



pennsylvania
DEPARTMENT OF EDUCATION



ALGEBRA I EXAM

SPRING 2018

DIRECTIONS FOR ADMINISTRATION MANUAL

SPRING 2018

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This manual is to be used for the administration of the **Algebra I Spring 2018 Keystone Exam**. This manual provides the Test Administrator (TA) with directions that will ensure a standard assessment environment in schools throughout the Commonwealth of Pennsylvania. The administration of this exam may differ from other assessments the TA has given; therefore, **TAs are to become thoroughly familiar with this manual and the procedures for administering the exam before the testing window (May 14–25, 2018).**

A. Contact Information Concerning Questions

Topic or Subject	Contact Person / Telephone	Email Address
Test Window Exceptions, Opting Out of Testing	Ray Young / 717-783-6633	rayyoung@pa.gov
ELA, Testing Accommodations (IEP, 504, and Regular Education)	Diane Simaska / 717-346-8064	dsimaska@pa.gov
ELA, Keystone Exam Literature, EL Accommodations	Rebekah Baum-Leaman / 717-783-6538	rbaumleama@pa.gov
Math and General Testing Questions	Charlie Wayne / 717-783-0358	cwayne@pa.gov
Science and General Testing Questions, Notify Changes in Testing Dates and/or Times	Craig Weller / 717-525-5825	crweller@pa.gov
DRC PA Customer Service	800-451-7849	PACustomerService@DataRecognitionCorp.com
Test Security – please email for a more rapid and efficient response	844-418-1651	ra-ed-PSSA-Keystone@pa.gov

B. Maintain Exam Security

The Pennsylvania Keystone Exams are a measure of individual student achievement conducted by the Pennsylvania Department of Education (PDE). Any deviation from the exam procedures outlined in this manual (including, but not limited to, group work, teacher coaching, teaching or releasing of the performance tasks or exam questions, using old non-released Pennsylvania assessment items as preparation tools, etc.) is strictly prohibited and is considered a violation of exam security. Those individuals who divulge exam questions, falsify student scores, or compromise the integrity of the state assessment system in any manner will be subject to professional disciplinary action under the Professional Educator Discipline Act, 24 P.S. § 2070.1a et seq, including a private reprimand, a public reprimand, a suspension of their teaching certificate(s), a revocation of their teaching certificate(s), and/or a suspension or prohibition from being employed by a charter school. In this regard, an educator is any individual who holds public or private academic school certification and all charter and cyber charter school staff members and contracted educational providers who would be required to hold certification if they served in a traditional public school.

In order to ensure the validity and security of the Keystone Exams, all TAs and Proctors must read and understand the *Handbook for Secure Test Administration*. The *Handbook for Secure Test Administration* is Appendix A of this manual; this document is also posted on the PDE website:

www.education.pa.gov [Roll over 'DATA AND REPORTING' in the dark blue bar across the top of the page. Select 'ASSESSMENT AND ACCOUNTABILITY.' Click on the link that reads 'KEYSTONE EXAMS.' Then click on 'ADMINISTRATION MATERIALS.']

Students may not discuss, disseminate, or otherwise reveal the assessment content to others. This includes talking with others about questions on the test during or after the test. Students will be subject to discipline based on the LEA's policy and procedures. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.

1. Test Security

- a. TAs must complete the online Pennsylvania State Test Administration Training (PSTAT), found at www.pstattraining.net, once every school year for which they are a TA or Proctor.
- b. District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), TAs, Principals, and all other individuals who are involved in this assessment program must maintain the security of all exam materials. Together, they share the responsibility for ensuring that all exam materials and student responses are handled securely, confidentially, and in accordance with security mandates and other general procedures. These include, but are not limited to, the following:
 - i. Except where allowed by a specific written accommodation, only students being tested are allowed to view the content of the exam materials.
 - ii. No secure materials from the exam may be copied, photographed, or recorded in any manner.
 - iii. Student responses must not be reviewed for accuracy or completeness by anyone other than the student.
 - iv. Students may not review responses at any time other than during the administration of an exam module.
- c. Every TA/Proctor involved in the administration of any Keystone Exam must sign and date a *Test Security Certification* form. This certification must be signed and dated after completing administration of all Keystone Exams within a testing window to which the Keystone TA/Proctor has been assigned. The *Test Security Certification* certifies that all security measures for the Keystone Exams were maintained, including but not limited to:
 - i. following test security regulations and procedures,
 - ii. handling secure assessment materials appropriately, and
 - iii. maintaining confidentiality of information contained within secure assessment materials.

A copy of the *Test Security Certification* form is provided in Appendix B and in the *Keystone Exams Handbook for Assessment Coordinators*. Prior to the administration of the exam, the SAC will distribute copies of this certification to all TAs and Proctors involved in the administration of this Keystone Exam. Prior to receiving any exam materials or participating in the administration of the Keystone Exams in any way, the TA must read and understand the *Test Security Certification*. Upon completion of the exam administration, the form must be signed, dated, and returned to the SAC.

2. Reporting Irregularities

If a test security violation is suspected, contact the SAC immediately. If you believe the SAC may have involvement in the violation, immediately contact PDE directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you only utilize the email account or telephone number provided here.

3. Avoiding Inappropriate Test-Taking Strategies

Every answer booklet will be processed by scanners that detect all pencil marks. As such, it is not appropriate to have students taking a paper assessment eliminate answers by striking through an answer bubble or by bubbling multiple answers and later erasing. Likewise, students should not make any extraneous marks in the answer booklet (e.g., crossing out answers believed to be incorrect). Students must mark their final responses in the answer booklet. Students must not discuss, disseminate, or otherwise reveal the assessment content to others.

4. Storing Secure Materials

All paper answer booklets and test booklets (and test tickets for online assessments) are considered secure materials and must be kept in a preselected, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas. TAs must not be given access to secure test materials before the administration day. Instead, TAs should only be given access to secure test materials immediately preceding test administration. **It is mandatory that school districts utilize a sign-out/sign-in sheet for distribution and collection of secure test materials.** It is recommended that TAs count the number of test booklets and answer booklets received and returned in the presence of the SAC or his/her designee.

- a. The *Directions for Administration Manuals* are not considered secure test materials and should be provided to TAs prior to the assessment for review.
- b. Each student taking the Algebra I Keystone Exam will receive **one test booklet and one answer booklet.**
- c. Scratch paper and any other paper on which students have written is considered secure and must be collected at the end of each testing session to be destroyed by the SAC or his/her designee.

All secure testing materials must be inventoried, counted, and returned immediately to the SAC or his/her designee after testing is completed. Individual restroom breaks during testing are permitted but require monitoring. Materials must be kept secure after testing and prior to shipping to Data Recognition Corporation (DRC).

A. Summary of the Test Administrator's Responsibilities

1. Complete the Pennsylvania State Test Administration Training (PSTAT) online module, prior to working as a TA, one time per year (this satisfies both the PSSA and Keystone Exam requirement for the school year).
2. Become familiar with the exam administration procedures provided in this document, the Algebra I Keystone Exam *Directions for Administration Manual*.
3. Receive student exam materials from the SAC immediately prior to the testing session on the day during which he or she is scheduled to be a TA (or Proctor) for the Algebra I Keystone Exam.
4. Alert the SAC if any student information on the label or bubbled in is incorrect and needs to be changed.
5. Distribute the test booklets and answer booklets to the students at the time of the exam, making certain that the form numbers match.
6. Read the directions for administration to students at the start and end of each module of the Algebra I Keystone Exam.
7. Actively monitor the exam environment during the scheduled exam time.
8. Collect, account for (including counting the number received and returned), and return all student exam materials to the SAC or his/her designee at the end of each exam session.
9. Return the formula sheet, all scratch/grid paper, and any other paper on which students have written to the SAC or his/her designee at the end of each exam session.
10. Review, understand, and return the signed and dated *Keystone Exam Security Certification (Test Administrator and Proctor)* to the SAC at the end of the final Keystone Exam administration.

B. Follow the Exam Schedule Set by the School Assessment Coordinator

The Algebra I Keystone Exam must be administered within the PDE-designated exam window on the dates assigned by the LEA. The exam should be given in a regular classroom setting if possible. Other settings may be used according to needs and available facilities. However, exam situations created to dishonestly inflate assessment scores are a violation of exam security.

The Algebra I Keystone Exam consists of **two modules**. Each module must be scheduled as a separate exam session. Since the Keystone Exams are untimed, there may be instances in which the actual testing times take longer than the recommended testing times. Exam modules must not be scheduled back-to-back in the morning (or in the afternoon). Instead, the exam modules must be divided across two days or divided across the morning and afternoon of the same day. The SAC must discuss the schedule with TAs at least one week prior to the exam dates. Please note that each module in this exam is designed to be completed in the same amount of administration time. See Part II: General Assessment Information for more information on administration time and testing time.

C. Exam Administration Procedures

The procedures listed below must be followed prior to the administration of the Algebra I Keystone Exam.

1. The SAC will receive a Keystone Exams *Handbook for Assessment Coordinators* that provides additional, detailed information about the exam. This document is also posted on these portals:
 - a. <https://pa.drctdirect.com> [Click on 'All Applications.' Then click on 'Documents' under the 'General Information' tab.]
 - b. www.education.pa.gov [Roll over 'DATA AND REPORTING' in the dark blue bar across the top of the page. Select 'ASSESSMENT AND ACCOUNTABILITY.' Click on the link that reads 'KEYSTONE EXAMS.' Then click on 'ADMINISTRATION MATERIALS.']
2. The entire Algebra I Keystone Exam *Directions for Administration Manual* (this document) must be read in advance in order to become familiar with the procedures for administering the exam. Prior to the exam administration, the TA must do the following:
 - a. Become familiar with all procedures laid out in the *Directions for Administration Manual*.
 - b. Follow the directions of the SAC and the directions in this manual for maintaining exam security.
 - c. Plan sufficient time for distribution and collection of materials.
 - d. Arrange student seating to prevent student interaction during the exam sessions.
 - e. Keep seating charts for every exam he or she administers (recommended).
3. Prior to the assessment, ensure that all answer booklets have a barcode label affixed. For those booklets that have a District/School Label, rather than a Student Precode Label, ensure that the SAC or his/her designee has bubbled in all appropriate information on pages 1 and 2 (see "Reviewing Barcode (District/School or Student Precode) Labels" on page 14 of this document).
4. Review the Exam Directions that students will have access to during the exam administration. See Appendix C for more information.
5. Ensure that each student in the testing group receives any accommodations he or she is entitled to and that you as the proctor are aware of how those accommodations are administered. Approved test accommodations are outlined in the current PSSA and Keystone *Accommodations Guidelines* and in the current *Accommodations Guidelines for English Learners*. These documents are posted on the following portals:
 - a. <https://pa.drctdirect.com> [Click on 'All Applications.' Then click on 'Documents' under the 'General Information' tab.]
 - b. www.education.pa.gov [Roll over 'DATA AND REPORTING' in the dark blue bar across the top of the page. Select 'ASSESSMENT AND ACCOUNTABILITY.' Click on the link that reads 'KEYSTONE EXAMS.' Then click on 'ACCOMMODATIONS.']

Note: For the Algebra I Keystone Exam, any student, regardless of IEP status, may have a word, phrase, or test item read aloud upon request. If the student has a **documented need** for **more** than an occasional word, phrase, or test item to be read aloud, school personnel must bubble "Some test items/questions read aloud" under "Student used the following Presentation Accommodations" on page 3 of the student's answer booklet. However, it is only appropriate to read all test items aloud if this practice is documented as an accommodation. If reading the entire exam is used as an accommodation, school personnel must bubble "All test items/questions read aloud" under "Student used the following Presentation Accommodations" on page 3 of the student's answer booklet. TAs must follow the read-aloud guidelines when administering the Keystone Exams.

Not all accommodations that are provided on a day-to-day basis in the classroom are approved for use with the Keystone Exams; however, all accommodations in IEPs or 504 Plans must be considered when planning for the administration of the Keystone Exams.

6. This exam includes multiple test forms. A form number is on the front cover of each test booklet and each answer booklet. Students must use a test booklet and an answer booklet with a matching form number designation.
7. Review and understand the *Test Security Certification* form found in Appendix B (contact your SAC if you need more information).

D. Prepare the Students for the Exam

1. Inform students in advance of the schedule for the exam sessions.
2. Students are not permitted to have cell phones, cameras, smartphones, smartwatches, or any other unapproved electronic devices in their possession during the administration of the exam. Students **must** be informed of this policy in advance and should be encouraged to leave such items at home on exam days. **The TA must collect all such devices prior to distributing assessment materials.**
3. PDE encourages school districts and schools to inform students before testing begins of the locally determined ramifications/sanctions for student misconduct during the Keystone Exams. This includes, but is not limited to, discipline associated with cheating, sharing, and/or reproduction of test content.
4. Discuss the *Code of Conduct for Test Takers* (Appendix D) with all students prior to the scheduled exam time. It is essential that students understand the importance of each point in the *Code of Conduct for Test Takers* before testing begins. Prior to the administration, students must fill in the appropriate bubble indicating that they understand the *Code of Conduct for Test Takers* that their TA (or other school personnel) has reviewed with them. TAs should answer any questions that students have to ensure that all students understand this code of conduct. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.
5. Students may **not** use a dictionary or a thesaurus for any part of this exam. **Note:** An exception is made for English Learners (ELs) taking any portion of the exam. They may use word-to-word bilingual/translation dictionaries that translate native language to English or English to native language. Bilingual/translation dictionaries that include word definitions or pictures are not allowed. If an EL student is using this accommodation, the TA must follow the direction of the SAC for recording its use in the student's answer booklet.
6. Students must use a No. 2 pencil; an ink pen may **not** be used.
7. Students may highlight, underline, and make notes or comments in the test booklet, but they must record their answers in the answer booklet. They may also use scratch/grid paper. All scratch/grid paper and any other paper on which students have written must be collected and returned to the SAC. **Students must not use highlighters on the answer bubbles.**
8. Students should not make any extraneous marks on or near the answer bubbles (e.g., crossing out answers believed to be incorrect or marking multiple answers thought to be correct) but should only mark their final response in the answer booklet.

9. The Algebra I Keystone Exam includes questions that require students to select from four possible answer choices. These multiple-choice questions and answer choices are found in the test booklet. Students will read each question and record their answer in the space provided in their answer booklet. **Answers written or marked in the test booklet will not be scored.** The Algebra I Keystone Exam includes questions that require students to write a response. **These questions appear in the answer booklet only.** Students will read each question and write their responses in the spaces provided in the answer booklet. **Answers written in the test booklet or on scratch/grid paper will not be scored.**
10. Students may use calculators for the Algebra I Keystone Exam, including scientific and graphing calculators, provided the calculator meets the guidelines in the *Pennsylvania Calculator Policy*. **Note:** Students may not share calculators during the exam. All calculators must be cleared of all stored information and programs that are not factory installed before and after they may be used on any state exam. The calculator memory must be cleared by the TA after the Keystone Exam is completed. For more information, see the *Pennsylvania Calculator Policy* in Appendix E of this manual.

Students are permitted to	Students are NOT permitted to
<ul style="list-style-type: none"> use scratch/grid paper. (Students may use it to create their own graphic organizers, etc., during the exam.) highlight, underline, and make notes or comments in the test booklet. (Students should not use highlighters to mark the answer bubbles.) use a calculator on the exam, including scientific and graphing calculators, in accordance with the <i>Pennsylvania Calculator Policy</i> (see Appendix E). 	<ul style="list-style-type: none"> use preprinted graphic organizers. possess or use unapproved electronic devices, including cell phones, smartphones, smartwatches, cameras, any type of computer, or any mobile device with a camera and/or Internet access (e.g., tablets, MP3 players, gaming systems, entertainment devices) at any time during the exam. possess or use dictionaries, thesauri, and spell- or grammar checkers when responding to any part of the exam (with the exception of word-to-word translation dictionaries that may be used by EL students).

E. Prepare the Classroom for the Exam

Good organization of exam materials and well-executed procedures will make the administration of the exam proceed smoothly.

Remove or cover with opaque materials all classroom instructional materials or any other materials that could aid students in answering test items.

DO NOT DISPLAY:

1. mathematics terms and/or definitions
2. mathematics rules and properties
3. examples of problems and answers
4. multiplication tables
5. instructions on how to use a calculator
6. illustrations or drawings of geometric shapes, algorithms, algebraic equations, graphs, number lines, etc.

Note: This is not an exhaustive list. These are general examples of what is not permitted. Any materials that may contain content that could be tested must be removed or covered.

The *General Description of Scoring Guidelines* used for Algebra I constructed-response questions (Appendix F) may be displayed in the classroom. Each student test booklet contains a copy of the general scoring guidelines for personal use. Additionally, each student may have a copy of the guidelines on his or her desk, but it must be a clean copy.

Student seating must be arranged to prevent student interaction during the exam sessions. A quiet, calm atmosphere is conducive to concentration on the exam. Disturbances must be kept to a minimum during the exam sessions. Posting a **“Testing—Do Not Disturb”** sign on the door(s) to the classroom indicates that an exam is in session. Students should not be permitted to sharpen pencils during the exam sessions. Each student should have at least two sharpened No. 2 pencils with good erasers and some scratch/grid paper. Extra sharpened pencils must be available for students.

F. Required Exam Materials

The SAC will provide the TA with the appropriate exam materials on each administration day. After each module, exam materials, including scratch/grid paper and any other paper on which students have written, must be returned immediately to the SAC. Every answer booklet has a unique security number and barcode printed on the back cover. These security numbers should be used to track the distribution and collection of secure exam materials. All secure exam materials assigned to a school must be accounted for and returned to Data Recognition Corporation (DRC) by the DAC and/or SAC.

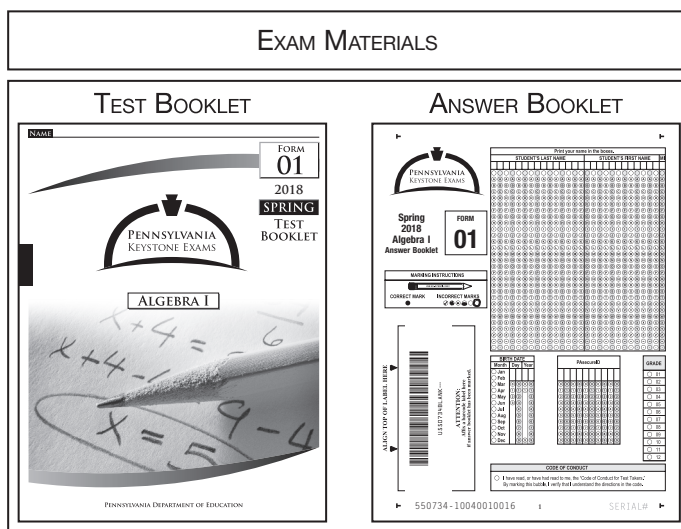
G. Organize the Exam Materials

The person administering the assessment should have:

1. One Algebra I Keystone Exam *Directions for Administration Manual* (this document)
2. **“Testing—Do Not Disturb”** sign(s) to hang on the classroom door(s)
3. Extra sharpened pencils for students to use

Each student being tested should have:

1. One Algebra I Keystone Exam Test Booklet (There are twenty (20) different forms labeled 01 through 20. Students must use an answer booklet and test booklet with matching form-number designation.)
2. One Algebra I Keystone Exam Answer Booklet with a Student Precode Label or a District/School Label
3. Two sharpened No. 2 pencils with good erasers
4. Scratch/grid paper for each module
5. Algebra I Formula Sheet
6. Calculator(s) may be used, including scientific and graphing calculators, but they may not be shared. Calculators may be provided by the school, or students may use their own calculator; however, all calculators must meet the requirements of the *Pennsylvania Calculator Policy* (Appendix E).



H. Damaged Answer Booklets

If a student receives an Algebra I Keystone Exam answer booklet with damaged or missing pages, replace it with an answer booklet **of the same form number** and allow the student to continue working. If the student has already begun one or both modules of the exam, the student should start working in the new answer booklet at the point where the defect was discovered and use the new answer booklet for the remainder of the exam. After the assessment has been completed, the SAC or his/her designee must transcribe verbatim all of the student's previous responses into the undamaged answer booklet. It is recommended the transcription take place in the presence of a professional staff member who will sign the appropriate *Test Security Certification* form. The student may not transcribe answers. On the new booklet, the SAC or his/her designee must affix a District/School Label, write in the student's name, and fill in the corresponding bubbles. Applicable portions of page 2 of the booklet should also be completed. **Do not insert pages from one answer booklet into another.** Multiple documents for one student and loose pages will **not** be scored.

The TA should give the damaged answer booklet to the SAC. The SAC will apply a "**Do Not Score**" label over the existing label on the front cover and return it to DRC.

I. Test Management Concerns

A number of circumstances outlined in this document can be resolved by the TA in consultation with the SAC. Those instances include, but are not limited to, the following:

1. Student cheating
2. Test security violation
3. Improper test administration
4. Student illness (during testing)

Issues requiring additional directions and any circumstances not outlined in this DFA may need to be resolved with the SAC and/or DAC and/or PDE. Any test security violation should be reported to the SAC.

If a test security violation is suspected, contact the SAC immediately. If you believe the SAC may have involvement in the violation, immediately contact PDE directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you only utilize the email account or telephone number provided here.

J. General Organization of the Exam

The Algebra I Keystone Exam consists of **two modules**, and each module must be scheduled as a separate exam session. The SAC must discuss the schedule with the TA at least one week prior to the exam dates. Enough time must be scheduled for the preparation of the classroom. Each module in the Algebra I Keystone Exam is designed to be completed in the same amount of administration time. The following administration times are estimates and are supplied for scheduling purposes only.

Course	Module	Multiple Choice Questions	Constructed-Response Questions	Estimated Time Needed (in minutes)		
				Administrative Tasks	Actual Exam	Total Administration
Algebra I	1	23	4	10–15	75	85–90
Algebra I	2	23	4	10–15	75	85–90

K. Code of Conduct for Test Takers

The *Code of Conduct for Test Takers* (Appendix D in this manual) provides requirements that students must follow before, during, and after each assessment. **It is important that the *Code of Conduct for Test Takers* be reviewed with all students and that all questions are answered such that all students understand each point in this code of conduct before the testing day.**

L. Display Exam Information

During the exam, students are to respond to a specific set of questions. The following Algebra I Keystone Exam information must be displayed on a chalkboard, dry-erase board, or other easily visible medium during each module (test session). Only information about the current exam module (test session) should be displayed.

Algebra I Module 1	Algebra I Module 2
Exam Questions 1–27	Exam Questions 1–27
Test Booklet Start on page 6	Test Booklet Start on page 22
Answer Booklet Start on page 5	Answer Booklet Start on page 17

In addition, the following statement must be displayed on the chalkboard, dry-erase board, or other easily visible medium:

“Go back to make sure you have answered each question before closing your test booklet and answer booklet.”

M. Extended Exam Time

The Algebra I Keystone Exam is an untimed assessment. Not all students will finish the exam at the same time. Students should not feel rushed while they are taking the exam, and no student should be penalized because he or she works slowly. It is equally important, however, to encourage students to work in a timely manner to finish the exam. Students should close their test booklets and answer booklets when they have finished the module of the exam that they have been assigned. Students should keep scratch/grid paper and all other paper on which they have written separate from their booklets. TAs must collect exam materials, including scratch/grid paper, when students are finished testing rather than keeping the exam materials closed on the students' desks.

1. Students who finish early may sit quietly or read for pleasure until all students have finished the exam. Reading for pleasure includes magazines along with fiction text such as novels, short stories, poetry, etc. The following are not allowed: reading text that discusses particular skills in the area of mathematics. For example, students should not be reading a text that explains how to solve an equation. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.
2. TAs should follow the direction of the SAC to determine when the exam session should end and when students who have not finished should be provided an extended-time setting. This may involve using professional judgment. As a general guideline, the exam session should be ended when all students indicate they have finished an exam module. All students should complete a module within a school day, and modules must be scheduled so that there is enough time to complete the module within the school day.
3. Any student may request extended time if they indicate they have not completed an exam module. Such requests should be granted if the TA finds the request to be educationally valid. Not permitting ample time for students to complete the exam module may impact performance.
4. Students with special requirements and/or disabilities (i.e., physical, visual, auditory, or learning disabilities as defined by their IEP or service contracts) and students who work slowly may require an extended-time setting. Special exam situations should be arranged for these students.
5. When allowing extended time for an exam session for a portion of the student population:
 - a. **Do not** allow students to attend a lunch period with other students if the lunch period occurs between the original exam session and the extended exam session.
 - b. **Do not** allow students to attend any classes or related activities between the original exam session and the extended exam session.
 - c. **Do not** allow any overnight extensions.
 - d. **Do not** allow students to return to a module after the completion of that module.

Do not allow the extended exam session to be administered without monitoring. It is the responsibility of a TA to monitor any extended exam session, whether in the classroom where the exam was begun or in a separate location.

N. Exam Administration Reminders

It is important to use standardized exam procedures to maintain fairness for all students. Following the exam administration instructions carefully ensures that all students are tested under similar conditions in all classrooms.

Before exam administration:

1. Be sure each student has the correct test booklet and answer booklet (correct student name and exam form).
2. Be certain to direct students as to where and how to mark or write their answers.
3. Follow the directions of the SAC and this manual for maintaining exam security.
4. Establish an environment that encourages students to approach the exam in a positive manner.
5. Read and follow the *Handbook for Secure Test Administration* (Appendix A). This document is also posted on the PDE website:

www.education.pa.gov [Roll over 'DATA AND REPORTING' in the dark blue bar across the top of the page. Select 'ASSESSMENT AND ACCOUNTABILITY.' Click on the link that reads 'KEYSTONE EXAMS.' Then click on 'ADMINISTRATION MATERIALS.']

During exam administration:

1. Follow the directions of the SAC and this manual for maintaining exam security.
2. The Keystone Exam Directions are provided in Appendix C of this manual. They may be reread to students as needed during the administration; however, the TA may not paraphrase or offer additional information and may not give information that provides clues concerning exam questions or answer choices.
3. It is acceptable to encourage the group of students to keep trying.

- **In this Keystone Exam, the presentation of specific exam questions vary from one form to another. This variation is an intentional element of the Keystone Exams.**
- For the remainder of this manual, **indented text in bold type** is to be read aloud to students **exactly** as written. All other text is information for the TA.

When ready to start the exam, the TA should begin with *Part III: Directions for Administering Module 1* on the next page of this manual.

A. Getting Started with the Exam

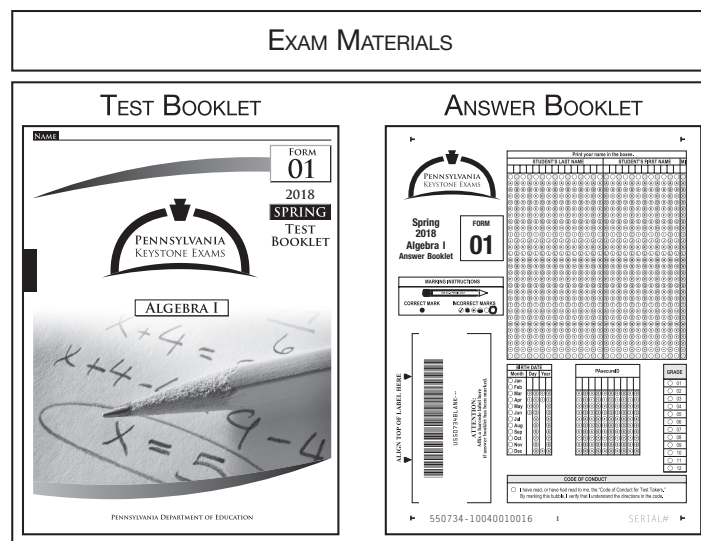
Make sure that all students have two sharpened No. 2 pencils with good erasers. Students are not to have in their possession a cell phone, camera, smartphone, smartwatch, or other unapproved electronic device. Collect all unapproved electronic devices prior to distributing any exam materials.

Say:

Welcome to the Pennsylvania Keystone Exams. I will now distribute the test booklets and answer booklets. Do not open your test booklet or answer booklet until I tell you to do so.

First, distribute answer booklets with front covers facing up; second, distribute test booklets with front covers facing up.

Answer booklets must have a Student Precode Label or a District/School Label if the Student Precode Label is not available. Contact the SAC if you do not have a labeled answer booklet for each student. If a Student Precode Label is not on a student's answer booklet, the SAC or his/her designee should have printed the student's name (as the name appears in PIMS) on the front cover and bubbled in the letters corresponding to the name.



Note: A form number is on the front cover of each test booklet and each answer booklet. There are twenty (20) different forms labeled 01 through 20. Make certain that the form number on each student's test booklet matches the form number on each student's answer booklet.

Say:

Each of you should have an Algebra I Keystone Exam Test Booklet and Answer Booklet. Look at the front covers of the two booklets. In the upper right-hand corner of the test booklet, there is a number from 01 through 20 in the box. Make sure that this number is the same as the number shown in the upper left-hand corner of the answer booklet. If the number in the box on your answer booklet is not the same, raise your hand, and I will give you a new test booklet.

Check to see that each student has the correct test booklet and answer booklet. Correct any errors in booklet distribution. When all students are ready, say:

Look at the front cover of your test booklet. Print your full, legal name on the line provided at the top of the page.

Pause while students print their names on the line on the cover of their test booklets. The student's name on the front of the test booklet helps to ensure accurate distribution of the correct test booklet to each student at the beginning of each exam session. Make certain that all students have recorded their names (as they appear in PIMS) correctly. When students are ready, continue with the next section of this manual.

B. Reviewing Barcode (District/School or Student Precode) Labels

Say:

Look at the front cover of your answer booklet. In the lower left-hand corner is a barcode label. Check to see if the barcode label has a colored stripe on it.

If the barcode label DOES NOT have a colored stripe, check to make sure your full, legal name and birthdate are correct. Raise your hand if you find an error.

If the barcode label DOES have a colored stripe, check to make sure that your full, legal name is printed in the boxes near the top of the cover page of your answer booklet.

If the barcode label DOES have a colored stripe and your name IS NOT printed in the boxes, please raise your hand.

If the label on a student's answer booklet has a colored stripe, but the student's name is not printed in the boxes, contact your SAC immediately to obtain the student's name, PAsecureID, and birth date as it appears in PIMS. The student may work on the assessment while the SAC obtains the student's name, PAsecureID, and birth date. Either the SAC or the SAC's designee must fill in the information for the student.

Note: If any barcode label has an error on it, please contact the SAC.

Say:

In the bottom right-hand corner of your answer booklet is a box labeled "CODE OF CONDUCT." Read the statement inside this box silently as I read it aloud. "I have read, or have had read to me, the 'Code of Conduct for Test Takers.' By marking this bubble, I verify that I understand the directions in the code." If you understand the *Code of Conduct for Test Takers*, darken the circle inside the box now. If you have questions about the *Code of Conduct for Test Takers*, raise your hand.

Answer student questions until all understand the *Code of Conduct for Test Takers* and darken the circle inside the box. (The *Code of Conduct for Test Takers* is Appendix D of this manual.) When students are ready, continue with the next section of this manual.

C. Administering the Algebra I Exam – Module 1

When all students are ready, say:

I will now distribute scratch/grid paper and the formula sheet to be used with this module of the Algebra I Keystone Exam.

Distribute scratch/grid paper and the formula sheet. When all students are ready, say:

You may use the formula sheet at any time while taking this test. Do not write on the formula sheet, as you may use it for Module 2 of the test.

Now we are ready to begin Algebra I—Module 1. Carefully follow the directions and give this exam your best effort. Open your test booklet to page 2. In the middle of the page is a box labeled "ATTENTION." Read the paragraph inside this box now.

Pause for students to read the paragraph. Then say:

Are there any questions about this paragraph or the formula sheet?

Answer all questions. When all students are ready, say:

Turn to page 4 in your test booklet. Fold your test booklet back so that only page 4 is showing.

Pause while students find the correct page in their test booklets. Make sure all students have folded their test booklets back so that only page 4 is showing. When all students are ready, say:

Look at the directions on page 4. Read the directions silently as I read them aloud.

On the following pages of this test booklet are the Keystone Algebra I Exam questions for Module 1.

You may use a calculator on this module. When performing operations with π (pi), you may use either calculator π or the number 3.14.

Are there any questions?

Answer all questions. When all students are ready, say:

Continue to read the directions on page 4 silently as I read them aloud.

There are two types of questions in each module.

Multiple-Choice Questions

These questions will ask you to select an answer from among four choices.

- ***First read the question and solve the problem on scratch paper. Then choose the correct answer.***
- ***Only one of the answers provided is correct.***
- ***If none of the choices matches your answer, go back and check your work for possible errors.***
- ***Record your answer in the Algebra I answer booklet.***
- ***Do not eliminate answers by crossing out bubbles.***
- ***Erase any stray marks in the bubbles.***

Are there any questions?

Answer all questions. When all students are ready, say:

Continue to read the directions on page 4 silently as I read them aloud.

Constructed-Response Questions

These questions will require you to write your response.

- ***These questions have more than one part.***
- ***Read the items carefully and respond to exactly what is being asked. You will only be given credit by responding to what is requested; you will not be given credit for work that is not requested in the questions.***
- ***You cannot receive the highest score for a constructed-response question without completing all the tasks in the question.***
- ***All responses must be written in the appropriate location in the Algebra I answer booklet. Some answers may require graphing, plotting, labeling, drawing, or shading. If you use scratch paper to write your draft, be sure to transfer your final response to the Algebra I answer booklet.***

Are there any questions?

Answer all questions. When all students are ready, say:

Continue to read the directions on page 4 silently as I read them aloud.

If you finish early, you may check your work in Module 1 only.

- **Do not look ahead at the questions in Module 2 of your exam materials.**
- ***After you have checked your work, close your exam materials.***

You may refer to this page at any time during this portion of the exam.

Are there any questions?

Answer all questions. When all students are ready, say:

Now turn over your booklet to page 5 of your test booklet.

Pause while students turn to the correct page in their test booklets. When all students are ready, say:

On page 5 of your test booklet is the *General Description of Scoring Guidelines* that gives an overall description of how items are scored for the Algebra I constructed-response questions. Each item has a specific scoring guide that is used by professional scorers. You may refer to the *General Description of Scoring Guidelines* at any time while responding to a constructed-response question for Algebra I.

Are there any questions?

Answer all questions. When all students are ready, say:

We are now ready to start Module 1. Unfold your test booklet and turn to page 6. Turn to page 5 in your answer booklet. Look at the “GO ON” arrow on the bottom of each page. The “GO ON” arrow indicates that you are not yet finished with Module 1 and you are to continue on to the next page. Follow all “GO ON” arrows and directions that tell you which questions are in your test booklet and which questions are in the Module 1 section of your answer booklet. At the end of Module 1, you will see a “STOP” sign in your test booklet and a “STOP” sign in your answer booklet. Make sure you continue to respond to questions until you see the “STOP” sign in both your test booklet and your answer booklet. The “STOP” sign is on page 18 or 19 of your test booklet and on page 15 of your answer booklet.

Remember to complete questions 1 through 27 in Module 1 and to mark only one correct answer for each multiple choice question in the Module 1 section of your answer booklet. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in the Module 1 section of your answer booklet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your exam materials when you finish. You may read or sit quietly until the rest of the class completes Module 1. Are there any questions?

Answer all questions.

Note: Students who finish early may sit quietly or read for pleasure until all students have finished the assessment. Reading for pleasure includes magazines along with fiction text such as novels, short stories, poetry, etc. The following are not allowed: reading text that discusses particular skills in the area of mathematics. For example, students should not be reading a text that explains how to solve an equation. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.

When all students are ready, say:

You may begin.

While students are taking the exam, be available to clarify exam directions and encourage the group of students. Do not give any individual or group help that might suggest the correct answer to a question. Do not communicate to a student that the student should “check” an answer or that the student has answered an item incorrectly. You may, however, provide clarification of exam directions to the group of students. The Exam Directions are in Appendix C of this manual. They may be repeated to the group of students as needed during the administration.

Encourage the group of students to try all of the tasks (questions) and to complete the exam. An incorrect answer is scored the same as an unanswered item. The testing time for this module is estimated to be 75 minutes, but the actual administration time may vary. Collect test materials, including scratch/grid paper and any other paper on which students have written, when students are finished testing rather than keeping booklets closed on the students’ desks. End the session when all students have completed the module or you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. For more information about Extended Exam Time, see Part II of this manual. When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

This session will end in about five minutes. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in the Module 1 section of your answer booklet. If you need additional time to complete this section, raise your hand, and you will be provided with extra time and given additional directions.

Allow time for students to erase wherever necessary. When all students are ready, say:

Close your test booklet and answer booklet.

You will use the same booklets for Module 2, so make sure your name is on the front cover of each booklet. Place your answer booklet inside the test booklet. I will now collect your scratch/grid paper, any other paper on which you have written, and the formula sheet.

Collect used scratch/grid paper, any other paper on which students have written, and formula sheets. Used scratch/grid paper and any other paper on which students have written must be returned to the SAC or his/her designee and kept in a secure location until it can be destroyed by the SAC (or his/her designee) or DAC (or his/her designee).

- If you are administering Module 2 later in the same day, say:
You are going to take Module 2 later today, so I will now collect your test booklet and answer booklet. They will be returned to you at that time.
- If you are administering Module 2 on a different day [*you may specify the day*], say:
You are going to take Module 2 on [a different day or say the name of the day], so I will now collect your test booklet and answer booklet. Your test and answer booklets will be returned to you at that time.

Collect the booklets in a systematic fashion, making sure that answer booklets have been placed inside the test booklets and that each student’s name is on his or her test booklet. All calculators used during the exam must be cleared of any information entered during this module. **Note:** If students used school-provided calculators, also collect the calculators.

Return all materials (test booklets, answer booklets, used scratch/grid paper, any other paper on which students have written, and formula sheets) immediately to the SAC or his/her designee for secure storage. **Note:** Do NOT review student responses to test questions for completeness or accuracy. Do NOT review answer booklets for stray marks. Do NOT place scratch paper inside the test booklet or answer booklet.

A. Administering the Algebra I Exam – Module 2

Make sure all students have two sharpened No. 2 pencils with good erasers. Students are not to have in their possession a cell phone, camera, smartphone, smartwatch, or other unapproved electronic device. Collect all unapproved electronic devices prior to distributing any exam materials. Distribute test booklets and answer booklets to students, making certain each student has the correct booklets.

Say:

Check to make sure that your name is on the front cover of both the test booklet and the answer booklet.

When all students are ready, say:

I will now distribute scratch/grid paper and the formula sheet to be used with this module of the Algebra I Keystone Exam.

Distribute scratch/grid paper and the formula sheet. When all students are ready, say:

You may use the formula sheet at any time while taking this test. Do not write on the formula sheet. Now we are ready to begin Algebra I—Module 2. Carefully follow the directions and give this exam your best effort. Open your test booklet to page 2. In the middle of the page is a box labeled “ATTENTION.” Read the paragraph inside this box now.

Pause for students to read the paragraph. Then say:

Are there any questions about this paragraph or the formula sheet?

Answer all questions. When all students are ready, say:

Turn to page 20 in your test booklet. Fold your test booklet back so that only page 20 is showing.

Pause while students find the correct page in their test booklets. Make sure all students have folded their test booklets back so that only page 20 is showing. When all students are ready, say:

Look at the directions on page 20. Read the directions silently as I read them aloud.

On the following pages of this test booklet are the Keystone Algebra I Exam questions for Module 2.

You may use a calculator on this module. When performing operations with π (pi), you may use either calculator π or the number 3.14.

Are there any questions?

Answer all questions. When all students are ready, say:

Continue to read the directions on page 20 silently as I read them aloud.

There are two types of questions in each module.

Multiple-Choice Questions

These questions will ask you to select an answer from among four choices.

- **First read the question and solve the problem on scratch paper. Then choose the correct answer.**
- **Only one of the answers provided is correct.**
- **If none of the choices matches your answer, go back and check your work for possible errors.**
- **Record your answer in the Algebra I answer booklet.**
- **Do not eliminate answers by crossing out bubbles.**
- **Erase any stray marks in the bubbles.**

Say:

Are there any questions?

Answer all questions. When all students are ready, say:

Continue to read the directions on page 20 silently as I read them aloud.

Constructed-Response Questions

These questions will require you to write your response.

- ***These questions have more than one part.***
- ***Read the items carefully and respond to exactly what is being asked. You will only be given credit by responding to what is requested; you will not be given credit for work that is not requested in the questions.***
- ***You cannot receive the highest score for a constructed-response question without completing all the tasks in the question.***
- ***All responses must be written in the appropriate location in the Algebra I answer booklet. Some answers may require graphing, plotting, labeling, drawing, or shading. If you use scratch paper to write your draft, be sure to transfer your final response to the Algebra I answer booklet.***

Are there any questions?

Answer all questions. When all students are ready, say:

Continue to read the directions on page 20 silently as I read them aloud.

If you finish early, you may check your work in Module 2 only.

- ***Do not look back at the questions in Module 1 of your exam materials.***
- ***After you have checked your work, close your exam materials.***

You may refer to this page at any time during this portion of the exam.

Are there any questions?

Answer all questions. When all students are ready, say:

Now turn over your booklet to page 21 of your test booklet.

Pause while students turn to the correct page in their test booklets. When all students are ready, say:

On page 21 of your test booklet is the *General Description of Scoring Guidelines* that gives an overall description of how items are scored for the Algebra I constructed-response questions. Each item has a specific scoring guide that is used by professional scorers. You may refer to the *General Description of Scoring Guidelines* at any time while responding to a constructed-response question for Algebra I.

Are there any questions?

Answer all questions. When all students are ready, say:

We are now ready to start Module 2. Unfold your test booklet and turn to page 22. Turn to page 17 in your answer booklet. Look at the “GO ON” arrow on the bottom of each page. The “GO ON” arrow indicates that you are not yet finished with Module 2 and you are to continue on to the next page. Follow all “GO ON” arrows and directions that tell you which questions are in your test booklet and which questions are in the Module 2 section of your answer booklet. At the end of Module 2, you will see a “STOP” sign in your test booklet and a “STOP” sign in your answer booklet. Make sure you continue to respond to questions until you see the “STOP” sign in both your test booklet and your answer booklet. The “STOP” sign is on page 37 or 38 of your test booklet and on page 27 of your answer booklet.

Remember to complete questions 1 through 27 in Module 2 and to mark only one correct answer for each multiple choice question in the Module 2 section of your answer booklet. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in the Module 2 section of your answer booklet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your exam materials when you finish. You may read or sit quietly until the rest of the class completes Module 2. Are there any questions?

Answer all questions.

Note: Students who finish early may sit quietly or read for pleasure until all students have finished the assessment. Reading for pleasure includes magazines along with fiction text such as novels, short stories, poetry, etc. The following are not allowed: reading text that discusses particular skills in the area of mathematics. For example, students should not be reading a text that explains how to solve an equation. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.

When all students are ready, say:

You may begin.

While students are taking the exam, be available to clarify exam directions and encourage the group of students. Do not give any individual or group help that might suggest the correct answer to a question. Do not communicate to a student that the student should “check” an answer or that the student has answered an item incorrectly. You may, however, provide clarification of exam directions to the group of students. The Exam Directions are in Appendix C of this manual. They may be repeated to the group of students as needed during the administration.

Encourage the group of students to try all of the tasks (questions) and to complete the exam. An incorrect answer is scored the same as an unanswered item. The testing time for this module is estimated to be 75 minutes, but the actual administration time may vary. Collect exam materials, including scratch/grid paper any other paper on which the students have written, and the formula sheet, when students are finished testing rather than keeping booklets closed on the students’ desks. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. For more information about Extended Exam Time, see Part II of this manual. When you have confirmed that approximately five minutes remain in the exam time for the group and not all students have finished, say:

This session will end in about five minutes. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in the Module 2 section of your answer booklet. If you need additional time to complete this section, raise your hand, and you will be provided with extra time and given additional directions.

Allow time for students to erase wherever necessary. When all students are ready, say:

Close your test booklet and answer booklet.

Place your answer booklet inside the test booklet. I will now collect your scratch/grid paper, any other paper on which you have written, and the formula sheet.

Collect used scratch/grid paper, any other paper on which students have written, and formula sheets. Used scratch/grid paper and any other paper on which students have written must be returned to the SAC or his/her designee and kept in a secure location until it can be destroyed. All calculators used during the exam must be cleared of any information entered during this module. **Note:** If students used school-provided calculators, also collect the calculators.

Say:

This concludes the Algebra I Keystone Exam. I will now collect your test booklet and answer booklet.

Collect the booklets in a systematic fashion, making sure that answer booklets have been placed inside the test booklets and that each student's name is on his or her test booklet.

Return all materials (test booklets, answer booklets, used scratch/grid paper any other paper on which students have written, and formula sheets) immediately to the SAC or his/her designee for secure storage. **Note:** Do NOT review student responses to test questions for completeness or accuracy. Do NOT review answer booklets for stray marks. Do NOT place scratch paper inside the test booklet or answer booklet.

Go on to read *Part V: After Exam Administration* found on the next page of this manual.

A. After Testing Is Complete

After testing is complete:

1. Make sure each student turned in his/her answer booklet and test booklet.
2. Make sure student identification information is complete and correct on all students' booklets. Make sure the name on the test booklet corresponds with the name on the answer booklet for each student.
3. If a student answer booklet has a barcode label with a colored stripe (a District/School Label), make sure that the SAC or his/her designee has completed the applicable portions of the front cover and page two of the answer booklet. (See your SAC if you have questions or require further direction.)
4. If a student used any accommodation listed on page 3 of the answer booklet during the administration of the exam, make sure that applicable portions of page 3 of the answer booklet are completed by filling in the bubbles. (See your SAC if you have questions or require further direction.)
5. Do **not** check the response pages of the answer booklet for content, accuracy, completeness, or stray marks.
6. Review the *Keystone Exam Security Certification (Test Administrator and Proctor)* in Appendix B. Contact your SAC if you need more information.

B. Return Materials

Exam materials must be kept secure. All materials, including any unused materials related to the administration of this exam, must be returned to the SAC or his/her designee.

Return all exam materials to the SAC or his/her designee for secure storage. This includes used and unused test booklets and answer booklets, this manual, the formula sheets, used scratch/grid paper, and any other paper on which the students have written. All exam materials **must** be returned to the SAC or his/her designee immediately at the end of the exam session.

Reminder: All used answer booklets returned to Data Recognition Corporation (DRC) for processing **must** have a barcode label (District/School, Student Precode, or Do Not Score) affixed to the front cover of the answer booklet. Do **not** affix a barcode label to any unused answer booklets.

Remember: Every TA and Proctor involved in the administration of this Keystone Exam must sign and date a *Keystone Exam Security Certification (Test Administrator and Proctor)* form upon completing their assigned duties during the testing window. When a TA or Proctor signs and dates the *Keystone Exam Security Certification (Test Administrator and Proctor)*, that person certifies that all security measures have been followed for this Keystone Exam administration. TAs and Proctors should return the signed and dated *Keystone Exam Security Certification (Test Administrator and Proctor)* form to the SAC or his/her designee upon completion of the last testing session.

If a test security violation is suspected, contact the SAC immediately. If you believe the SAC may have involvement in the violation, immediately contact PDE directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you only utilize the email account or telephone number provided here.

Note: The SAC has all information on returning exam materials to Data Recognition Corporation (DRC).

Appendix A:

Handbook for Secure Test Administration



Handbook for Secure Test Administration

Security Statement

State assessments rely on the measurement of individual achievement. Any deviation from procedures meant to ensure test validity and security (e.g., group work, teacher coaching, teaching or release of any test items, use of previously administered Pennsylvania assessments as preparation tools) is strictly prohibited and will be considered a violation of test security. LEA/school personnel with access to the assessment materials must not review, discuss, disseminate, or otherwise reveal the contents to anyone. (This prohibition excludes the *Item and Scoring Samplers* available on the Pennsylvania Department of Education's (PDE's) website.)

Any action by a professional employee or commissioned officer that is willfully designed to divulge test questions, falsify student scores, or compromise the integrity of the state assessment system will be subject to disciplinary action under the Educator Discipline Act, 24 P.S. §§ 2070.1a *et seq*, which may include a private reprimand, a public reprimand, a suspension of his/her teaching certificate(s), a revocation of his/her teaching certificate(s), and/or a suspension or prohibition from being employed by a charter school.

Training and Test Administration Procedures

The purpose of this handbook is to assist in the training of LEA/school personnel to properly and securely administer state assessments. This handbook is also an important and valuable resource in implementing testing successfully from planning and preparing to collecting and returning tests.

Roles and Responsibilities: Training

The District Assessment Coordinator (DAC) is responsible for completing all of the PSTAT trainings provided by PDE for the DACs, SACs, and TAs/Proctors. DACs must complete the DRC training on receiving and packaging materials. The DAC is then responsible for coordinating all training that takes place in the LEA and for determining specifics related to test administration such as a schedule, type of administration (paper and pencil or online) and other LEA-level administrative aspects of the testing. The DAC is responsible for ALL training in the LEA with primary responsibility for the direct training of School Assessment Coordinators (SACs). In some LEAs the DAC may train the LEA-level staff who handle and/or have access to secure test material.

The SAC receives training from the DAC and must also complete both the PSTAT training for SACs and for TAs/Proctors. The SAC is then responsible to oversee all aspects of test administration in a building, including training Test Administrators (TAs), proctors, and other building level staff.

The TAs/Proctors must complete the PSTAT training for TAs/Proctors. The TAs/Proctors are responsible for administering the assessment and monitoring students during the assessment.

The *Handbook for Assessment Coordinators* provides more information related to training.

Roles and Responsibilities: Test Administration

The following lists the general roles and responsibilities for DACs, SACs/Principals, TAs/Proctors, and general personnel before, during, and after test administration. The lists are not exhaustive but provide a general overview of the most important responsibilities of each individual in test administration. In some cases the responsibilities may overlap between or among DACs, SACs, and/or TAs/Proctors. In these cases it is the responsibility of the DAC to determine who has the primary responsibility and is accountable for specific duties, especially when duties may be shared.



1. DISTRICT ASSESSMENT COORDINATOR TEST SECURITY GUIDELINES

General Statement: Administer the assessment using the best practices and with fidelity to the administrative guidelines; keep the assessment materials secure and confidential; prevent any dishonest or fraudulent behavior in the administration and handling of the assessment; and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

Before Test Administration – DAC

Complete the PSTAT trainings for the administration of the assessments annually.

Complete the *Accommodations Guidelines* training annually.

Update eDIRECT accounts for LEA and school users.

Review the *Handbook for Assessment Coordinators* (HAC), *Directions for Administration* (DFA), *Accommodations Guidelines*, *Online User Guides* (if online testing) and other test-related documents necessary to conduct training for test administration.

Review the LEA's policy/procedures for home-schooled students.

Review the LEA's policy for handling cyber-charter schools' requests to test their students.

Develop and maintain the LEA's procedure for parental requests to view tests (opt-outs).

Develop and maintain the LEA's procedure for handling breaks during test administration and keeping test and answer booklets secure.

Develop and maintain the LEA's procedure for handling disruptions during test administration and keeping test and answer booklets secure.

Develop and maintain the LEA's procedure for handling emergencies during test administration.

Develop the LEA's master test schedule (including make-ups) that falls within PDE established test windows for each administration and include it in training. Ensure that the test schedule is developed so that sections are administered in the sequence in which they are printed in the test booklets.

Develop a training agenda and train SACs and other LEA-level staff involved in test administration or the handling of secure material prior to conducting any of their assigned work. (See *Handbook for Assessment Coordinators* for more information).

Ensure that SACs are trained on the Test Accountability and Security information contained in the *Handbook for Assessment Coordinators*.

Ensure that SACs are trained on the *Accommodations Guidelines*.

Ensure that all individuals involved in the handling of assessment materials and/or the administration of the assessment are instructed in test security protocols and procedures.

Ensure that any individual who will administer and/or proctor the assessment annually completes the online Pennsylvania State Test Administration Training (PSTAT).



Ensure that all individuals involved in the handling and/or administration of the assessment receive instruction that all assessment materials, including all assessment booklets and other materials containing secure assessment questions and student responses, are to be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*.

Ensure that SACs receive instruction on the policy regarding all electronic devices (e.g., cell phones, smartphones, smartwatches, cameras, etc.).

Ensure that all individuals who assist in the administration of the assessment and all individuals who have access to the secure assessment materials have been made aware that they are not in any manner to alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.

Communicate to students, parents, and the community that which the assessment does and does not measure, when and how it will be administered, and how the results will be used. Refer to the *Handbook for Assessment Coordinators* for a sample Parent Letter.

Notify and ensure that all students and parents/guardians have been provided the policy regarding all electronic devices (e.g., cell phones, smartphones, smartwatches, cameras, etc.).

Consider having a teacher other than the teacher-of-record administer the assessment to students. If local circumstances do not allow that option, consider assigning a Proctor to be in the classroom with the Test Administrator. (In some circumstances LEAs have been directed by PDE not to use the teacher-of-record to administer the assessment to his/her students.)

Inventory secure materials without breaking the shrink wrap (ship-to-district).

Report any items not received.

Distribute tests to School Assessment Coordinator(s) (ship-to-district).

During Test Administration – DAC

Monitor testing sites to ensure administration of the assessments in accordance with PDE policies and procedures.

Ensure that sections/modules are started and completed in the same day as per the LEA testing schedule.

Instruct all school staff to minimize distractions, including intercom announcements.

Testing irregularities/security breaches must immediately be reported to the Pennsylvania Department of Education. For the most rapid response, irregularities and/or allegations should be reported to PDE via ra-ed-pssa-keystone@pa.gov. You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

After Test Administration – DAC

Collect tests from School Assessment Coordinator(s) (ship-to-district).

Complete the Materials Accountability Form after inventorying, packaging, and returning the materials to the vendor.

NOTE: District Assessment Coordinators should not open or look into answer booklets or test booklets.



Record the UPS Tracking Number for each package, noting the assessment(s) for which it was used and the content of each box. Please keep the number(s) for future reference to document the materials returned to DRC.

Sign the *Test Security Certification (District Assessment Coordinator)*.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe, up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

2. SCHOOL ASSESSMENT COORDINATOR AND/OR BUILDING PRINCIPAL TEST SECURITY GUIDELINES

General Statement: Maintain the security and integrity of all assessment materials, prevent any dishonest or fraudulent behavior in the administration and handling of the assessment, and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

Before Test Administration – SAC

Attend the annual training for School Assessment Coordinators provided by the DAC.

Complete the PSTAT training for SACs and for TAs/Proctors annually.

Review DFA's, the *Handbook for Assessment Coordinators*, *Accommodations Guidelines* and *Online User Guides* (if testing online).

Develop a building level master test schedule (including make-ups) that falls within PDE established testing windows for each administration and include it in training. Ensure that the test schedule is developed so that sections are administered in the sequence in which they are printed in the test booklets.

Develop an agenda and train Test Administrators/Proctors and other building level personnel (review the *Handbook for Assessment Coordinators* for more information).

Ensure that all individuals involved in the handling of assessment materials and/or the administration of the assessment receive instruction regarding test security protocols and procedures.

Ensure that all TAs/Proctors receive a copy of the TA/Proctor *Test Security Certification*.

Ensure that all individuals who will administer and/or proctor the assessment complete the Pennsylvania State Test Administration Training (PSTAT).

Ensure that all individuals involved in the handling and/or administration of the assessment receive instruction that all assessment materials must remain secure. This includes all assessment booklets and other materials containing secure assessment questions and student responses that must be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*.

Ensure that all TAs/Proctors are instructed on the policy regarding electronic devices (e.g., cell phones, smartphones, smartwatches, cameras, etc.).

Ensure that all individuals who assist in the administration of the assessment and all individuals who have access to the secure assessment materials are instructed that they are not in any manner to alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.



Create and maintain the PAsecureID list (refer to the *Handbook for Assessment Coordinators* for specific instructions).

Ensure all students are scheduled for the appropriate assessment.

Ensure that students testing online have prior experience with the online practice test and tools that model the testing mode (online).

Maintain a contingency plan for breaks and for disruptions during testing.

Ensure monitoring software or spyware is disabled or removed from computers, iPads, and Chromebooks to be used for testing.

Ensure all instructional materials that could aid students in answering test items are covered or removed from classrooms and hallways.

Make sure the testing environment is secure and educationally appropriate.

Know the required accommodations for each student with an IEP or 504 Service Plan and/or for each English Learner being assessed and communicate this to the appropriate personnel.

Provide the appropriate testing environment for each student requiring an accommodation.

Inventory tests received in "ship to district." If additional materials are needed, notify DRC. In a "ship to school" the SAC should order additional materials, if needed.

Report any shipping or ordering mistakes immediately.

Create Test Sessions in eDIRECT (if testing online).

Put labels on answer booklets (Do not open test booklets while labeling).

Place a "Testing—Do Not Disturb" sign on doors where testing is occurring.

During Test Administration – SAC

Develop and maintain a procedure for distribution and collection of secure test materials to Test Administrators each day utilizing a sign-out/sign-in process. It is recommended that Test Administrators count the test booklets in the presence of the SAC or his/her designee.

Ensure that Test Administrators are following proper testing protocols.

Make sure students are supervised at all times during testing and all breaks. This supervision requirement includes those students who need additional time to complete any test session.

If there is a disruption (e.g., fire alarm, power outage) ensure the safety of students at all times, and take appropriate precautions concerning the security of the test and answer booklets.

Ensure secure processes and procedures for extended time. Do not allow students to move to an extended time location without a TA and do not allow students to carry materials to an extended time session/location.

Make sure that sections/modules are started and completed in the same day.



Minimize distractions, including intercom announcements.

Ensure tests are stored in a locked area with controlled and limited access.

Report testing irregularities/security breaches immediately to the DAC. If the DAC is unavailable for an extended time or has any involvement in the testing irregularity, PDE must be contacted directly. For the most rapid response, irregularities and/or allegations should be reported to PDE via ra-ed-pssa-keystone@pa.gov. You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

After Each Testing Session – SAC

Collect all materials from Test Administrators.

Account for all test booklets and answer booklets daily. It is recommended that Test Administrators count the test booklets in the presence of the SAC or his/her designee.

Store testing materials in a locked, secure location.

Destroy scratch/grid paper, rough drafts and any other paper on which students have written.

After Test Administration – SAC

Inventory and return tests to the DAC (ship-to-district) or follow pack and ship procedures to return tests to DRC (ship-to-school).

NOTE: School Assessment Coordinators should not open answer booklets or test booklets or review test items.

In ship-to-school LEAs, School Assessment Coordinators should record the UPS Tracking Number for each package, noting the assessment(s) for which it was used and the content of each box. Maintain the number(s) for future reference to document that the materials were returned to DRC.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe; up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

Sign the *Test Security Certification* (School Assessment Coordinator and Principal).

Ensure all Test Administrators, Proctors and other individuals with access to secure testing materials sign the *Test Security Certification*. If someone cannot or does not sign the *Test Security Certification*, immediately report that fact to the Department of Education. For the most rapid response, allegations should be referred to ra-ed-pssa-keystone@pa.gov or report by phone at 844-418-1651 (using the telephone report may delay the response).

3. TEST ADMINISTRATOR/PROCTOR TEST SECURITY GUIDELINES

General Statement: Maintain the security and integrity of all assessment materials, prevent any dishonest or fraudulent behavior in the administration and handling of the assessment, and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

**Before Test Administration – TA/Proctor**

Attend the annual training for TAs/proctors provided by the SAC.

Annually complete the PSTAT.

Review the *Directions for Administration Manual* for the test to be administered.

Read and understand the *Test Security Certification*.

Remove or cover with opaque materials all classroom instructional materials or any other materials that could aid students in answering test items.

Make sure the testing environment is secure and educationally appropriate.

Review the *Code of Conduct for Test Takers* with students prior to the day of testing and respond to all student questions.

Review the *Calculator Policy* and ensure calculators (other than calculators provided within the online testing engine) meet the requirements of the *Calculator Policy*.

Know and prepare to appropriately implement the required accommodations for each student with an IEP or 504 Service Plan and for each English Learner being assessed in your room.

Review with students the possible local sanctions the district will enforce for student misconduct (e.g., cheating and recording test questions).

During Test Administration – TA/Proctor

Collect cell phones, smartphones, and other unauthorized electronic devices as students enter the testing site.

Ensure students are seated for optimal security and at the assigned workstation (online test).

Appropriately implement required accommodations.

During the administration of the mathematics assessment, collect all used scratch/grid paper and any other paper on which students have written after the non-calculator portion to ensure students have not recorded non-calculator items on scratch/grid paper.

Actively monitor testing. Test Administrators should take positions with the best vantage points and continually move around the testing site to ensure students are adhering to the instructions given and are in the correct session. Ascertain that students are not using inappropriate item elimination strategies or making stray marks in the answer bubbles. Test Administrators/Proctors must not be engaged in off task activities such as working on electronic devices, talking with colleagues, or grading student work.

Make sure students are supervised at all times during testing and all breaks. This supervision requirement includes those students who need additional time to complete any test session.

If there is a disruption (e.g., fire alarm, power outage) ensure the safety of students at all times, and take appropriate precautions concerning the security of the test and answer booklets.

Collect test materials when students are finished testing rather than keeping them closed on the students' desks.



Students who finish early may sit quietly, read for pleasure, or read non-content related materials until all students have finished. Reading for pleasure includes magazines along with fiction text such as novels, short stories, poetry, etc. The following are not allowed: reading informational text including topics that discuss a particular skill in the areas of reading and writing. For example, students should not be reading a text that explains how to write a good essay or how to develop a text dependent analysis response. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.

Immediately report testing irregularities/security breaches to the School Assessment Coordinator/Building Principal.

After Each Testing Session – TA/Proctor

Return all scratch/grid paper, rough drafts or any other paper on which students have written to the School Assessment Coordinator to be destroyed.

Account for all test booklets and answer booklets daily and return all secure testing materials to the School Assessment Coordinator immediately after the testing session each day. It is recommended that Test Administrators count the test booklets in the presence of the SAC or his/her designee.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe, up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

Clear the memory of calculators before and after each testing session.

After Test Administration – TA/Proctor

Sign the *Test Security Certification (Test Administrator/Proctor)* and return it to the SAC.

4. GENERAL TEST SECURITY GUIDELINES

The assessments rely on the measurement of individual achievement. Any deviation from assessment procedures is strictly prohibited and will be considered a violation of test security.

School administrators, teachers, and any other education personnel who are involved in the assessment program must maintain the security of all assessment materials at all times.

Because the assessment must remain secure, teachers/Test Administrators should not have assessment materials in their possession at any time other than during the actual assessment administration.

Before Test Administration

DO NOT:

Teach students a test-taking technique that would require them to bubble more than one response to a test question and then return and erase all but one response.

Review student test booklets except for purposes as stated in the *Directions for Administration Manual* and any of the accommodations guidelines documents. Knowledge or review of test items is not necessary for valid test administration and is prohibited.



Note: Interpreters may have access to test materials three days prior to test administration to prepare for accurate interpretation of the test.

Reveal any part of copyrighted materials to anyone.

Copy or otherwise reproduce any part of copyrighted materials.

Review and/or provide answers to test items to students. This includes using any of the test items for instructional purposes.

Possess unauthorized copies of state tests.

Assist in, direct, aid, counsel, encourage, or fail to report immediately any of the actions prohibited in this document.

During Test Administration

DO NOT:

Leave students unattended with testing materials or permit any student to leave the testing site with testing materials for any reason.

Permit students to have unauthorized electronic devices in their possession.

Permit students to look ahead to another section or module of the test before being instructed to do so, or allow students to look back in a test booklet once a test section or module has been completed.

Discuss, disseminate, or otherwise reveal contents of the test to anyone.

Possess secure test materials at any time other than during the actual administration of the test. Test Administrators should be given the secure materials immediately prior to the administration of the test, and the materials must be counted and collected by the SAC immediately after the testing session ends each day.

Coach or provide feedback to students (e.g., answer any questions pertaining to the content of the test, review rough drafts, or give students feedback of any kind including indicating items students may not have answered correctly). This prohibition applies to, but is not limited to, Personal Care Aides (PCA), Therapeutic Support Staff (TSS), or any other one-on-one aide who is assigned to a student.

Define or clarify a word in a test item.

Deviate from any of the read-aloud rules for any portion of the assessments. (The *Pennsylvania Read-Aloud and Scribing Guidelines for Operational Assessments* can be found on the PDE website.)

Read aloud any part of the assessments that will cue the correct answer(s) or provide a hint for the test taker.

Return a test booklet to any student after it has been turned in to the Test Administrator, unless approval is granted by PDE. Test booklets will be returned to students for makeup sessions for absences and for students who go to another testing site for extended time.

Alter, influence, or interfere with a test response in any way; fill in any unanswered item, or instruct the student to do so.

Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this document.

Play music while students are taking the test.



After Test Administration

DO NOT:

Discuss, disseminate, or otherwise reveal the contents of the test to anyone.

Keep/save, copy, reproduce, or use any test, test item, specific test content, or examinee responses to any item or any section of a secure test in any manner inconsistent with the instructions provided by and through the Pennsylvania Department of Education. This includes using any of the test items for instructional purposes.

Review student responses in the answer booklet.

Read or review test booklets or answer booklets containing the test items.

Alter, influence, or interfere with a test response in any way, fill in any unanswered items, or instruct the student to do so.

Discuss or provide feedback regarding test items.

Copy or reproduce any portion of the secure test materials or prepare/provide answer keys.

Erase or change student answers.

Make false or misleading statements about assessment results, including inappropriate interpretations, inaccurate reports, or unsubstantiated claims.

Erase stray marks or darken bubbles or make any alteration to a student's test.

Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this document.

DO:

Immediately report testing irregularities/security breaches. TAs/Proctors should report to the School Assessment Coordinator/Building Principal; SACs should report directly to the DAC. In either case if the appropriate coordinator, whether SAC or DAC, is unavailable for an extended time or has any involvement in the testing irregularity, contact PDE directly. For the most rapid response, irregularities and/or allegations should be reported to PDE ra-ed-pssa-keystone@pa.gov. You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

Sign the *Test Security Certification (General)*.

Appendix B:

Keystone Test Security Certification (Test Administrator and Proctor)

**Spring 2018 Keystone Exam Test Security Certification Form**

(Test Administrator and Proctor)

District: _____

School: _____

AUN: _____

Maintaining the security and integrity of all assessment materials, preventing any dishonest or fraudulent behavior in the administration and handling of the assessment, and promoting a fair and equitable testing environment are essential in order to obtain reliable and valid student scores. In that regard, I certify the following:

Prior to the administration of the assessment, I completed the Pennsylvania State Test Administration Training, and I understand that the assessment materials are secure, confidential, and proprietary documents owned by the Pennsylvania Department of Education.

I have not reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone. I have not removed any assessment materials from the school building unless I was specifically authorized to administer the assessment to a student on homebound instruction. I have not kept, copied, reproduced, released, or used any assessment, assessment question, specific assessment content, or examinee response to any item or any section of the secure assessment in any manner that is inconsistent with the instructions provided by or through the Pennsylvania Department of Education. I have not provided any examinee with an answer to an assessment question or in any way influenced an examinee's response to any assessment question. I have not in any manner altered or caused the alteration of any examinee response, assessment booklet, or papers used by examinees.

I understand that any breach in assessment security could result in the invalidation of assessment results, professional discipline, and/or criminal prosecution.

I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904.

Administrator/Proctor Name_____
Administrator/Proctor Signature_____
Date of Signature

Appendix C:

Algebra I Exam Directions

ALGEBRA I EXAM DIRECTIONS

Below are the exam directions available to students in their test booklets. These directions may be used to help students navigate through the exam.

You may use a calculator on this module. When performing operations with π (pi), you may use either calculator π or the number 3.14.

There are two types of questions in each module.

Multiple-Choice Questions

These questions will ask you to select an answer from among four choices.

- First read the question and solve the problem on scratch paper. Then choose the correct answer.
- Only one of the answers provided is correct.
- If none of the choices matches your answer, go back and check your work for possible errors.
- Record your answer in the Algebra I answer booklet.
- Do not eliminate answers by crossing out bubbles.
- Erase any stray marks in the bubbles.

Constructed-Response Questions

These questions will require you to write your response.

- These questions have more than one part.
- Read the items carefully and respond to exactly what is being asked. You will only be given credit by responding to what is requested; you will not be given credit for work that is not requested in the questions.
- You cannot receive the highest score for a constructed-response question without completing all the tasks in the question.
- All responses must be written in the appropriate location in the Algebra I answer booklet. Some answers may require graphing, plotting, labeling, drawing, or shading. If you use scratch paper to write your draft, be sure to transfer your final response to the Algebra I answer booklet.

If you finish early, you may check your work in Module 1 [or Module 2] only.

- Do not look ahead at the questions in Module 2 [or back at the questions in Module 1] of your exam materials.
- After you have checked your work, close your exam materials.

You may refer to this page at any time during this portion of the exam.

Appendix D:

Code of Conduct for Test Takers



CODE OF CONDUCT FOR TEST TAKERS

DO...

- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the “best answer.” Also, be sure to read any open-ended items and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer(s) you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

DO NOT...

- Have notes in your possession during the test.
- Have any unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, etc.) in your possession during the test. Note, you may have approved calculators, if applicable, during the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers by making marks in multiple bubbles and erasing. Mark only the bubble for the correct answer(s) you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.)
- Take notes about the test to share with others.
- Leave an online test session until the session is complete or until instructed to do so.
- Use social media to post information about the test and/or test items.

Appendix E:

Pennsylvania Calculator Policy



PENNSYLVANIA CALCULATOR POLICY

If a student chooses to use a calculator (other than the online options) on the Keystone Exams or PSSA in sections where the calculator is permitted, the student must adhere to the guidelines listed below. It is incumbent upon the School Assessment Coordinator to ensure that all calculator policies are implemented and followed, including making sure calculators have no programs or other data stored in their memory other than those that are factory installed. Please note that if a student wants to restore the deleted programs, the student will need to back up these programs prior to the assessment. In addition, the memory must be cleared on the calculator prior to and following each test session of the assessment.

The following are **not** permitted for the PSSA or Keystone Exams:

- Devices that have a primary purpose other than functioning as a calculator such as cell phones, smartphones, smartwatches, PDAs, laptops, tablets, pocket organizers, etc.
- Calculators with infrared, Wi-Fi, Bluetooth, or other beaming or wireless capabilities, unless the beaming or wireless capabilities are disabled
- Calculators with built-in Computer Algebra Systems (CAS)
- Calculators that make noise, have paper tape, need to be plugged in, or talk; these specific calculators can only be used as a required accommodation as stated in the Accommodations Guidelines
- Calculators shared by students during a test session
- Any and all non-factory (add-on) programs or information stored in the calculator

This calculator policy is intended to be a general description of what is not allowed. It is not meant to be an exhaustive list of specific calculators, devices, or technologies that must not be used on the PSSA or Keystone Exams. Please note that as technology changes, this policy may also change.

Appendix F:

Algebra I Constructed Response

Scoring Guidelines

ALGEBRA I CONSTRUCTED-RESPONSE QUESTIONS***GENERAL DESCRIPTION OF SCORING GUIDELINES*****4 Points**

- The response demonstrates a *thorough* understanding of the mathematical concepts and procedures required by the task.
- The response provides correct answer(s) with clear and complete mathematical procedures shown and a correct explanation, as required by the task. Response may contain a minor “blemish” or omission in work or explanation that does not detract from demonstrating a *thorough* understanding.

3 Points

- The response demonstrates a *general* understanding of the mathematical concepts and procedures required by the task.
- The response and explanation (as required by the task) are mostly complete and correct. The response may have minor errors or omissions that do not detract from demonstrating a *general* understanding.

2 Points

- The response demonstrates a *partial* understanding of the mathematical concepts and procedures required by the task.
- The response is somewhat correct with *partial* understanding of the required mathematical concepts and/or procedures demonstrated and/or explained. The response may contain some work that is incomplete or unclear.

1 Point

- The response demonstrates a *minimal* understanding of the mathematical concepts and procedures required by the task.

0 Points

- The response has no correct answer and *insufficient* evidence to demonstrate any understanding of the mathematical concepts and procedures required by the task.



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SPRING 2018
KEYSTONE EXAMS
ALGEBRA I

DIRECTIONS FOR ADMINISTRATION MANUAL