




PARCC Testing Tech Assistance Checklist

Before the Test Starts:

- Students **should not** log into their personal account; they will begin the PARCC test by starting their chromebooks, and in the bottom right corner click *Apps- Test Nav*
- Students should plug in their headphones and mice **before they begin the test.**
-  ***No one in the class can log-in or start the test!***
 - The teacher still needs to start the test from his/her computer. Once the teacher has begun the test, students will then be able to log-in.

During the Test:

-  ***Oh No! The Chromebook Froze/ locked-up/ will not load the next question or received an error code!***
 - Have the student click on the dropdown arrow in the top right corner, and select *Sign-out of Test Nav* and then click *Save and Return Later*.
 - Then shut the Chromebook down using the Power Button (Hold 3-5 seconds).
 - If you cannot sign out, then shut the Chromebook down (as mentioned above)
 - Students will then restart their Chromebook, click the *Test Nav* button and log back into their test
-  ***Oh No! The student cannot get back into their test after they logged out/ restarted!***
 - No problem. The classroom teacher will have to resume their test in their teacher dashboard on their computer. Once they have done this, then the student should be able to log back in and resume where they left off.

When in doubt:

1. Log out of the test and log back in
 2. Restart the device, resume the student & Log back in
 3. Call Jason or Jackie for help.
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Helpful Links

- [2016 PARCC TEST ADMINISTRATOR GUIDE](#) (Video)
- [Starting the Test App on Chromebooks- Google Doc](#)

- [Test Administrators- Starting Sessions & Unlocking Units- Google Doc](#)