**Date:** 12/19/2014

**Subject**:  \*DTC\* - Technology Update

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# Save the Dates for Spring Technology Trainings and Office Hours

Please save the following dates for District Technology Coordinator webinars scheduled for the spring. More detailed information, including URLs to access these trainings, will be distributed after the holidays.

**CMAS Spring 2015 Online Assessment Readiness Kickoff (Repeat)**

* Thursday, January 8th from 9 a.m. to 10 a.m. MST

**Site Readiness Technical Training**

* Thursday, January 15th from 9 a.m. to 11 a.m. MST
* Tuesday, January 20th from 1 p.m. to 3 p.m. MST

**Collin's Virtual Office Hours for DTCs**

* Tuesdays from 9 a.m. to 10 a.m. MST starting December 23rd
* Thursdays from 1pm to 2pm MST starting January 8th

# Reminder: Headphone/Earphone and Microphone Requirements for PARCC ELA Assessments

With the exception of students in grade 8, headphones/earphones are required for all students taking the PARCC English Language Arts Performance Based Assessment (PBA) this spring. Some student accommodations may also require headphones/ earphones (e.g., text to speech). Microphones are not required for standard administration.

<http://www.cde.state.co.us/assessment/newassess-dtc#sthash.XBqU5mrM.dpuf>

# Word Prediction and Speech-to-Text Accommodations for Online Assessment

Please work with your District Assessment Coordinator to determine the best way to support students who require word prediction and speech-to-text accommodations.

Students with word prediction or speech-to-text accommodations may take either a paper-based or computer-based assessment.   Eligible students will use the word prediction software to type constructed response answers or speech-to-text software to have their speech converted to text.  The student’s answers will be transcribed (by an authorized adult) into the student's assessment after completion of the assessment.  When answering on the separate devices, students should number their responses to questions by question number to ensure that responses are clearly linked to the intended question.  Detailed information on transcription can be found on pearsonaccess.com/co for science and social studies or in PARCC Appendix C (not currently released).

TestNav 8 is not compatible with word prediction or speech-to-text software which means that **students must use a separate device if they plan to take the computer-based assessments.**  The word prediction or speech-to-text software and the additional device must not be able to connect to the internet during testing. For this reason, some popular word prediction programs are not eligible for use during testing. It is important to remember that any device with student answers on it must remain secure until the student answers have been securely removed from the device.

# Update Proctor Caching Software to v2014.1.15

CDE recommends updating the proctor cache software to v2014.1.15 before the spring assessments. The software is available for download at the following location: <http://parcc.pearson.com/technology-setup/>

Because purging the content is the first step in the upgrade process, it may make sense to perform the upgrade while you are purging test content from the fall CMAS science and social studies high school administration.

**Installation Steps**

To install the updated proctor caching software, follow the steps below:

1. Purge Content from the Current Proctor Caching Machine.

Type the static IP colon 4480 into your browser’s address bar (xxx.xx.x.xx:4480) to see the proctor caching server’s status.

* On the Home tab, select Go to Content List tab or select the Contents tab.
* To filter your list, enter search criteria and select a value from the drop-down list. Select Clear to reset your search criteria.
* Select the test to purge.
* Click Purge Content.
* Enter the following proctor password in the popup window: **t35t1n6**
* Test content is purged.

2. Uninstall Proctor Caching.

3. Install the new Proctor Caching software.