



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^{next} (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)

Test Administrator Role in Administering PARCC

Test Administrator

Test Coordinator

Technology Coordinator

Accommodation Coordinator

PARCC 2015-2016 Technology Checklist Workbook

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.

Session	Session Status	Scheduled Start Date	Test	# Students
03/04/16/11/16/16/04	Not Started	2016-04-05	Grade 6 Mathematics	0

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





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