

# Cincinnati Federation of Teachers



## Cincinnati Federation of Office Professionals

Local 1520 | AFT | OFT | AFL-CIO

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We are receiving notifications regarding the PARCC test from the Director of Professional Issues at the Ohio Federation of Teachers, Deb Tully. These are answers to questions she is receiving from other locals around the state. These answers are coming directly from PARCC.

**The question has been raised concerning teachers being asked to give their PARCC login information to an administrator in case they are absent on a testing day.** The direct answer is: **Teachers should NOT be giving their login to ANYONE.** Substitutes should NOT be given another person's log-in information, because even worse than using someone information, that person (the sub) will not likely be trained in PARCC administration. The person should be an individual who is trained in PARCC administration and who has signed a security agreement. If the sub has done so, the school has the ability to quickly create a new user account. If not, the test should be administered by trained guidance or administrative staff. A school should NEVER give out someone else's log-in info in case a security breach or test irregularity were to occur, the wrong person would be held accountable for it, thus creating security and potentially legal implications.

**Valuable information as your students are finishing PARCC: Directions for what students should do at the end of the final unit of the PARCC test – either Unit 3 of the ELA PBA or Unit 2 of the Math PBA.**

*It is **IMPORTANT** that students **DO NOT** submit final answers if they will need to take a makeup test. If students who need a makeup test submit final answers at the end of the last unit, they will be marked as **COMPLETED** and will not be able to be put into a makeup session. It is not the end of the world if this happens, but, districts will have to contact ODE to have the student's test reopened before the District Test Coordinator can move them to a makeup session.*

Any questions please contact Kendra Phelps at 513-390-5641.