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) Updates

In preparing for the PARCC administration, Pearson will communicate with districts via PearsonAccess. PearsonAccess accounts were created and disseminated to district superintendents and district test coordinators in September. Each district received credentials to both the training site (http://trng.pearsonaccessnext.com/) and testing site (http://nj.pearsonaccessnext.com/). With the login credentials, districts can add users to ensure all pertinent individuals have access to Pearson’s system and receive communications in a timely manner. At this time, it is highly recommended to make sure someone within your district has the credentials for PearsonAccess and can gain access to the training site and the testing site.

District Test Coordinators Regional Trainings

On Wednesday, December 17, 2014, districts will be able to sign up for one of the regional trainings at the following link: http://education.state.nj.us/events/ Training is mandatory for all New Jersey districts, charter schools and other approved testing sites administering PARCC in the Spring. Due to limited availability, we are asking districts to send two individuals and attend the training session in the same region as the district is located in.

Trainings will last for three hours and there will be two sessions per day. You only need to register for either a morning or an afternoon session. The same information is covered in both sessions. Please see attached for venue locations, dates and times.

Trainings are specifically tailored to the computer-based administration of the PARCC assessments. The topics covered will include New Jersey specific policies and procedures regarding test administration and the personal needs profile (PNP) process. We request that each district have their PARCC district test coordinator attend to ensure each district has an understanding of the policies and procedures of administering PARCC in New Jersey.
The Department of Education will have separate regional trainings for PARCC technology at the end of January. The trainings will cover the technical aspects of the computer-based test administration, including navigating the testing platform (i.e., adding new students to PearsonAccess) and other more technology specific issues for district technology coordinators (i.e., setting up proctor caching). These trainings will be conducted by Pearson and are currently being finalized. More information regarding the locations and dates will be released soon. We request that each district have their PARCC district test coordinator AND their PARCC district technology coordinator attend to ensure the district team has an understanding of the technology side of administering PARCC.

**Scheduling Webinar**

Many districts have inquired about scheduling PARCC assessments within their district and schools. The Office of Assessments will be posting a webinar on December 17, 2014 that will cover the policies regarding scheduling testing sessions and to provide a few different examples of school schedules. The department understands that school schedules will vary based on numerous factors such as the number of students, the number of devices, the number of grade levels, etc. Thus, the purpose of the webinar is to provide individuals an opportunity to understand the amount of flexibility allowed within the testing window and to provide guidance on how to create a testing schedule that is efficient and effective for their respective district and schools. The webinar can be found at the following link: https://sas.elluminate.com/mr.jnlp?suid=M.5BD87212A149BBF8100FC4465CBF66&sid=2011044

**Testing Accommodations for English Language Learners**

The Office of Assessments has received many questions regarding the accommodations and policies regarding English Language Learners. The Office of Assessments created a document outlining the test accommodations for the EL students which can be found here: http://www.state.nj.us/education/assessment/parcc/

If you have any questions or concerns regarding the PARCC assessments, please call me at 609-984-6311 or email assessment@doe.state.nj.us.

JBH/parccupdate

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