**Next Steps Checklist/Pre-Administration Activities**

**Colorado Measures of Academic Success – Spring 2016**

English Language Arts and Mathematics (PARCC)

Science and Social Studies

**November – December**

* Create a list of students who require accommodations and accessibility features that must be identified in advance (e.g., large print, braille, oral presentation, Spanish accommodations, text-to-speech, color contrast)
* Submit any Unique Accommodation Requests to CDE by December 15 through Syncplicity UAR folder
* Update/create PearsonAccessnext SAC accounts for ELA, math, science, social studies, and CSLA administrations (only needs to be done once through the PARCC admin)
* Confirm all school organizations are present in PearsonAccessnext for your district
  + Verify shipping address
  + Contact CDE if you expect to have homeschool students participating and will need a homeschool organization to be created
* Verify student enrollment information in Data Pipeline (untagged)

**January 11 – 22**

* Confirm student registration in PearsonAccessnext against current district enrollment
  + Register missing and new students
  + Delete incorrect test assignments (e.g., math grades 7-9)
  + Delete withdrawn students
* Add accommodations and accessibility features that must be identified in advance based on information collected from November – December
  + Indicate on individual student registrations
    - This information is used to automatically generate PBT labels and initial materials shipment

**February 1 – Before Testing**

* Update/create PearsonAccessnext user accounts for ELA, math, science, social studies, CoAlt, and CSLA Test Administrators (can be completed once through the PARCC admin)

**User Account Best Practices**

* Username defaults to email address for new account creation
* User accounts apply across all administrations (do not create multiple accounts for individuals)
* Ensure all personnel involved in the spring administrations are trained for Spring 2016
  + All personnel must sign a Security Agreement form
  + Send District Verification of Training to CDE through Syncplicity Assessment Forms folder
* Confirm that all accommodations and accessibility features that must be identified in advance have been indicated in the SR/PNP for individual students
* Create PearsonAccessnext Test Sessions for CBT
  + DO NOT “start” sessions until accommodations and accessibility features have been confirmed
* Prepare testing environments and testing devices
* Receive, inventory, and secure testing materials