

## Homebound PARCC Test Administration Procedures

Students receiving homebound instruction are no longer required to take the PARCC assessments via paper-based tests. Districts now have the option of administering the computer-based PARCC assessments using a district supplied portable electronic device and mobile hotspot. The paper-based version of the assessment will still be available to districts. The mode of testing should be based on individual student need.

### Test Administration Policy and Procedures

The following test administration procedures must be adhered to at all times:

1. Homebound test administration must follow all security protocols, test administration policies and procedures, and testing accommodation and accessibility features as specified in the Test Coordinator Manual (TCM), Test Administrator Manual (TAM), and the PARCC Accessibility Features and Accommodations (AFA) Manual.
2. The administration of homebound testing should occur during the hours the student typically receives instruction.
3. If homebound instruction occurs after regular school hours and after-hours testing is required, the District Test Coordinator must submit a request for a schedule override to the appropriate NJDOE PARCC coordinator with the official test session name(s) so the test schedule for these sessions can be overridden.
4. Homebound test administrators must be afforded the same level of test administration and technology support as test administrators administering the test in a school setting. The District Technology Coordinator and District Test Coordinator must be accessible during homebound testing.
5. Districts are strongly encouraged to use the TestNav desktop app during homebound computer-based testing **unless** an assistive technology is being used that requires the browser-based version of TestNav.
6. Districts electing to offer homebound computer-based testing **must** establish secure internet connectivity via the use of a cellular broadband hotspot to ensure test security and maintain control of all internet usage. **The use of Internet connectivity and testing devices other than those issued by the school district are not permitted.**

It is important to note, the district's proctor cache will not be accessible during homebound testing. Students must be placed into a dedicated test session for homebound testing that is configured to connect directly to Pearson's servers. PARCC District Technology Coordinators can accomplish this by creating a new TestNav configuration in Pearson Access<sup>next</sup> without an IP address specified and configuring the homebound test session to utilize that specific TestNav configuration.

Additional details are available on line regarding the creation of [TestNav configurations](#).

### **Technology Requirements**

For homebound computer-based testing, districts must do the following in advance of testing:

1. Confirm that all district-issued testing devices meet the requirements needed to administer computer-based testing.
2. Confirm that headphones are available for the student taking the ELA/L test or accommodations/accessibility features purposes only.
3. Complete an infrastructure trial with the equipment (i.e., hotspot, testing device, headphones, etc.) that will be used for homebound testing to verify functionality of the testing device and hotspot.
4. Create dedicated test sessions for homebound students in PearsonAccess<sup>next</sup>. Use “homebound” in the naming configuration of these sessions.
5. Confirm that correct grade level/content area test forms are assigned and that accessibility features and/or testing accommodations are assigned (if applicable).
6. Confirm that session preparation activities are complete.
7. Print student testing tickets.