

Guidance for PNP Process for PARCC Testing

Prerequisite Information

- What is Evidence-Centered Design?

Evidence-Centered Design describes the way by which an assessment is created in order to ensure tasks are aligned with intended standards. The following questions are asked to inform the development of PARCC items:

1. What are the standards being measured?
2. What claims can we make about students regarding those standards?
3. What evidence can we collect to make accurate claims?
4. What tasks can we design to elicit that evidence?



- What is Universal Design for Learning?

Universal Design for Learning provides multiple means of representation, multiple means of action and expression, and multiple means of engagement. This principle underlies the formation of PARCC and guidance governing selection of accessibility and accommodation features. These considerations, paired with Evidence-Centered Design, provide an accurate representation of what students know in relation to the claim(s) the task is designed to measure.

- What is the Accessibility and Accommodations Manual?

The *PARCC Accessibility Features and Accommodations Manual* is a comprehensive policy document that provides guidance to districts and decision-making teams to ensure that the PARCC Mid-Year, Performance-Based, and End-of-Year Assessments provide valid results for all participating students.

<http://parcconline.org/parcc-accessibility-features-and-accommodations-manual>

The *PARCC Accessibility Features and Accommodations Manual* has been created to ensure that:

- Participation in the assessments is consistent across PARCC states for students with disabilities and English learners;
- Appropriate tools are used by all students to address their individual learning needs, and accommodations are provided to eligible students (including students with disabilities, English learners, and English learners with disabilities); and
- Accommodations and features used on PARCC assessments are generally consistent with those used in daily instruction.

Structure of the PARCC Accessibility Features and Accommodations Manual

The Manual consists of the following sections:

- **Background and Introduction:** This section is an introduction and overview of the Manual.
- **Section 1: Overview of the PARCC Assessment, Claims, and Design:** This section summarizes the various PARCC assessments and provides the approaches used for universal design.
- **Section 2: PARCC Accessibility System & Accessibility Features for All Students Taking PARCC Assessments:** This section provides an overview of the PARCC Accessibility System and defines the accessibility features that will be offered to all students taking the PARCC assessments.
- **Section 3: Accommodations for Students with Disabilities:** This section outlines the accommodations for students with disabilities taking the PARCC assessments.
- **Section 4: Accommodations for English Learners:** This section outlines the accommodations for English learners taking the PARCC assessments.
- **Section 5: Steps in the Decision-Making Process for Students with Disabilities, English Learners, and English Learners with Disabilities:** This section describes a five-step process for selecting, administering, and evaluating the use of accommodations for PARCC assessments, as follows:
 - **Expect** Students to Achieve Grade-Level Academic Content Standards;
 - **Learn** About Accommodations for Instruction and Assessment;
 - **Select** Accommodations for Individual Students;
 - **Administer** Accommodations During Assessment; and
 - **Evaluate** and Improve Accommodations Use.

Specific Information for PNP

- What is a Personal Needs Profile (PNP)?

The PNP is a digital version of accommodations and accessibility features needed by a student formatted to an international standard that allows it to be sent electronically with other student information. It will first be used with online assessments, allowing the testing system to “know” and provide the specific accessibility or accommodations a student needs automatically. The PNP should be based on instructional observations and stated preferences by the student or parent/guardian on a student’s testing needs that have been found to increase access during instruction and assessment. Observations based on a student’s interaction with the online testing platform can be made through the practice tests. A student’s testing needs should be reviewed at least annually, and revised as appropriate, to reflect current education-related needs or preferences.

- How do we develop a PNP?

There are two possible paths in creating a PNP for students.

Merge with the current process of discussing student needs

The PNP should be based on observations and stated preferences by the student or parent/guardian on a student's testing needs that have been found to increase access during instruction and assessment.

The team should review the five-step process for selecting appropriate accessibility features [Section 5 in the Accessibility and Accommodations Manual].

The IEP, 504, or RtI/MTSS team should discuss and document evidence on the appropriate form to determine the accessibility features for PARCC.

The team should create a way to document which of the four accessibility features will be available on PARCC.

Merge with stand-alone process

Accountability and criteria must be developed by the individual districts:

- Step 1: documented that it is used in the classroom
- Step 2: evidence is provided
- Step 3: meet and create the PNP
- Step 4: evaluate the effectiveness

The team reviews the five-step process for selecting appropriate accessibility features [Section 5 in Accessibility and Accommodations Manual].

An informal team should discuss and document evidence (p.20 in Manual) to prove the need for a PNP.

- What do we use for a PNP Form?

A sample documentation form is included below. While this form is just a sample, it should be noted that it contains all of the information that should be documented for students prior to entering information about a PNP for PARCC testing.

Documentation for Personal Needs Profile

Background and Instructions: In order to individualize the testing experience, and enhance access to the PARCC assessments for all students, a Personal Needs Profile of selected student's testing needs will be created prior to administration of the PARCC assessments. This form will be used to document accessibility feature(s) turned on in advance that a student requires for the PARCC assessments.

A copy of this form must be kept by the local school district and reviewed annually.

Student Information	
Name:	Student ID Number:
Grade:	DOB:
School Name:	School Address and Phone:
Type of Plan: <input type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> Tiered Supports (RtI/MTSS) <input type="checkbox"/> English Learner Plan <input type="checkbox"/> English Learner Without Plan <input type="checkbox"/> No Plan	
Team Members Present: <input type="checkbox"/> Parent <input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Student <input type="checkbox"/> Support Staff <input type="checkbox"/> Other (Please identify) _____	
PARCC Test Administration	
For which PARCC assessment(s) are you seeking accessibility features: <input type="checkbox"/> Performance-based assessment ELA <input type="checkbox"/> End-of-Year assessment ELA <input type="checkbox"/> Performance-based assessment Mathematics <input type="checkbox"/> End-of-Year assessment Mathematics	
PARCC Pre-Id Detail (Check all that apply): <input type="checkbox"/> Background color <input type="checkbox"/> Foreground color <input type="checkbox"/> Invert color choice <input type="checkbox"/> masking <input type="checkbox"/> student read aloud-synthetic (text to speech) for the mathematics assessments	
Describe the evidence that supports the need: 	

- What are the data upload specifications?

The PNP will be sent as a part of the student's data and loaded into the testing system. PNP data could be a source that would feed the additional data into SIS and loaded "automatically" with the other student data direct to the test vendor in a single upload.

The PNP eliminates what is now either a separate process or in most cases a manual student-by-student task. The fully implemented PNP will eliminate the need for hand entering or separately loading student accommodations.