Secure refers to a test item, reading passage, or test that has not been made available to the public. It also includes test items and student responses. For the paper-based administration, secure materials refer to Test Booklets and Answer Documents. For both the paper-based and computer-based administrations, secure materials also refer to Mathematics Reference Sheets written on by students and scratch paper written on by students. School Test Coordinators must return Test Booklets and Answer Documents to the vendor after testing is completed. After testing is completed, School Test Coordinators must securely destroy Mathematics Reference Sheets written on by students and scratch paper written on by students by shredding the materials.

Storage area refers to a locked storage area where materials must be stored when not in use. Examples of secure storage include a closet, desk, cabinet, or room that can be locked.

Testing environment refers to all aspects of the testing surroundings while students are testing and includes what a student can see, hear, or access.

1.5 Roles of Individuals

Local Education Agency (LEA) Test Coordinator is the one individual at the LEA/district level who is responsible for the overall coordination of test administration. States may also have roles such as District Test Coordinator. For the purpose of this manual, the term LEA Test Coordinator is used. In some states this role may not exist. For these instances, the tasks for this role are the responsibility of the School Test Coordinator.

School Test Coordinator is the one individual at the school level responsible for the overall coordination of test administration. The role may be taken on by the **Principal** or **Designee** based on established criteria. This individual is responsible for coordinating test administration at his or her school, with responsibilities that include the following:

- Authorizing individuals to be involved in test administration, including Test Administrators and Proctors
- Prior to testing, training all individuals, including special education staff, authorized to be involved in test administration in test security and administration protocols and overseeing these individuals during testing
- Prior to testing, meeting with students to inform them about the schedule, materials they are allowed to bring, reasons for test invalidation, and other relevant information
- Receiving, inventorying, and distributing test materials, and ordering additional test materials and accommodated test materials as necessary (LEA Test Coordinator may complete this task, if applicable)
- Developing and coordinating the school's test administration schedule, including the administration of make-up session (LEA Test Coordinator may complete this task, if applicable)
- Developing and implementing a security plan for test administration; following all protocols in this manual related to security, including investigating testing irregularities and reporting security breaches; and collecting a signed Security Agreement from each individual authorized to be involved in test administration
- If applicable, providing copies of test administration forms and reporting test security breaches to the LEA Test Coordinator
- Ensuring standardized testing environments for all students and designating locations for the administration of tests to students who need special accommodations
- Assembling and maintaining a master list of all students and their accommodations and coordinating test preparations for accommodations accordingly

Refer to **Appendix H** for more information regarding state specific guidelines.

Test Administrator is an individual at the school ultimately responsible for administering the assessment. States may also have roles such as Test Examiner or Test Proctor, but for the purpose of this manual, the term Test Administrator is used. During each test session, Test Administrators must actively supervise the test administration at all times. Test Administrators must be employed by the school as a certified education professional. Refer to Section 1.5.1 for more information.

Proctor is an individual who may be called on to help a Test Administrator monitor a testing session under the supervision of the Test Administrator. This individual also must be a school employee. States may also have roles such as Test Assistant, but for the purpose of this manual, the term Proctor is used. If class size is larger than 25 students, a Proctor is recommended. However, a Test Administrator must be in the room at all times during testing. Refer to Section 1.5.1 for more information. Refer to **Appendix H** for more information about your state's policy.

1.5.1 Who May Administer the Field Test?
The following individuals in the roles listed may serve as a Test Administrator for the PARCC Field Test:

- Individuals employed by the LEA as teachers
- LEA and school-level administrators (e.g., principals, assistant principals, directors, assistant superintendents, associate superintendents, superintendents) who hold certificates for their positions as administrators
- Long-term substitute teachers holding a teaching certificate, or state equivalent credentials, employed by the LEA as teachers
- School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certificates for their positions
- Teachers employed by the LEA who hold provisional certificates
  Note: Refer to **Appendix H** for state specific information.

All Test Administrators and Proctors must be trained prior to administering or monitoring a testing session.

1.5.2 Who May Not Administer the Field Test?
Student teachers may not serve as Test Administrators in charge of administering the Field Test. However, they may serve as Proctors who assist the Test Administrators. In addition, parents are not allowed to be present in the classroom with their children during testing. A teacher who is also a parent of a student he or she teaches may serve as a Test Administrator for the Field Test. However, he or she cannot serve as a Test Administrator for his or her child. Nor can he or she be present in the room where his or her child is testing.

1.6 PARCC Field Test Policies on Scheduling and Testing Time

1.6.1 Administration Dates
Each test must be completed during the appropriate testing window shown on the inside front cover of this manual. The prescribed testing dates for your state may slightly differ from these dates. Please contact your LEA/district if you have any questions about your testing dates.

Schools are encouraged to schedule testing for the early part of each testing window to maximize the number of available test days, in case of weather issues, technology malfunctions, or other issues.

Each Field Test session (i.e., Session 1, Session 2, Literature Analysis Session, Research Session, or Narrative Session) for a subject and grade must be completed in a single school day to avoid compromising the validity of Field Test items. All students within the same grade must test on the same day. School Test Coordinators should schedule sessions at their schools on regular school days (i.e., not early dismissal days) during these windows, so that students have sufficient time for testing. Individual test sessions are not to be completed over 2 or more days. All students within a grade/subject must take a session of the test on the same day. Test sessions must be administered in order. Schools should take into account breaks between test sessions.