



Partnership for Assessment of  
Readiness for College and Careers

November 2014

## *COUNTDOWN TO PARCC* FOR ADMINISTRATORS

### PREPARING FOR COMPUTER-BASED TESTING: ON-SITE TECHNOLOGY TRAININGS

In November and December 2014, the Public Education Department (PED) will offer on-site **technology training** for implementing the PARCC ELA and math assessments on the Pearson *TestNav 8* and *PearsonAccess Next* platforms and the SBA science assessment on the Measured Progress *iTester* platform. **The trainings will cover the following information:**

- 1) Determining if computers adhere to testing requirements
- 2) Determining the testing capacity of infrastructure
- 3) Setting up caching computers/proctor workstations
- 4) Assigning user roles to staff
- 5) Uploading and correcting student biodata
- 6) Assigning student accommodations
- 7) Scheduling
- 8) Setting up students for practice tests
- 9) Setting up students for operational tests
- 10) Gathering concerns and recommendations for future trainings



Training Date	Location
Tuesday 11/18/14	Santa Fe
Wednesday 11/19/14	Bernalillo
Thursday 11/20/14	Albuquerque
Friday 11/21/14	Los Lunas
Tuesday 12/9/14	Roswell
Wednesday 12/10/14	Las Cruces
Thursday 12/11/14	Cobre (Bayard)
Friday 12/12/14	Deming

Each district and state charter school should send **their test and technology coordinators** to one of these trainings. District-level test and technology coordinators will use this information to provide training for school sites. Additional information about each location, including addresses, is available on the registration site: <http://bit.ly/InStateCBTTraining>.

### TECHNOLOGY READINESS ROADMAP

The *Technology Readiness Roadmap* on the proceeding page outlines the steps required for ensuring that districts and schools are prepared for computer-based testing. The first three steps have already begun with provisioning of NM PearsonAccess Next (PAN) accounts for test and technology coordinators. The PED will continue providing support with on-site trainings, webinars, updates on the Sharepoint website, handouts, and guides as we progress through the roadmap.

## PARCC Readiness Roadmap

### User Roles



District (LEA) Test Coordinator



School Test Coordinator



Test Administrator



Technology Coordinator



Accomodations Coordinator

