

Frequently Asked Questions about Scheduling PARCC Assessments

1. What are the test administration windows for the PARCC assessments?

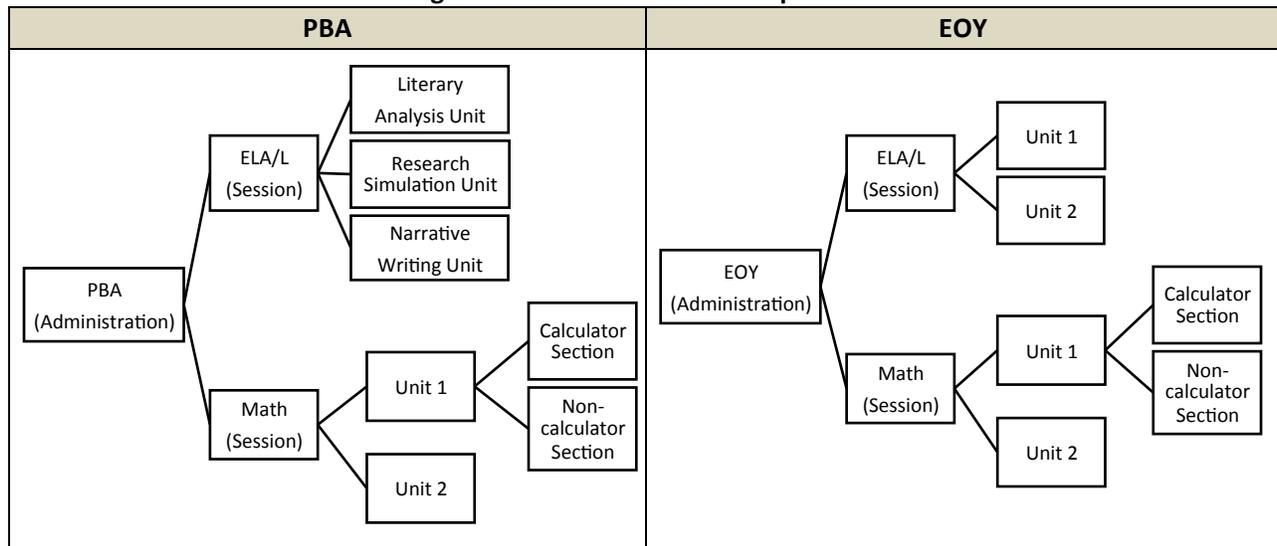
Test administration dates vary by state. Please check with your state department of education for information about your state’s testing window.

2. What is the difference between “unit” and “session”?

Session: A session includes all of the units for a content area and may be scheduled across one or more days. Sessions refer to the groups of tested students that are scheduled together (as set up in PearsonAccess Next for computer-based testing).

Unit: Each content area (or session) of the PARCC assessments is comprised of units. Figure 1.0 below maps examples of the units within the Performance-Based Assessment (PBA) and End-of-Year (EOY) administrations.

Figure 1.0 Administration Components



3. How long will the testing window be at my school?

If your school is participating in the computer-based assessments (CBT), your school will have up to 20 consecutive school days for testing each assessment administration (i.e., up to 20 days for the Performance-Based Assessment, and up to 20 days for the End-of-Year). If your school is participating in paper-based assessments (PBT), your school may have up to 10 consecutive school days for testing each administration.

Your state may have additional requirements with regard to the length of test administration window. Please check your state policy in Appendix C of the Test Coordinator Manual. Test Coordinator Manuals for the Fall Block Administration will be released mid-October 2014. Test Coordinator Manuals for the Spring Administration will be released early January 2015.

4. What happens if my school has a break in the middle of our assigned testing window?

Your school will have 20 consecutive school days for testing for computer-based assessments and 10 consecutive school days for paper-based testing. Breaks (e.g., spring break) may fall into the middle of a window, and will not count against the 20 days (CBT) or 10 days (PBT) as long as testing days remain within the overall administrative window and fall on consecutive school days.

Your state may have additional guidance and requirements regarding to breaks or holidays during testing windows. Please check with your state regarding additional information about breaks or holidays.

5. Is there a particular time during the testing window in which our school must schedule test units (e.g., Literary Analysis unit on Monday, Research Simulation Unit on Tuesday)?

No. Schools may test at any time during the testing window during regular school hours. Schools (or districts/LEAs) should schedule make-up units as needed. Make-up sessions must be scheduled within the 20/10 consecutive school days allowed for testing.

6. Do students in the same grade/course need to take the same unit at the same time?

For paper-based testing (PBT), each unit (e.g., Literary Analysis Unit, Research Simulation Unit) must be completed by all students within a grade/course at a school on the same school day (with the exception of make-up testing).

For computer-based testing (CBT), each unit (e.g., Algebra I Unit 1, Literature Analysis Unit) should be scheduled as close together as possible for all students within a grade/course at a school (with the exception of make-up testing).

Your state may have additional requirements. Please check your state policy in Appendix C of the Test Coordinator Manual. Test Coordinator Manuals for the Fall Block Administration will be released mid-October 2014. Test Coordinator Manuals for the Spring Administration will be released early January 2015.

7. Do the units (e.g., Literary Analysis Unit, Research Simulation Unit) need to be administered in order?

Yes. All units within a content area must be scheduled and administered in sequential order for an assigned group of students. However, if a student is absent and misses a unit, he/she may resume testing with her assigned group during regular testing; only missed unit(s) will need to be rescheduled as a make-up unit (*note*: this is a different policy than what was permitted under the Spring 2014 Field Test). Additional guidance about make-up testing will be available in the Test Coordinator and Test Administrator Manuals. Test Administration Manuals for the Fall Block Administration will be released mid-October 2014. Test Administration Manuals for the Spring Administration will be released early January 2015.

8. Is it required that content areas (i.e., English Language Arts/Literacy and mathematics) be administered in a particular order?

No. Schools/LEAs may use their discretion in scheduling which content areas are scheduled on what days, so long as units within each content area are administered in sequential order, with the exception of make-up testing.

For example, schools may schedule one full content area first, as shown here:

Grade 8 – Performance-Based Assessment:

Day 1	Day 2	Day 3	Day 4	Day 5
Mathematics: Unit 1	Mathematics: Unit 2	ELA/L: Literary Analysis Unit	ELA/L: Research Simulation Unit	ELA/L: Narrative Writing Unit

Alternatively, schools may schedule content areas as alternating between ELA/L and mathematics:

Grade 8 – Performance-Based Assessment:

Day 1	Day 2	Day 3	Day 4	Day 5
ELA/L: Literary Analysis Unit	Mathematics: Unit 1	ELA/L: Research Simulation Unit	Mathematics: Unit 2	ELA/L: Narrative Writing Unit

9. Can schools schedule content areas on separate weeks?

Yes. Schools may use their discretion when scheduling units.

10. Are schools required to begin testing on Monday?

No. Schools may use their discretion when scheduling units.

11. Can my school administer more than one unit per day?

Yes. Schools may use their discretion when scheduling units and may schedule more than one unit a day, as long as the unit is completed in one day. However, it is highly recommended that schools schedule **no more than two units per day** for any given student. When scheduling multiple units for a single day, schools must schedule breaks between units.

For example, a school may schedule one unit in the morning and one in the afternoon.
Grade 8 – Performance-Based Assessment:

Time of Day	Day 1	Day 2	Day 3
Morning	Mathematics: Unit 1	ELA/L: Literary Analysis Unit	ELA/L: Narrative Writing Unit
Afternoon	Mathematics: Unit 2	ELA/L: Research Simulation Unit	

12. Can a single unit be split over more than one day?

No. Each individual unit must be completed within one day.

13. Will the PARCC assessments be timed?

Yes. The PARCC states revised the testing times based on data from the 2014 Spring Field Test. Testing times can be found on the [PARCC Assessment Administration Guidance page](#).

14. Will students be allowed additional testing time?

No. Unless a student has an approved IEP or 504 Plan (or EL Plan if required by your state) for an extended testing time accommodation, students are not allowed additional time beyond the Unit Testing Time.

15. What is the recommended time that schools should schedule for testing sessions?

Schools must schedule the full Unit Testing Times for each unit, even if they anticipate students may finish before the time is up. PARCC recommends that schools also build in an additional 30 minutes per unit to account for the following activities:

Computer-Based Administration	Paper-Based Administration
<ul style="list-style-type: none"> • Reading instructions to students • Responding to student questions • Conducting any additional end of session activities (e.g., closing testing sessions) 	<ul style="list-style-type: none"> • Reading instructions to students • Responding to student questions • Distributing materials to students • Collecting materials

16. What is the difference between Unit Testing Time and Estimated Time on Task, and which should my school use for scheduling purposes?

Information about Unit Testing Time and Estimated Time on Task is available on [PARCC's Assessment Administration Guidance page](#).

Unit Testing Time is the amount of time any student who needs it must be provided to complete the unit. As such, *it is the amount of testing time schools must schedule for each unit*. Schools must also account for additional administration time (approximately 30 minutes) to account for the time it takes to read instructions to students, respond to student questions, and conduct end-of-unit activities. A student may be allowed an extended time accommodation beyond the Unit Testing Time only if this accommodation is listed in his or her IEP or 504 Plan (or EL Plan, if required by your state).

Estimated Time on Task is the approximate amount of time, based on data from the field test, in which it is anticipated that many students will complete a unit. This amount of time will vary across classrooms and schools. It is provided for *informational purposes only*.

17. If all students in my unit finish early, can my class move onto the next testing unit?

Yes. If all of your students have finished a unit, the class may move onto the next testing unit if the schedule allows. Test Administrators must ensure students have a short break in-between testing units (e.g., stretch break, restroom break).

18. If one student in my class finishes early, may he or she move onto the next testing unit?

No. A new unit cannot be started until all students in the previous unit are finished (except students who are absent) or until Unit Testing Time has expired.

19. If my students finish early, do they need to remain in the testing room until the end of Unit Testing Time?

Administration policies on what students may do after completing testing vary by state. Additional information will be available in Appendix C of the Test Coordinator Manual and Test Administrator Manuals. Test Administration Manuals for the Fall Block Administration will be released mid-October 2014. Test Administration Manuals for the Spring Administration will be released early January 2015.