternatively, schools may schedule content areas as alternating between ELA/L and Mathematics:

Grade 9 ELA/L and Algebra I – Performance-Based Assessment:

Day 1	Day 2	Day 3	Day 4	Day 5
ELA/L: Literary Analysis Unit	Algebra I: Unit 1	ELA/L: Research Simulation Unit	Algebra I: Unit 2	ELA/L: Narrative Writing Unit

8. Can schools schedule content areas on separate weeks?

Yes. Schools may use their discretion when scheduling units.

9. Are schools required to begin testing on Monday?

No. Schools may use their discretion when scheduling units.

10. Can my school administer more than one unit per day?

Yes. Schools may use their discretion when scheduling units and may schedule more than one unit a day, as long as the unit is completed in one day. However, it is highly recommended that schools schedule no more than two units per day for any given student. When scheduling multiple units for a single day, schools must schedule breaks between units.

For example, a school may schedule one unit in the morning and one in the afternoon.

Grade 9 ELA/L and Algebra I – Performance-Based Assessment:

Time of Day	Day 1	Day 2	Day 3
Morning	Algebra I: Unit 1	ELA/L: Unit 1 (Literary Analysis)	ELA/L: Unit 3 (Narrative Writing)
Afternoon	Algebra I: Unit 2	ELA/L: Unit 2 (Research Simulation)	

11. Can a single unit be split over more than one day?

No. Each individual unit must be completed within one day.

12. Will the PARCC assessments be timed?

Yes. The PARCC states revised the testing times based on data from the 2014 spring field test. Testing times can be found on the [PARCC Assessment Administration Guidance website](#). Test Administrators are responsible for ensuring units are administered according to the Unit Testing Times. For computer-based testing, students will not see a timing device through the computer-based testing platform.

13. Will students be allowed additional testing time?

Unless a student has a disability (documented in an IEP or 504 plan) or is an English learner (pre-identified and included in an EL plan, if applicable for your state) with an approved extended time accommodation, students are not allowed additional time beyond the Unit Testing Time.

14. What is the recommended time that schools should schedule for testing sessions?

Schools must schedule the full Unit Testing Times for each unit. In addition, PARCC recommends that schools also build in up to 30 minutes per unit to account for the following activities:

Computer-Based Administration	Paper-Based Administration
<ul style="list-style-type: none"> • Helping students log in • Reading instructions to students • Responding to student questions about administration process • Distributing testing tickets and other materials to students • Helping students log out 	<ul style="list-style-type: none"> • Reading instructions to students • Responding to student questions about administration process • Distributing materials to students • Collecting materials

15. What is the difference between Unit Testing Time and Estimated Time on Task, and which should my school use for scheduling purposes?

Unit Testing Time is the amount of time any student who needs it must be provided to complete the unit. As such, it is the amount of testing time schools must schedule for each unit. Schools must also account for additional administration time (approximately 30 minutes) to account for the time it takes to read instructions to students, respond to student questions, and conduct end-of-unit activities. A student may be allowed an extended time accommodation beyond the Unit Testing Time only if this accommodation is listed in his or her IEP or 504 Plan (or EL Plan, if required by your state).

Estimated Time on Task is the approximate amount of time, based on data from the field test, in which it is anticipated that many students will complete a unit. This amount of time will vary across classrooms and schools. It is provided for informational purposes only.

Information about Unit Testing Times and Estimated Time on Task is available on [PARCC's Assessment Administration Guidance website](#).

16. If all students in a unit finish early, can the testing group move onto the next unit?

Yes. If all students in a testing group have finished a unit, the testing group may move on to the next unit if the schedule allows. Test Administrators must ensure students have a short break between testing units (e.g., stretch break, restroom break).

17. If one student in a testing group finishes early, may he or she move onto the next unit?

No. A new unit cannot be started until all students in the testing group (with the exception of absent students) are finished with the existing unit.

18. If students finish early, do they need to remain in the testing room until the end of Unit Testing Time?

Policies on what students may do after completing testing vary by state. Additional information is available in Appendix C of the [Test Coordinator Manual](#).

Preparing Students for the PARCC Assessments

1. What resources are available for students to practice responding to PARCC test items?

PARCC has the following resources available for student practice prior to PARCC testing this spring:

- [Sample items](#): Use the sample items to try out test questions on the technology platform that students will use when taking the computer-based tests.
- [Practice tests](#): Use the practice tests to practice the experience of taking a PARCC test. The practice test is intended to provide students with some familiarity with the assessments.
- [Tutorials](#): The purpose of the tutorials is to demonstrate the navigation and tools available for computer-based assessments and the use of the Test Booklets for paper-based assessments. The items appearing in these tutorials are samples used to allow students and educators opportunities to gain familiarity with the technology platform and paper-based format that will be used for PARCC assessments. High school tutorials are currently available. Tutorials for grades 3–8 will be available mid-January. Tutorials are also available to familiarize students with using Equation Editor.

2. Is it a requirement to administer the sample items and tutorials?

No, but it is highly recommended. If a school is administering the computer-based tests, it is highly recommended that students be provided a chance to take the computer-based practice tests and tutorials. If a school is administering the paper-based tests, it is highly recommended that students be provided a chance to practice with PARCC items and take the paper-based practice tests and tutorials.

3. Is there a printable version of the PARCC Practice Tests?

Paper-Based [Practice Tests](#) and [Tutorials](#) are available in PDF format for ease of printing. Computer-Based Practice Tests are not available in a PDF format since the purpose of the Computer-Based Practice Test is to help students become familiar with the computer-based testing environment.

Training for PARCC Assessments

1. What training is available to schools to prepare for PARCC testing?

The table below lists the training modules (recorded training webinars) that are available at [PARCC's Manuals and Training website](#). It is recommended to review the training modules that correspond with your test administration role.

	Test Administrators	Test Coordinators	Technology Coordinator	Accommodation Coordinators
Introduction to PARCC Training Modules	✓	✓	✓	✓
Accessibility Features & Accommodations	✓	✓		✓
Administration of Paper-Based Testing for Test Administrators	✓			
Administration of Paper-Based Testing for Test Coordinators		✓		
PearsonAccess ^{next} Training	✓	✓		✓
Student Registration Import		✓		
Administration of Computer-Based Assessments for Test Coordinators		✓		

Frequently Asked Questions about the PARCC Assessments

Administration of Computer-Based Assessments for Test Administrators	✓			
Personal Needs Profile (PNP)		✓		✓
Technology "Readiness" for Schools & Districts		✓	✓	
Student Readiness Resources for PARCC	✓	✓		✓
Proctor Caching & TestNav Configuration			✓	
Infrastructure Trials: Running a Dress Rehearsal	✓	✓	✓	

Below is a brief description of each training module:

- [Introduction to PARCC Training Modules](#) – Introduces users to features of the other training modules and explain general information about the 2014-2015 PARCC Assessments.
- [Accessibility Features & Accommodations](#) – Prepares Accommodations Coordinators to assign or administer accessibility features or accommodations for eligible students in the 2014–2015 PARCC Assessments.
- [Administration of Paper-Based Assessments for Test Administrators](#) – Guides Test Administrators through the steps necessary to prepare for and administer the PARCC Assessments for Paper-Based Testing.
- [Administration of Paper-Based Assessments for Test Coordinators](#) – Guides Local Education Agency (LEA) or School Test Coordinators through the steps necessary to prepare for, implement, and complete the PARCC Assessments for Paper-Based Testing.
- [PearsonAccess^{next}](#) – Guides users through PearsonAccess^{next} with steps to create and manage staff accounts, organization information, and instructions on how to order additional materials.
- [Student Registration Import](#) – Guides Test Coordinators through preparing and uploading student registration data to PearsonAccess^{next} through a system file.
- [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.
- [Administration of Computer-Based Assessments for Test Administrators](#) – Guides Test Administrators through the steps necessary to prepare for, and administer the PARCC Assessments for Computer-Based Testing.
- [Personal Needs Profile \(PNP\)](#) – Guides users in preparing and uploading the Personal Needs Profile data to PearsonAccessnext through a system file. It will also demonstrate applying accommodations to currently registered students in PearsonAccess^{next}.
- [Technology "Readiness" for Schools & Districts](#) – Helps Schools and Districts manage and make decisions in preparing their technology to be used for online testing.
- [Student Readiness Resources for PARCC](#) – Guides districts and schools to the tools available to prepare students and educators with simulation experience of PARCC assessments.
- [Proctor Caching & TestNav Configuration](#) – Guides Technology Coordinators through how to utilize Proctor Caching, the SystemCheck Tool, and TestNav Configuration in PearsonAccess^{next}.
- [Infrastructure Trials: Running a Dress Rehearsal](#) – Guides schools and districts through a beginning to end practice run of completing the PARCC assessments.

Additionally, it is highly recommended that school and district staff become familiar with the [sample items](#), [practice tests](#), and [tutorials](#).

Your state may hold additional training opportunities, such as regional training workshops for District Test Coordinators and webinars for district and school staff. Contact your state assessment office for more information.

2. How can my district access training materials to help train school personnel for PARCC testing?

For the PARCC Assessments, all training materials are available online at [PARCC's Manuals and Training website](#), which includes:

- Thirteen spring training modules
- Spring Test Administrator Manuals
- Spring Test Coordinator Manual

One printed copy of the *Test Coordinator Manual* and one copy of the *Test Administrator Manual* (for each grade/subject being administered at your school) per 25 students will be shipped to schools two weeks prior to administration.

Security Policies and Procedures

1. Can anyone view PARCC items during the PARCC administration?

No. PARCC administration is a secure testing event. Items (excluding those found on sample items, practice tests, and tutorials) may not be viewed by anyone other than the students who are participating in the administration for the appropriate grade level/course (except for certain accommodations).

2. What constitutes a testing irregularity?

Testing irregularities are actions or events that occur before, during or after testing that deviate from prescribed testing procedures and may compromise the validity of the test. Refer to Section 2.7 of the [Test Coordinator Manual](#) for examples of testing irregularities.

3. What should I do if I think a testing breach or testing irregularity has occurred?

This information can be found in Section 2.7.3 of the [Test Coordinator Manual](#). You should immediately contact your School Test Coordinator if you think a testing irregularity or testing breach has occurred. You must immediately contact your LEA Test Coordinator or state assessment office, in accordance with your state policy as found in Appendix C of the [Test Coordinator Manual](#). Schools must also file a written report using the [Form to Report a Testing Irregularity or Security Breach of the Test Coordinator Manual](#) (located in Appendix E) within two school days.

4. Will visitors be allowed during testing?

Information on authorized visitors can be found in Section 4.2 of the [Test Coordinator Manual](#). Visitors, including parents/guardians, school board members, researchers, reporters or other members of the media, non-testing students, and school staff not authorized to serve as Test Administrators or Proctors are prohibited from entering the testing environment. Visits by state assessment office monitors, LEA monitors, and Parcc Inc. observers are allowed based on state-specific policy, as long as these individuals do not disturb the testing process. Information about state-by-state policies can be found in Appendix C of the [Test Coordinator Manual](#).

5. Should Test Administrators encourage students to review their answers?

The test administration scripts that are part of the *Test Administrator Manual* include a scripted reminder to students to check their work and make sure they have answered all of the questions. Test Administrators must follow the script and not encourage individual students to review answers.

6. The training materials indicate that students must be separated by a reasonable distance. How is reasonable distance defined?

Seating arrangements should prevent student collaboration, but School Test Coordinators and Test Administrators may use their professional judgment when setting up the testing room. Suggestions for seating arrangements can be found in Section 4.1 of the [Test Coordinator Manual](#).

7. Can students use e-readers after testing is complete?

Electronic readers are not allowed during the PARCC administration, even if a student has completed testing.

Mathematics Tools for the PARCC Assessments

1. Where can I find PARCC's calculator policy?

PARCC's calculator policy can be found in Section 3.2 in the spring [Test Coordinator Manual](#). Please refer to the policy for full guidance.

Allowable calculators include:

- Grades 3–5: No calculators allowed, except for students with an approved calculator accommodation
- Grades 6–7: Four-function with square root and percentage functions
- Grade 8: Scientific calculators
- High school: Graphing calculators (with functionalities consistent with TI -84 or similar models)

2. Are calculators with memory allowable during PARCC testing?

Yes, calculators with memory are allowable as long as they meet the calculator policy found in Section 3.2 in the spring [Test Coordinator Manual](#) and are grade- or course-appropriate. Test Administrators are responsible for ensuring the memory is clear on all calculators prior to administration.

3. Will rulers and protractors be provided on the PARCC assessments?

Yes, for some grades, but only for paper-based testing. For computer-based testing, these tools will be available in TestNav8. The grade-specific policies are outlined below:

- **Grade 3:** Rulers are provided through the delivery platform for computer-based testing and in shipped materials for paper-based testing.
- **Grade 4–7:** Rulers and protractors are provided through the delivery platform for computer-based testing and in shipped materials for paper-based testing.
- **Grade 8:** Rulers are provided through the delivery platform for computer-based testing and in shipped materials for paper-based testing. Protractors are optional and allowable materials for Grade 8 Mathematics assessments. However, they will not be provided in shipped materials, as they are not required tools.

- **High School:** Rulers and protractors are optional and allowable materials for all high school Mathematics assessments. However, they will not be provided in shipped materials, as they are not required tools.

PARCC's Mathematics tools policy can be found on [PARCC's Assessment Administration website](#). It is also available in Section 3.4 in the [Test Coordinator Manual](#).

4. Are geometry tools allowed on the PARCC assessments?

For the spring administration, tracing paper, reflection tools, straight edge and compass are allowable materials for the Grade 8, Geometry, Integrated Math I, Integrated Math II, and Integrated Math III assessments only. These tools are meant as allowable tools for students who use them in daily instruction and who may find them useful during administration.

Directions should be given to a Test Administrator to have the materials located in a predetermined location in the testing room. If schools allow students to bring their own tools, they must be given to the School Test Coordinator or Test Administrator prior to testing to ensure that the tools are appropriate for testing (e.g., tools do not have any writing on them).

5. If schools do not have geometry tools that are listed in the Test Administration Manuals, do they need to purchase them?

No. These are meant as allowable tools for students who use them in daily instruction who may find them useful during administration. Though schools are allowed to provide them as useable materials, schools are not required to purchase these tools for the purposes of PARCC assessments. Schools may also allow students to use their own geometry tools if they are first provided to the school prior to test administration to ensure there is no writing of any kind on them.

6. Can students practice with Mathematics reference sheets prior to testing?

Yes. The Mathematics Reference Sheets are publicly available on [PARCC's assessment administration website](#). However, only the reference sheets shipped to schools along with other testing materials are allowed during the paper-based administration of PARCC tests. In other words, reference sheets used in the classroom prior to testing are not allowed during testing.

Questions about Computer-Based Administration

1. What happens if the power or Internet go out during the test?

Full guidance about technology interruptions can be found in Section 6.8.1 of any of the [Test Administrator Manuals for Computer-Based Testing](#). When a technology disruption occurs, Test Administrators should note the time of the disruption, follow troubleshooting procedures, allow the student(s) to resume testing once the issue is resolved—adjusting the testing time for the student(s) as needed based on the time of the disruption, and document the event in writing.

2. When will my school receive paper copies of the Test Coordinator Manual and the Test Administrator Manuals? How many will my school receive?

Manuals will be shipped two weeks prior to the beginning of your state's testing window. Manuals may be shipped directly to your school or through your district, as defined in your state's policy located in Appendix C of the [Test Coordinator Manual](#).

Schools that are participating in the computer-based administration will receive one copy of the *Test Coordinator Manual* per school and one *Test Administrator Manual* (for each grade/subject being administered at your school) for every 25 students. *Test Administration Manuals* will be shipped along with other paper-based materials. Districts will also receive copies of the *Test Coordinator Manual*.

3. What do you do if you have a new student to test for computer-based administration who was not included in the initial registration deadline?

The School Test Coordinator should add the student manually into PearsonAccess^{next}. For information on how to manually add a student's registration, please see the [Create and Edit Student Records page on the PearsonAccess^{next} User Guide](#).

4. What are testing tickets and when are testing tickets available?

Student Testing Tickets are usernames and passwords that are generated for students to access their PARCC tests. Test Administrators provide students testing tickets during administration to access their individual tests. Student Testing Tickets may be printed by the School Test Coordinator as soon as the test session in PearsonAccess^{next} is created. Note that Student Testing Tickets are secure testing materials.

5. How many testing tickets does a student have – one per unit or test session (PBA/EOY)?

One per test session per content area. Students will use the same Student Testing Ticket for all units within a test session (except if you move a student to a different test session - this will generate a new testing ticket for that student). Note that Student Testing Tickets are secure testing materials and must be collected after each unit.

6. Can you print multiple testing tickets per page?

No.

7. What are seal codes and when are seal codes available?

Seal Codes are numerical codes that Test Administrators provide to students to unlock units during administration. There will be one Seal Code per testing unit for a testing group. Test Administrators will print one copy and write the Seal Code number on the board when prompted to do so in the administration scripts. Seal Codes may be printed by the School Test Coordinator as soon as the test session in PearsonAccess^{next} is created. Note that Seal Codes are secure testing materials.

8. Can you print multiple seal codes on one page?

Yes. All of the Seal Codes for a test session (e.g., ELA/L PBA, Mathematics EOY) will be printed on one page.

9. If I have students who unplug the external keyboard for a tablet during the administration, should I insist that the student use the external keyboard?

No. Although external keyboards are required to be provided for the PARCC assessments, if a student manually unplugs the keyboard during administration and insists on using the tablet without a keyboard, the Test Administrator does not need to redirect the student to use the keyboard. In order to maintain comparability, schools should use the keyboards and also offer students an opportunity to try out sample items using the keyboards (especially if schools do not use keyboards in instruction).

10. Why can't students change the volume during testing?

In some instances, changing the volume during testing may result in a student being kicked out of a test. Therefore, the administration script reminds students to check the volume prior to logging into the test.

Questions about Paper-Based Administration

1. What do you do if you have a new student to test for paper-based administration who was not included in the initial registration deadline?

The School Test Coordinator should add the student manually into PearsonAccess^{next}. For information on how to manually add a student's registration, please see the [Create and Edit Student Records page on the PearsonAccess^{next} User Guide](#). The school or LEA/district will need to complete an additional order for the testing materials.

2. The Test Coordinator Manual states that Student ID Labels should be applied after administration, but my state currently applies them before testing. Do I need to follow this guideline in the manual, or should I follow my state's current practice?

Check your state policy in Appendix C of the [Test Coordinator Manual](#). For this particular procedure, schools should follow their current state practice, unless otherwise specified in Appendix C.

3. How soon before administration may I open the shrink wrap packages of materials?

Section 3.1 of the [Test Coordinator Manual](#) states that shrink-wrapped packages can be opened at the school level no earlier than two school days prior to the day of testing, except for the purpose of preparing for certain accommodations.

4. Will my students use test booklets or answer documents?

For the spring 2015 administration, students will use consumable test booklets (i.e., combined test and answer booklets that students also use to record their responses) at all grade levels. Students will use and record answers in the answer space provided in the test booklets only.

5. When will my school receive paper-based materials?

Materials will be shipped two weeks prior to the beginning of your state's testing window. Materials may be shipped directly to your school or through your district, as defined in your state's policy located in Appendix C of the [Test Coordinator Manual](#).

6. When will my school receive paper copies of the Test Coordinator Manual and the Test Administrator Manuals? How many will my school receive?

Schools that are participating in the spring administration will receive one copy of the *Test Coordinator Manual* per school and one *Test Administrator Manual* (for each grade/subject being administered at your school) for every 25 students. Manuals will be shipped along with other paper-based materials (two weeks prior to the beginning of your state's testing window).

7. Will schools and districts receive an overage of materials?

Yes. Schools will receive a 5% overage of materials. Districts will also receive a 5% overage of materials, unless a district opts out of receiving this overage.

8. Does my school or district need to order materials?

If your district or school uploaded a Student Registration Import file by the deadline (which varies by state), then your initial shipment of materials will be automatically ordered. If a school or district submitted a file after the deadline, then the district will have to manually order materials through PearsonAccess^{next}. Note that pre-printed student ID labels will not be provided if a school missed the Student Registration Import deadline.

9. What is the procedure for ordering additional materials? Can you call or place the order online?

You may either order additional materials online through PearsonAccess^{next} or call the PARCC Support Center (888-493-9888). Additional orders must be approved prior to shipping. After approval, additional orders take 2–3 business days before being shipped. For details about how to place an additional order, see the [Manage Orders page on the PearsonAccess^{next} User Guide](#).

10. My school appears to be missing materials. What should I do?

If schools are missing secure materials assigned to them on their Security Checklist and Packing List, schools or districts (depending on state policy) should complete the Form to Report Contaminated, Damaged, or Missing Materials in Appendix E in the [Test Coordinator Manual](#). In addition, schools should order any missing materials through the additional orders function on PearsonAccess^{next}.

11. My school appears to have received the wrong shipment. What should I do?

Call the PARCC Support Center immediately at 888-493-9888.

12. Can students use highlighters on test booklets?

Yes. Students may use highlighters on paper-based test booklets. Students should not highlight on answer responses as this may impact scanning, and processing and possibly scoring.

13. May students leave crossed out answers in the test booklet or otherwise make any stray marks?

No. Students should erase any additional marks in response areas on test booklets, other than the answer they have selected. Additional marks may interfere with scanning and processing. For constructed-response items, students must mark their answers within an area marked by a box. They will need to do any additional work on their scratch paper.

14. What is a stray mark?

A stray mark is any mark in a test booklet that does not represent a student's final response (e.g. crossed out answers, notes), including outside of the response boxes, near response areas, or near scan marks. Stray marks should be erased by students prior to turning in a final test to avoid any situations where a book or responses may not scan properly.

15. For open-ended questions, how many pages do students have to write essays or responses?

In ELA/Literacy for grade 3, there are two lined pages. In other grades for ELA/Literacy, there are four lined pages. In Mathematics, it varies, but there is generally a full page for each of those items. Responses must fit within the space provided in order to be scored.

16. How does my school schedule a pick-up for test materials?

All details regarding pick-up of paper-based materials can be found in Section 6.23 of the [Test Coordinator Manual](#). If your state policy, located in Appendix C of the [Test Coordinator Manual](#), states

that materials ship to and through your district, you must return materials to your district and the district may call to schedule a pick-up through UPS (Maryland schools should refer to their state policy). If your state policy states that materials ship to and from your school, the School Test Coordinator must call UPS to schedule a pick-up. Pick-ups can be scheduled at any time after testing but must occur no later than one week after the testing window ends.

Accessibility Features and Accommodations for PARCC Administration

1. Where can I find more information about PARCC's accessibility features and accommodations policies?

The [PARCC Accessibility Features and Accommodations Manual](#) is available on PARCC Online. The [PARCC Accessibility, Accommodations, and Fairness website](#) also contains implementation guidance.

2. What is the difference between accessibility features and accommodations?

Accessibility features are tools or preferences that are either built into the assessment system or provided externally by Test Administrators and are available to all students. Accommodations are adjustments to the test format and presentation, timing, or the method in which students respond to test questions that provide equitable access for students with disabilities, students who are English learners, and students with disabilities who are also English learners. Accommodations must be listed in a student's IEP, 504 plan, or an EL plan (if required by your state). For more information on selecting, administering, and monitoring accessibility features and accommodations, refer to the [PARCC Accessibility Features and Accommodations Manual](#). Accommodations and accessibility features for students taking paper-based tests are listed in Appendix A of the [PARCC Accessibility Features and Accommodations Manual](#).

3. Does the PARCC Human-Reader Protocol in Appendix B allow the test proctors to read the questions as well as instructions?

If a student requires a human reader for the Mathematics assessment (as an accessibility feature) or for the English Language Arts/Literacy assessment (as a rare accommodation for students with disabilities), then the human reader can read the full text of the assessment in accordance with the guidance in Appendix B and in Appendices I and J (Audio Guidelines for Math and ELA/Literacy) of the [PARCC Accessibility Features and Accommodations Manual](#).

4. I have a student with a particular accommodation that I do not see listed in the PARCC Student Registration file. What do I do?

Not all accommodations are listed in the Student Registration file - only a few that are specific to special forms of the paper-based tests, like Braille, Large Print, human readers (in which case two identical booklets will be shrink-wrapped together). You may want to review the list of available accessibility features and accommodations in the [PARCC Accessibility Features and Accommodations Manual](#) to determine which accommodations are allowed. If the list of available accessibility features and accommodations does not address the availability of the accommodation in question, schools may apply for a "unique accommodation" using the [PARCC Unique Accommodation Form, located in Appendix F of the PARCC Accessibility Features and Accommodations Manual](#) (also available in the Appendix of the [Test Coordinator Manual](#)).

5. Are reference sheets/organizers allowed for students?

Individualized graphic organizers, reference sheets, checklists, etc. are not permitted on any PARCC tests. During administration, students will have access to scratch paper, which may be blank, lined, or graph paper. In addition, students in grades 5 and higher will be provided Mathematics Reference Sheets.

6. Which word-to-word bilingual dictionaries are allowed on the PARCC assessments and for whom?

Word-to-word bilingual dictionaries are allowed as an accommodation for English learners only. All dictionaries must be published word-to-word dictionaries with no phrases, pictures, or definitions. Electronic translators are not permitted, unless a print copy is unavailable, in which case a unique accommodations request must be made.

7. Do students with accommodations need to be tested in a separate group?

It is recommended to test students with the extended time accommodation (i.e., certain students with disabilities and English learners) in a separate setting to minimize distractions for all students and to schedule these students for testing in the morning so their testing time can be extended until the end of the school day, if needed. The human reader accommodation must always be administered in a separate setting (either one-on-one or in a small group).

8. What are the administration and technical protocols for a scribe accommodation?

Students using a human scribe or external assistive devices (e.g., speech-to-text device) should be tested in a separate setting. Refer to [Appendix C: Protocol for the Use of the Scribe Accommodation in the PARCC Accessibility Features and Accommodations Manual](#) for more details about administrative protocols.

9. What is the font size for large print accommodated paper-based forms?

Large print booklets are 150% of Verdana 12 point (roughly 18 point font size).

Resources

Test Administration	
General Training and Manuals	http://parcc.pearson.com/manuals-training
PARCC Assessment Administration website	http://parconline.org/assessment-administration-guidance
Spring Test Coordinator Manual	http://parcc.pearson.com/manuals-training OR http://avocet.pearson.com/PARCC/Home#6417
Sample Items	http://parcc.pearson.com/sample-items/
Practice Tests	http://parcc.pearson.com/practice-tests/
Tutorials	http://parcc.pearson.com/tutorial/

Accommodations and Accessibility Features	
PARCC Accommodations and Accessibility Features Manual	http://www.parcconline.org/parcc-accessibility-features-and-accommodations-manual
Technology	
Technology Setup	http://parcc.pearson.com/technology-setup/
PearsonAccess ^{next} User Guide	https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide