



Role-Based Training

Based on your role, you should plan to take your applicable training as soon as you can. Please see the below table for recommended training from PARCC. Please see this [link](#) for more information on what schools need to do to prepare for PARCC. Lastly, please see this [link](#) for the PARCC Training site.

Training Module	Test Administrators	Test Coordinators	Technology Coordinators	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		✓		
Administration of Computer-Based Assessments for Test Administrators	✓			
Administration of Computer-Based Assessments for Test Coordinators		✓		
Infrastructure Trials: Running a Dress Rehearsal	✓	✓	✓	
PearsonAccess _{next} Trainings (18 Task-Based Modules)	✓	✓		✓
Proctor Caching & TestNav Configuration			✓	
Student Readiness Resources for PARCC	✓	✓		✓
Student Registration/Personal Needs Profile (SR/PNP)		✓		✓
Technology "Readiness" for Schools & Districts		✓	✓	

PARCC Training Site Screenshots

at <http://parcc.pearson.com/manuals-training/>

PARCC Partnership for Assessment of Readiness for College and Careers

Home PearsonAccess^{next} Technology Setup **Manuals & Training** Test Preparation Bulletins Support

Manuals & Training

Manuals and training modules are used by Test Coordinators and Administrators to plan and administer the PARCC test.

Avocet

Where you can find all downloadable policy and procedure documents, fillable forms, and manuals for PARCC Assessments.

[View Avocet >](#)

Manuals

Test Coordinator and Test Administrator manuals contain administration procedures, policies, and scripts.

Test Administrator Manuals

The Test Administrator Manuals provide instructions necessary for the paper-based and computer-based administration of the PARCC assessment, as well as the tasks for the Test Administrator to follow before, during, and after test administration. These manuals also contain the protocols that Test Administrators and Proctors must follow related to test security and test administration. All administration instructions are contained within each script.

[Download Test Administrator Manuals >](#)

Test Coordinator Manuals

The Test Coordinator Manual provides instructions for Local Education Agency and School Test Coordinators to coordinate the administrations of the paper-based and computer-based versions of the PARCC assessments, as well as the tasks for the School Test Coordinator to follow before, during, and after administration. This manual also contains the protocols related to test security and test administration that all school staff must follow.

[Download Test Coordinator Manuals >](#)

Manuals and Training page

Training Modules (Fall and Spring)

Select your administration role to view relevant training modules:

Test Administrators ▾

- Introduction to PARCC Training Modules
- Accessibility Features & Accommodations
- Administration of Paper-Based Testing for Test Administrators
- PearsonAccess^{next} Trainings (18 Task-Based Modules)
- Administration of Computer-Based Assessments for Test Administrators
- Student Readiness Resources for PARCC
- Infrastructure Trials: Running a Dress Rehearsal

[View Available Training >](#)

Test Coordinators ▾

Technology Coordinators ▾

Accommodation Coordinators ▾

[PARCC 2015-2016 Technology Crosswalk Webinar](#)

Training Suggestions by Role



High-Level Overview of Training Modules

1. **Introduction to PARCC Training Module** – Introduces users to features of the other training modules and explains general information about the PARCC assessments.
2. **Accessibility Features & Accommodations** - Provides information to staff members who are responsible for assigning and/or administering accessibility features and accommodations.
3. **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.
4. **Administration of Paper-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 paper-Based Testing.
5. **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.
6. **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.
7. **Infrastructure Trial - Running a Dress Rehearsal** – Provides practice run details to LEAs and schools to prepare for PARCC assessment activities.
8. **PearsonAccessnext Training** - Introduces users to general PearsonAccessnext features and functionalities.
9. **Proctor Caching and TestNav Configuration** – Provides Technology Coordinators and Test Coordinators a technical overview of proctor caching, the SystemCheck Tool, and TestNav configuration in PearsonAccessnext.
10. **Student Readiness Resources** - Guides districts and schools to the tools available to prepare students and educators with simulation experience of PARCC assessments.
11. **Student Registration/Personal Needs Profile (SR/PNP)** – Guides staff members on preparing and uploading student registration and personal needs profile data to PearsonAccessnext through the user interface.
12. **Technology Readiness for Schools and Districts** – Provides information for Technology Coordinators and Test Coordinators to manage and make decisions in preparing their technology to be used for online testing.