

Before you begin: You must:

1. **Perform a [system check](#)** – this application checks if your device meets all requirements to run PARCC's testing platform (TestNav)
2. **Upgrade your devices to meet test specifications** – use your system check results to see what needs to be upgraded.
3. **Read PARCC's technology specification [manual](#)** – to see what browser/devices are compatible with TestNav

PARCC Infrastructure Trial 5-Minute Guide (steps 3-10 can be used on the actual test day)

For more details, visit: <http://parcc.pearson.com/resources/PARCC%20Infrastructure%20Readiness%20Guide.pdf>

Setting up the test environment and sessions

1. **Log onto [PARCC's training site](#)**
2. **Create sample students within the Setup Tab (students -> select tasks -> generate sample students -> start)**
 - a. These sample students will have fake login credentials for you to enter the test site for practice. In the "real" test site, students will not need to be generated
3. **Create sessions within the Testing tab (sessions -> select tasks -> create/edit sessions -> start)**
 - a. Fill in the fields and click "create"
 - b. Note on Class vs. Session Fields: The "class" field is optional and denotes where students are grouped in your school – it could be a real class or homeroom that they're in today. The "session" field is mandatory and it is the grouping of students that will test together (may not contain all the same students in the class)
 - c. Session tip 1: Use a qualifier/label in the Session Name to quickly identify what each session is meant for (e.g. **Session ELA PBA 4GR – ELL Extended Time**)
 - d. Session tip 2: Use an extract of your students Personal Needs Profiles to group students that will need special accommodations (e.g. extended time or separate setting)
 - e. Session tip 3: Use the class field on a student's profile to batch add students to a session
 - f. Note on Caching Server – When creating each session, there will be a field to select a "caching server". The caching server is where OIIT has downloaded your tests onto your local server to ensure that testing is continuous – even during an outage (it also reduces bandwidth needs). Each school will have caching server to select. Note that the training site **will not** have a caching server
4. **Assign students to sessions (within create/edit session screen)**
 - a. Add students by name, ID, or class (for tips using "class" see - 3a and 3e)

The day before and day of the exam (these steps can be done on the same day of your trial)

5. **Day before the exam: Print student tickets for next-day distribution within the Testing tab (students in session -> select your session (right pane) -> download resources -> student testing tickets)**
 - a. Tickets provides your students with the URL to the test site, their login information, and the location of the exam (if you have indicated in the session fields)
6. **Day of exam: Print seal codes for each test administrator within the Testing tab (students in session -> select your session (right pane) -> download resources -> seal codes)**
 - a. Seal code = the code that allows students to enter a test unit (each seal code = each unit)
 - b. Test administrators should write the seal code on the board, but only the code for which unit the students are testing in (i.e. one at a time).
7. **Day of exam: Starting the session within the Testing Tab (students in session -> select your session [right pane] -> start)**
 - a. *Students can now log-in to TestNav*
 - b. If possible, have a point person start each session (centrally), so test administrators/proctors can focus on reading instructions
8. **Day of exam: Restarting a student's session (for when instances when they exit their test)**
 - a. Within the session window, click tasks, check "Resume Student Tests" and click start)
9. **Day of exam: Mark students complete (students that have successfully submitted their responses or have completed their session)**
 - a. Do not mark complete unless the student has completed all their units
 - b. Complete = all student units for the PBA or EOY are done
 - c. Sum of units = 1 session (e.g. ELA PBA)