

PARCC Test Nav 8 - Guide for Test Proctors

1. LOGIN TO MANAGE TEST SESSIONS

Step 1: Login using the Username and Password established by the testing coordinator

Step 2: Click on the test management link

Step 3: Click on your test session

Your Account | Administrative Management | Support | Logout

Home | Organizations | Student Data | Test Setup | **Test Management**

Overview | Register Students | Manage Test Sessions

Home > Test Management Overview

Test Management Overview

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PARCC Training Test Administration [Change](#)

Task

- Register Students**
 - Assign students to paper & online tests
 - Update student demographic data before testing
 - View student counts by administration
- Manage Test Sessions**
 - View online test sessions
 - Add registered students to a test session
 - Proctor test sessions

<input type="checkbox"/>	Session Name ▲	Status	Start Date	Test	Students	School	Test Location
<input type="checkbox"/>	Bram Trial Technology	Started	03/19/2014	Infrastructure Trial Grade 6-8	20		077) IT
<input type="checkbox"/>	Practice	Not Started	03/24/2014	Infrastructure Trial Grade 3-5	21		Room 15
<input type="checkbox"/>	Practice	Started	03/19/2014	Infrastructure Trial Grade 3-5	20		Room 15
<input type="checkbox"/>	Practice	Not Started	03/19/2014	Infrastructure Trial Grade 3-5	20		Room 15
<input type="checkbox"/>	Tech Test 2	Started	03/20/2014	Infrastructure Trial Grade 6-8	20		077)

2. START THE TEST SESSION

1. Login to test management
2. Click on the session name
3. Click start

3. VIEW STUDENT TEST PROGRESS

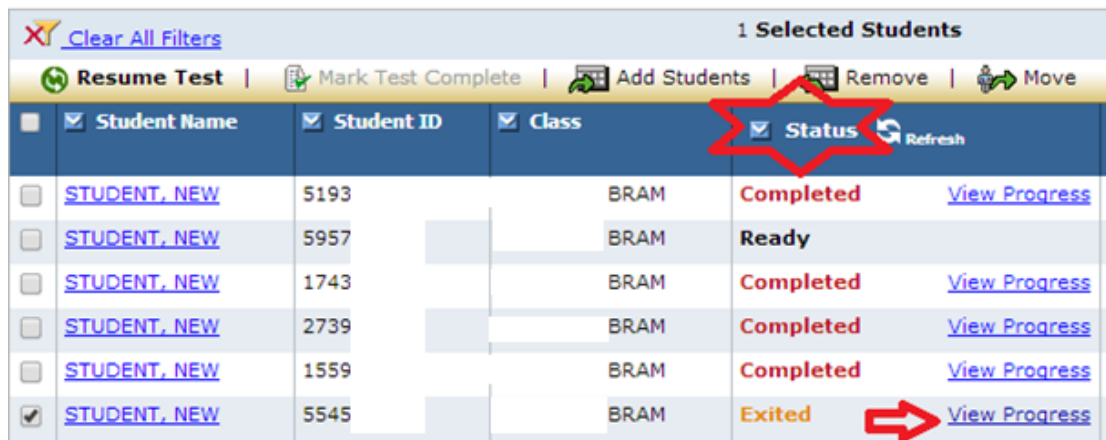
Step 1: Select the test session to view the progress of a student's test

Select the "view progress" button to the right of the page

Step 2: The status column indicates the test mode of each student (completed, ready, exited)

Step 3: Click "View Progress" button beside the student's test

- A. This screen will allow you to view a student's test progress
(Note: will only show which question numbers they have or have not completed)



The screenshot shows a table with columns for Student Name, Student ID, Class, Status, and View Progress. The Status column contains 'Completed', 'Ready', and 'Exited'. A red star highlights the 'Status' column header, and a red arrow points to the 'View Progress' link for the 'Exited' student.

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Status	<input type="checkbox"/> Refresh
<input type="checkbox"/>	STUDENT_NEW	5193	BRAM	Completed	View Progress
<input type="checkbox"/>	STUDENT_NEW	5957	BRAM	Ready	
<input type="checkbox"/>	STUDENT_NEW	1743	BRAM	Completed	View Progress
<input type="checkbox"/>	STUDENT_NEW	2739	BRAM	Completed	View Progress
<input type="checkbox"/>	STUDENT_NEW	1559	BRAM	Completed	View Progress
<input checked="" type="checkbox"/>	STUDENT_NEW	5545	BRAM	Exited	View Progress

4. MARK A TEST AS COMPLETE

****NOTE:** This should only be done once test sessions are ALL complete. If the student needs to take additional sections of this test, they will not be able to if their test is marked complete.

Step 1: Place a check mark beside the student's name whose test needs to be marked as complete

Step 2: Click the "Mark Test Complete Link"

Step 3: Enter the reason for marking the test complete (illness, removed from test site, or other)

5. STOP THE TEST SESSION

****NOTE:** This should only be done once test sessions are ALL complete. If the student needs to take additional sections of this test, they will not be able to if the test is stopped.

Step 1: Mark all test as complete

Step 2: Enter a reason codes for test marked as complete

Note: All tests must be marked as complete before you can end a test session

Step 3: Click the “Stop Session” tab in the center of the screen