**Spring 2014 PARCC Field Test**

**Deliveries Summary**

Below is important information on shipment of test materials for schools administering both the paper-based and computer-based field tests. Please note that computer-based testing schools will be receiving some print materials. Details and instructions are below.

**Important Dates:**

*Performance Based Assessment (PBA) Materials*

**+ Test administration window: March 24th - April 11th**

**+ Initial delivery for PBA:** Week of March 17th

**+ Online tracking of shipments\*:** Opens March 17th

**+ Additional orders window for PBA, test materials:** March 19th – April 9th

**+ Deadline to return materials for PBA\*\*:** Pick-ups must occur as soon as possible after testing is complete, but no later than one week after the testing window ends.

*End-of-Year Assessment (EOY) Materials*

**+ Test adminstration window: May 5th - June 6th**

**+ Initial delivery for EOY:** Week of April 21st

**+ Online tracking of shipments\*:** Opens April 21st

**+ Additional orders window for EOY, test materials:** April 21st – June 4th

**+ Deadline to return materials for EOY\*\*:** Pick-ups must occur as soon as possible after testing is complete, but no later than one week after the testing window ends.

**\*** Shipments may be tracked within PearsonAccess under the “Additional Materials and Tracking” link.

**\*\***Instructions for returning materials are located in Section 4.2.10 of the Test Coordinator Manual for Paper-Based Testing.

**Paper-Based Test Sites**

Schools who met the print deadline for PBA will receive materials the week of March 17th. Materials will be shipped to the location used for New York State testing materials. UPS will attempt to deliver materials three times. If delivery is unsuccessful, UPS will contact Pearson, and Pearson will contact the school.

Our records from Pearson indicate that every New York school selected to administer the PARCC field test on paper met the print deadline. However, if a school does not receive an expected shipment by March 19th, the school should first login to PearsonAccess and check for shipping status under the “Additional Materials and Tracking” link. If there is no shipment listed, it will be necessary to order additional materials. Additional materials can be ordered at that same link, and will be shipped overnight once the order is processed.

A list of materials shipped to paper-based testing sites is included below.

**Computer-Based Test (CBT) Sites**

Schools administering the online field test will receive paper copies of the test coordinator manual and the test administrator manual. In addition, if the school met the January 28th print deadline to upload student accommodations that require paper materials, those test materials will be included in the same shipment. A list of materials shipped to computer-based testing sites is included below.

Materials will be shipped the week of March 17th. They will be shipped to the location used for New York State testing materials. UPS will attempt to deliver materials three times. If delivery is unsuccessful, UPS will contact Pearson, and Pearson will contact the school.

*Paper-Based Accommodations*

If a computer-based test site has students with a paper-based accommodation and did not update the student accommodations before February 7th, the school will NOT receive paper-based accommodations test materials and may need to place an order for those test materials. If the school is unsure if they met the deadline, the school should track the shipment in PearsonAccess starting March 19th . If a shipment has not been processed and tracking information is not available by March 19th, the school will need to order the appropriate paper-based accommodations test materials via the “Additional Materials and Tracking” link in PearsonAccess. Once the order is processed, materials will be shipped overnight.

*Test Administrator Manuals*

Computer-based testing sites will receive one paper copy of the computer-based test administrator manual per participating classroom. The count of test administrator manuals is based on the ***number of classrooms selected for the field test***, it does NOT reflect any changes to the number of classrooms testing. If your school increased the number of classrooms taking the computer-based test after January 2nd, you may wish to order additional paper copies of the test administrator manual via the “Additional Materials and Tracking” link in PearsonAccess. You may also print copies of the test administrator manual available at PearsonAccess.

**Materials Included in Shipments**

**Computer-Based Test Administration.** Materials will include:

* Paper copies of CBT Test Coordinator Manual (1 per school)
* Paper copies of CBT Test Administrator Manual (1 per participating classroom)
* Paper-based accommodations – Includes all materials required for PBT administration (student ID label, PBT TCM and TAM, test booklet, answer document – if grades 4 or higher, return materials, Math Reference Sheets, rulers, protractors)

**Paper-Based Administration.** Materials will include:

* Paper copies of Test Coordinator Manual (1 per school)
* Paper copies of Test Administrator Manual (1 per 20 students)
* Test Coordinator Kit (includes)
  + Paper Bands
  + School ID form
  + Scorable return labels
  + Non-scorable return labels
  + UPS return labels
  + Pearson Return Instruction sheet
  + Shipping carrier return instructions
  + Pre-printed student ID labels
  + Test booklets - Shrink-wrapped in packs of 5-6 forms spiraled at the classroom level
  + Answer documents (grades 4 and higher) - Shrink-wrapped in packs of 5-6 forms spiraled at the classroom level
  + Math reference sheets (mathematics only) - Shrink-wrapped in packs of 10
* Rulers - Shrink-wrapped in packs of 10
* Protractors - Shrink-wrapped in packs of 10
* Accommodations materials (if applicable)
  + Read-aloud kit (includes two test booklets [one for the test administrator and one for the student] and one answer document)
  + Large print booklets