



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
Governor

October 22, 2012

TO: Superintendents, Charter School Administrators, District
and/or Technology Leaders

FROM: Michael A. Archibeque, PED CIO, PARCC Statewide Readiness
Coordinator

**RE: DEPLOYMENT OF PARCC'S TECHNOLOGY
READINESS TOOL PILOT**

As you may know, New Mexico is a member of the Partnership for Assessment of Readiness for College and Careers (PARCC), one of the two multi-state consortia funded by the U.S. Department of Education to develop the next generation of student summative assessment systems. The new PARCC assessments will be administered online to students in English language arts and mathematics in the spring of 2015. PARCC has contracted Pearson in the development of a Technology Readiness Tool (TRT) that is available to districts and charter schools beginning October 22, 2012. This tool is intended to support planning for the transition to next-generation assessments that will launch in the 2014–15 school year.

Through a combination of data submitted by districts, schools, and computer system data detected automatically, this new open source tool will ultimately help schools evaluate their current capacity relative to the technology that will be needed to administer new online assessments. The TRT focuses on four elements of assessment readiness: the devices that will be used for testing, the ratio of devices to test takers, computer network infrastructure, and personnel.

The data collection window will operate October 22–November 7, 2012 with the goal of gathering baseline data and assessing current inventories. Data input and updating will be possible at any time once the tool opens on October 22nd. However, districts and schools have discretion on when to signal the start of data collection in their schools. This initial data sampling will not provide detailed gap analysis nor report on readiness compared to hardware, software, and bandwidth specifications that the assessments will accommodate, since those parameters have not yet been finalized. Data from the initial baseline data collection will inform specifications-setting for test delivery, as well as for data reporting and other administrative functions.

Additional data collection windows every fall and spring through 2014 will allow districts and schools to compare their devices with minimum specifications as they are developed, and to assess their levels of network capacity, staff and personnel knowledge, and testing configuration at each school.

States and districts are encouraged to use the first four to six weeks of TRT availability to establish a pilot deployment of the tool with a limited number of schools in order to train personnel, test the system, and generate recommendations for use of the tool with all schools.

Roles and Responsibilities

In support of this effort, New Mexico has assigned me the role of State Readiness Coordinator (SRC). I will be supported by an assigned team of Information Technology professionals to address various aspects of the TRT and PARCC workgroups.

The SRC (Team) is responsible for the following:

- Serving as a designated point of contact for communications with PARCC and Pearson
- Disseminating information to communicating regularly with local education agencies (LEAs)
- Coordinating with local and state teams working on assessments and technology
- Participating in trainings conducted by Pearson related to TRT planning and implementation
- Conducting training on TRT implementation for LEA technology personnel and others within the LEA who may need access to information about the tool
- Entering and maintaining organizational data

District and school staff will be responsible for the following:

- Implementing the tool at the building level
- Setting up additional user accounts for staff who will implement the TRT
- Entering or batch uploading data into the tool relative to the following four areas of capacity for each for individual device, classroom cluster, and/or computer lab:
 1. **device specifications**, such as operating system, processor, memory, and monitor size
 2. **device to test-taker ratio**, including number of devices and number of students
 3. **network infrastructure**, such as internet bandwidth and maximum network speed
 4. **personnel**, including number of technology staff and categories of concern
- Communicating with LEAs which data the district leads are preloading into the tool, if applicable, and/or directing LEAs to sources of data appropriate for batch loading, such as results from previous technology inventories
- Communicating with the PED when all schools in the district are finished with data entry for a particular data collection window.

Timeline

The TRT will collect data during the collection window, October 22–November 7, 2012. Given the scale of planning for, communicating about, and implementing the TRT, some districts and schools may elect to pilot administration of the tool at the early end of the data collection window, prior to making the tool available to their full range of schools. Additional strategies for TRT roll out will be available via Assess4Ed.net, an online community operated by the State Educational Technology Association (SETDA) to support technology leaders in transitioning to next-generation assessments.

The goal of the first window is to collect baseline data, including the number and specifications of devices currently in schools. **Evaluating technology readiness will be an iterative process, and as more information is known about PARCC's and SBAC's technology architectures, the hardware specifications will be updated in the TRT for use in future data collection windows.**

Informational Resources

Pearson is providing the following resources:

Data Reporting. The TRT includes multiple ways for districts and schools to view, report on, and export the data generated through tool implementation. Reporting functionalities will be available in the tool for local planning use. Reports will indicate where hardware, software, and bandwidth requirements have not yet been finalized, and therefore gap analysis is not yet possible. Access to the TRT: <http://www.TechReadiness.org>. A separate email will be sent to you from Tech Readiness allowing you set up a password.

Online Training Module. The online training module is available at this link: <http://www.TechReadiness.org/TrainingModule>. The training provides step-by-step instructions for using the tool and setting up user accounts. Training on the use of the tool's reporting functions are available.

User's Guide. A guide to assist local personnel as they use the tool is available at this link: <http://www.TechReadiness.org/UsersGuide>

Frequently Asked Questions. An FAQ document is posted at the following link: <http://www.TechReadiness.org/FAQs>.

Thank you for your efforts in supporting the successful collection of these data. Please direct questions about the TRT to Andy Hutton (505-476-0313, Andy.Hutton@state.nm.us) or Brian Salter (505-827-6535, Brian.Salter@state.nm.us) who are NM's TRT Technical Coordinators. For general information about PARCC, go to www.PARCCOnline.org. For specific information about the implementation of PARCC in New Mexico, please contact Lynn Vasquez, PARCC Manager (505-827-6702, Lynn.Vasquez@state.nm.us).

cc: Hanna Skandera, Secretary-Designate of Education
Andy Hutton, NM TRT Coordinator
Brian Salter, NM TRT Coordinator
Lynn Vasquez, PARCC Manager