



pennsylvania
DEPARTMENT OF EDUCATION



**PENNSYLVANIA
KEYSTONE EXAMS**

LITERATURE EXAM

SPRING 2018

DIRECTIONS FOR ONLINE ADMINISTRATION

SPRING 2018

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This manual is to be used for the online administration of the **Literature 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) once every school year for which they are a TA or proctor, found at www.pstattraining.net.
- 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. Recording Excessive Logins

DRC (the test contractor) prepares a report for PDE on excessive logins by the same student to an online assessment. Maintain a record of system failures such as the loss of Internet access, etc., in the event there are questions regarding excessive logins.

4. Storing Test Tickets

All 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 Tickets received and returned in the presence of the SAC or his/her designee.

- a. The *Directions for Online 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 Literature Keystone Exam will receive **a Test Ticket**.
- 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.

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 requirements for the school year).
2. Become familiar with the exam administration procedures provided in this document, the Literature Keystone Exam *Directions for Online 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 Literature Keystone Exam.
4. Distribute the Test Tickets to the students at the time of the exam.
5. Have the students verify that the information on their Test Tickets is correct.
6. Immediately notify the SAC of any incorrect Test Ticket information identified by the students.
7. Read the directions for administration to students at the start and end of each module of the Literature Keystone Exam.
8. Actively monitor the exam environment during the scheduled exam time.
9. 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.
10. Return all scratch paper and any other paper on which students have written to the SAC or his/her designee at the end of each exam session.
11. 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 Literature Online Keystone Exam must be administered within the PDE-designated exam window on the dates assigned by the LEA. The exam room may need to be rearranged for the Keystone Exam administration. Since this exam is to be administered online, the classroom or computer lab settings must include an adequate number of computer terminals. Other settings may be used according to local needs and available facilities. Exam situations created to dishonestly inflate assessment scores are a violation of exam security.

The Literature Online 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 online administration of the Literature Keystone Exam. This exam includes procedures that students may not have encountered before.

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 Literature Keystone Exam *Directions for Online Administration Manual* (this document) must be read in advance in order to become familiar with the procedures for administering the online exam. Just prior to the exam session on the day of the administration, the SAC will allow the TA to review the Keystone Test Ticket information. 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. The location of existing computer workstations may require repositioning some workstations to avoid this interaction, as well as to minimize potential security concerns.
 - e. Keep seating charts for every exam he or she administers (recommended).
 - f. Optional: Prepare copies of the Keyboard Shortcuts for System (see Appendix C) and the Literature Constructed-Response *General Description of Scoring Guidelines* (see Appendix D) for those students that may want them.
3. View the Student Tutorial and take the Online Tools Training to become familiar with the online testing tools and functionality. See Part III of this document for more information.
4. Review the Exam Directions that students will have access to during the exam administration. See Appendix E for more information.
5. Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix F for more information.
6. Confirm that PA Online Assessment software is installed on computers to be used for testing. Contact the SAC for more information.
7. 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 Literature 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, the SAC or SAC's designee must select the accommodation "Some test items/questions read aloud" within eDIRECT ('Student Management' > 'Manage Students'). However, it is only appropriate to read all test items aloud if this practice is documented as an accommodation. If reading the entire assessment is used as an accommodation, the SAC or the SAC's designee must select the accommodation, "All test items/questions read aloud," within eDIRECT ('Student Management' > 'Manage Students').

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.

8. Test Tickets are supplied for each student. If any student does not have a Test Ticket, immediately notify the SAC.
9. Review and understand the *Test Security Certification* form found in Appendix B (contact your SAC if you need more information).
10. This exam includes multiple test forms. One of these forms will be assigned to each student.

D. Prepare the Students for the Exam

1. Inform students in advance of the schedule for the exam sessions. Explain to students that they will have the opportunity to become familiar with features of the online test by taking a Test Tutorial and by completing the Online Tools Training.
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. Each student should know or be provided his or her PAsecureID. Students are asked to confirm their PAsecureID when logging in to the online testing system. For more information on PAsecureID, contact the SAC.
5. Discuss the *Code of Conduct for Test Takers* (Appendix G) 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 select 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.
6. Students may **not** use a dictionary or a thesaurus for any part of this exam.

7. Only responses entered in the online test will be scored. There is no printed test booklet or answer booklet used with any Online Keystone Exam. Students may highlight or make notes or comments using the features available with the Keystone Online Assessment Software. They may also use scratch paper, but they must record their answers online. All scratch paper and any other paper on which students have written must be collected and returned to the SAC at the conclusion of each module.
8. The Literature Online Keystone Exam includes questions that require students to select from four possible answer choices. Students will read each question and select their answer by clicking on the appropriate bubble. **Answers written or marked on scratch paper will not be scored.** The Literature Online Keystone Exam includes questions that require students to write a response. Students will read each question and record their responses in the spaces provided. **Answers written on scratch paper will not be scored.**

Students are permitted to	Students are NOT permitted to
<ul style="list-style-type: none">use scratch paper. (Students may use it to create their own graphic organizers, etc., during the exam.)	<ul style="list-style-type: none">use preprinted graphic organizers.possess or use unapproved electronic devices, including cell phones, smartphones, smartwatches, cameras, 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

E. Prepare the Room 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. literary terms and/or definitions
2. examples of genres
3. illustrations of literary organization

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 Literature constructed-response questions (Appendix D) may be displayed in the classroom. Each student will have access to the *General Description of Scoring Guidelines* used for Literature constructed-response questions as part of the online exam. Additionally, each student may have a copy of the guidelines on his or her desk, but it must be a clean copy.

Make certain that the computers are functioning and ready for students to use.

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 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.

Test Administrator materials:

1. One Literature Keystone Exam *Directions for Online Administration Manual* (this manual)
2. “**Testing—Do Not Disturb**” sign(s) to hang on the door(s)
3. Extra sharpened pencils for students to use on their scratch paper
4. A Student Login Roster (includes a Test Ticket for each student taking an Online Keystone Exam)

Student materials:

1. A computer or computer terminal with the testing software installed
2. Scratch paper for each module
3. Sharpened pencils for use on the scratch paper
4. A Student Login Ticket (Test Ticket) for each student, which are secure materials

Optional student materials:

1. A copy of the Keyboard Shortcuts for System (Appendix C)
2. A copy of the Literature Constructed-Response *General Description of Scoring Guidelines* (Appendix D)

After each module, secure exam materials, including scratch paper and any other paper on which students have written, must be returned immediately to the SAC. **All** secure exam materials must be accounted for and destroyed by the SAC or his/her designee after both modules are completed. **Note:** The same Test Ticket is needed for both Module 1 and for Module 2.

G. Computers, Testing Software, and Student Test Tickets

The testing software should have been installed on all computers and testing devices prior to the start of testing. Make certain that all monitoring capabilities have been disabled on all computers being used during testing. TAs may not monitor students’ computers and screens via software. Contact the SAC if more information is needed.

Each student taking the assessment requires a Student Login Ticket (Test Ticket). These Test Tickets will be provided immediately prior to the test administration. There are no other necessary preprinted student test materials used with any Online Keystone Exam. After each administration, immediately return the Test Tickets to the SAC. Note that every Test Ticket has a unique Username and a unique Password. The Username is the student’s PAsecureID.

The Test Tickets for a given testing session are part of the Student Login Roster. The roster is printed by the SAC and distributed on the day of the test. The roster summarizes test session information such as the administration name, test session name, and the name of the test. In addition, it provides a list of students who are registered as part of a specific test session to participate in a specific test. The Student Login Roster contains a list of tasks that the TA will perform prior to testing. These Student Login Tasks are included in Appendix H.

Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. If distributed to students, the shortcuts must be collected at the end of the module, similar to scratch paper being collected at the end of each module, and returned to the SAC. Shortcuts on which students have written should be destroyed, similar to the procedure for destroying scratch paper.

H. 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.

I. General Organization of the Exam

The Literature 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 computers and the testing space. Each module in the Literature 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
Literature	1	23	4	10–15	73	83–88
Literature	2	23	4	10–15	73	83–88

J. Code of Conduct for Test Takers

The *Code of Conduct for Test Takers* (Appendix G 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.**

K. Display Exam Information

During the exam, students are to respond to a specific set of questions. The following Literature 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.

Literature Module 1	Literature Module 2
Exam Questions 1–27	Exam Questions 1–27

In addition to the above information, also post the **Test Session** name. **Students will be asked to confirm the Test Session name when they sign in to an assessment.** The Test Session name is printed on the Student Login Roster to be provided by the SAC on the day of testing.

L. Extended Exam Time

The Literature Keystone Exam is an untimed assessment. Not all students will finish the exam modules 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 select the 'Review/End Test' button and follow the onscreen directions when they have finished the module of the exam that they have been assigned. TAs must collect exam materials, including scratch paper and any other paper on which students have written, when students are finished testing.

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 areas of literature. 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. If a student needs to move to a new location to continue the exam, the student should select the 'Pause' button located at the bottom of the screen. As the student has not completed the assessment, he or she should not select the 'End Test' button. For more information, see Appendix F of this manual.
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:
- 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.
 - Do not** allow students to attend any classes or related activities between the original exam session and the extended exam session.
 - Do not** allow any overnight extensions.
Note: In rare circumstances (e.g., illness, emergency, etc.), students may be required to complete the module the next day. If a student must continue the module the next day, he or she may use the same Student Login Ticket (Test Ticket) to sign in to the test. However, the Student Login Ticket (Test Ticket) must be Unlocked before the student will have access to the test.
 - Contact the SAC for more information if these circumstances occur.**
 - Students completing the module the next day must be monitored closely to ensure that no previous answers are changed.**
 - 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.

Important Reminder: There are certain scenarios for which a student will need to 'Pause' and 'Exit' the test during a session. The most common reason is for a student who requires extended testing time and needs to be moved to a different room and computer to finish a session. The only other reasons for students to 'Pause' and 'Exit' are for approved absences from the testing room that span longer than the timeout for test inactivity (e.g., illness/medical attention, unexpected fire drill). The 'Pause' and 'Exit' action must be strictly limited to situations that cannot be avoided or are educationally valid.

The testing room must be closely monitored to ensure that students remain logged in to the exam at all times. Students who exit and re-enter the exam during the administration of a module without explicit approval are violating test security. Any such violation must be addressed immediately and reported to PDE if it is determined that the student exited the test to access any information to give the student a testing advantage.

PDE has DRC (the test contractor) prepare a report on excessive logins by the same student to an online assessment. Please keep a record of system failures such as the loss of the Internet, etc., in the event an excessive login report regarding any of your students is questioned.

M. Exam Administration Reminders

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

Prior to exam administration:

1. Be sure students have explored the Student Tutorial, have taken the Online Tools Training, and know how to use the tools within the online system—including where and how to mark their answers.
2. Follow the directions of the SAC and this manual for maintaining exam security.
3. Establish an environment that encourages students to approach the exam in a positive manner.
4. 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.']

5. Optional: Prepare copies of the Keyboard Shortcuts for System (see Appendix C) and the *General Description of Scoring Guidelines* used for Literature constructed response questions (see Appendix D).

Immediately before exam administration:

1. Review the roster contained within the Student Login Summary, and make certain that all students intended for testing are on the roster. Notify the SAC if there are errors on the roster.
2. Make certain that a Student Login Ticket (Test Ticket) is ready for each student taking the exam. Notify the SAC if any Student Login Tickets are missing.
3. Make certain that students who are to receive special online accommodations have all the tools and forms available.
4. Be sure each student has the correct Student Login Ticket (Test Ticket).

Note: Student test tickets will indicate when a student is to receive an online accommodation. If a student that requires an accommodation does not have it indicated on the ticket, contact the SAC prior to the student beginning the assessment.

5. Review the Test Directions that students will have access to during the assessment. See Appendix E for more information.
6. Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix F for more information.

During exam administration:

1. Follow the directions of the SAC and this manual for maintaining exam security.
2. The Keystone Exam Directions (as they appear online) are printed in Appendix E of this manual. They may be repeated to students as needed during the administration; however, the TA may not paraphrase, offer additional information, or give information that provides clues concerning test questions or answer choices.
3. It is acceptable to encourage the group of students to keep trying.
4. For issues associated with the software tools and features of the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity, refer to Appendix F.
5. In some places in this manual, the TA will be prompted to reference where specific administration information can be found within the online testing system. You may need to pause to show individual students how to find onscreen information.
6. Students are not permitted to assist other students with operating the computer or the online tools during the online exam.
7. Screen captures included in this manual are intended to help TAs confirm that students are on the correct screen within the online assessment.

When ready to start the exam, the TA should begin with the section titled *Start the Exam* in Part IV of this manual.

Two trainings are provided to assist the students and TAs with functionality of the Online Keystone Exams. The first is a student tutorial to help students become familiar with taking the online exam. The second familiarizes students with the tools that are available to them during the online exam administration.

A. Keystone Exams Student Tutorials

The Student Tutorials are designed to be viewed by students prior to taking the Online Keystone Exam for each content area. The tutorials use pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the DRC INSIGHT Online Assessment Software. Each tutorial is an interactive environment that allows students to explore areas within the DRC INSIGHT Online Assessment Software at their own pace. Although a thorough review of a tutorial will take about 20 minutes, most students can become knowledgeable about the DRC INSIGHT Online Assessment Software in as few as 10 minutes of exploration. However, additional time should be scheduled for students to review tutorial segments as needed.

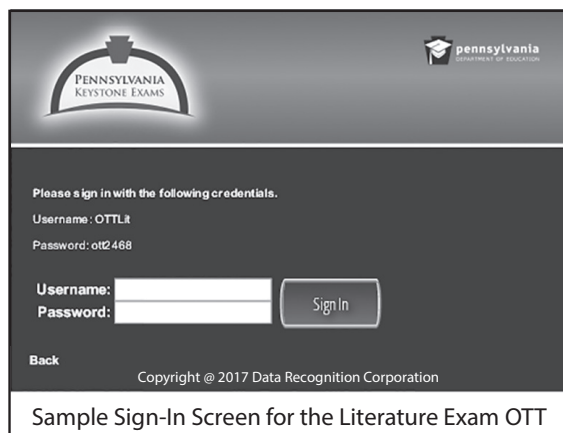
1. The Student Tutorials can be accessed directly from students' computer desktops by double-clicking on the DRC INSIGHT Online Assessment Tutorials icon or from the PA eDIRECT website (<https://pa.drcedirect.com>; select 'All Applications' > 'General Information' > 'Test Tutorials').
2. There is a unique tutorial for each Keystone Exam content area. Students should choose the tutorial that relates to the intended exam.
3. The tutorial must be viewed at least once by all TAs prior to the first day upon which they will supervise each content area of the Online Keystone Exam administrations.
4. The tutorial must be viewed at least once by students in advance of the testing day for each content area. There are no restrictions on accessing these tools. Encourage students to repeat the tutorial as often as desired and needed.
5. The narration within the tutorials is provided both as spoken audio and as printed captioning displayed directly on the screen, allowing the student to read along as the script is read aloud. It is recommended that headphones be provided for those students who are listening to the tutorials in close quarters.
6. Students are encouraged to review specific parts of the tutorials as needed. They may select topics or concepts within a tutorial using the links to specific tools and functions. Overview videos are also available in order that students may review an entire grouping of topics.
7. TAs should explore the overview videos (groupings of topics) and review the specific functionalities within each tutorial.
8. The tutorials should be viewed by students before viewing the Online Tools Training. (For more information see Part III, Section B *Keystone Exams Online Tools Training*.) Many schools schedule a tutorial session for students and then immediately have the students do the Online Tools Training. This training should be completed before the scheduled test administration of each content area.
9. TAs should review the Test Directions (Appendix E) that students will have access to during the administration of the assessment.
10. TAs must review Appendix F and become familiar with the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

Note: If a school has capacity issues with the computer labs, TAs may lead the students through the Student Tutorials in the regular classroom using an LCD projector and one Internet connection. However, the Online Tools Training will require that students have access to individual computer stations.

B. Keystone Exam Online Tools Training

The Online Tools Training (OTT) is designed to provide an introductory experience in preparation for taking an Online Keystone Exam. The purpose of the OTT is for the students to observe and try out features of the DRC INSIGHT Online Assessment Software prior to an actual exam administration. The OTT is not a practice test and is not scored. Questions have been chosen to demonstrate the features and tools of online testing. The goal is instruction on the use of the computer and the online assessment software and not the testing of content or skills within any subject. Remind students that the OTT is designed for students to experience taking an exam on a computer and to experiment with the tools and features available to them during an actual exam.

1. Both TAs and students should take the Online Tools Training before students begin the online exam administration in each content area.
2. To begin an Online Tools Training, students select the 'DRC INSIGHT Online Assessment' icon, select 'Online Tools Training' under the Keystone portion of the window, select a content area, and then select a subject. Once the program opens, all students should enter the Username and Password displayed on the sign-in screen. A sample sign-in screen is shown below.



The image shows a sample sign-in screen for the Literature Exam Online Tools Training (OTT). At the top, there is a header with the 'PENNSYLVANIA KEYSTONE EXAMS' logo on the left and the 'pennsylvania DEPARTMENT OF EDUCATION' logo on the right. Below the header, the text reads 'Please sign in with the following credentials.' followed by 'Username: OTTLit' and 'Password: ott2468'. There are input fields for 'Username:' and 'Password:', and a 'Sign In' button. A 'Back' link is located below the input fields. At the bottom, it says 'Copyright © 2017 Data Recognition Corporation' and 'Sample Sign-In Screen for the Literature Exam OTT'.

- a. The Username is "OTTLit."
 - b. The Password for each OTT is "ott2468."
3. Students will learn to use the testing tools while answering the practice questions. Practice Hints are provided with some test questions. The Practice Hints are a guide to focus student exploration on key tools and features. **Note:** Practice Hints do not appear in the actual exams.
 4. TAs should review with students the Test Directions (Appendix E) and the software tools and features (Appendix F) related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.
 5. The Online Tools Training is provided so that students can practice using the tools and features of online assessments within the format of the actual assessment.
 6. TAs may help students with questions concerning the Online Tools Training or show them how to use the tools in the Online Tools Training.

Note: The DRC INSIGHT Online Assessment Software provides students with a review screen after they have selected the 'Review/End Test' option. The student may elect to skip over the review of items and submit the test without answering all of the questions.

A. General Information

In this Keystone Exam, the presentation of and specific exam questions vary from one form to another. This variation is an intentional element of the Keystone Exams.

For issues associated with the software tools and features of the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity, refer to Appendix F.

1. In some places in this manual, the TA will be prompted to reference where specific administration information can be found within the online testing system. You may need to pause to show individual students how to find onscreen information.
2. Students are not permitted to assist other students with operating the computer or the online tools during the online exam.
3. Screen captures included in this manual are intended to help TAs confirm that students are on the correct screen within the online assessment.

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.

Students must acknowledge they understand the *Code of Conduct for Test Takers* prior to beginning the exam. When ready to start the exam, the TA should begin with the section titled “*Start the Exam—Code of Conduct for Test Takers*” found on the next page of this manual.

B. Start the Exam—Code of Conduct for Test Takers

Note: The TA must not paraphrase the indented text in bold type. It must be read aloud to students exactly as written.

Collect all unapproved electronic devices prior to the start of testing. Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, or other unapproved electronic device.

Make certain that every student is sitting at a separate computer, and make certain that every computer used for testing is turned on and the desktop of the computer is visible to the student seated at that computer.

Say:

Welcome to the Literature Pennsylvania Online Keystone Exam. Carefully follow the directions and give this exam your best effort. I will now distribute your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.

Distribute individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Ticket to each student. When you are ready, say:

Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.

Correct any ticket distribution errors. When you are ready, say:

Now we are ready to begin. First, select the ‘DRC INSIGHT Online Assessment’ icon on your desktop. You should see the “Welcome to Pennsylvania Online Assessments” screen. Is there anyone who does not see the “Welcome” screen?

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

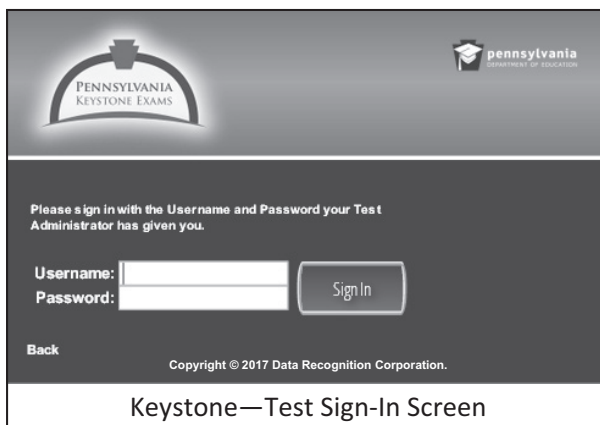
Under the Keystone Exams column on the right side of your screen, select the words ‘Test Sign In.’ You should see the “Test Sign-In” screen appear. Is there anyone who does not see the “Test Sign-In” screen?

Pause to assist students as necessary. Check to make sure that the “Test Sign-In” screen includes the Keystone Exams logo. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, select the ‘Sign In’ button in the middle of the screen.

Pause while students enter their login credentials.

Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.



Note: If any Test Ticket has an error on it, please contact the SAC.

When all students are ready, say:

When you have selected the 'Sign In' button, a second "Welcome" screen opens. Is there anyone who does not see the second "Welcome" screen?

Pause to assist students as necessary. When all students are ready, say:

Look at the information on the "Welcome" screen. This information should be the same as the information on your Test Ticket. Make sure that the following facts are correct:

- Your name
- Your test name
- Your test session
- Your school name
- Your PAsecureID

If the information about you is correct, select the 'Continue' button. If the information is not correct, raise your hand.

Welcome Student's Name!

Before you begin testing, please confirm your profile information is correct:

Test Name: Student's Test Name
Test Session: Student's Test Session
School Name: Student's School Name

Your PAsecureID is: 1234567890 (Student's PAsecureID)

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Continue **Exit**

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Keystone—Second Welcome Screen

Pause to assist students as necessary. Contact your SAC if a student finds an error on the "Welcome" screen. When all students are ready, say:

After you have selected the 'Continue' button, the "Test Selection" screen will open. Is there anyone who does not see the "Test Selection" screen?

Pause to assist students as necessary. When all students are ready, say:

We are now ready to begin. Select the words 'Literature—Code of Conduct for Test Takers.' Once you have chosen 'Literature—Code of Conduct for Test Takers,' the "General Test Directions" screen should open. Is there anyone who does not see the "General Test Directions" screen?

The following tests have been scheduled for Student's Name!

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Literature—Code of Conduct for Test Takers](#)
- [Literature—Module 1](#)
- [Literature—Module 2](#)

Exit

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Keystone—Test Selection Screen

The test session is identified in the upper-left corner of the "General Test Directions" screen. Check the screens of all devices to confirm that all students are on the *Code of Conduct for Test Takers*. If a student has selected a module, select **Exit**; then confirm you want to exit on the next screen to return to the "Test Sign-In" screen to log back in to the exam. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected session.

Pause to assist students as necessary. When all students are ready, say:

At the top of the screen is a box labeled “ATTENTION.” Read the paragraph inside the box silently as I read it aloud.

Attention. Do not photograph, copy, or reproduce material from this assessment in any manner. All material contained in this assessment is secure and copyrighted material owned by the Pennsylvania Department of Education. Copying of material in any manner, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.

Are there any questions about this paragraph?

Answer all questions. When students are ready, say:

I will now read the “General Test Directions.” Read the “General Test Directions” silently as I read them aloud.

General Test Directions

This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.

Pause to assist students as necessary. Contact the SAC if a student does not see the three circles. Then say:

I will now read the “Helpful Hints.” The “Helpful Hints” are printed below the “General Test Directions.” Use the scroll bar on the right side to follow along silently as I read the “Helpful Hints” aloud.

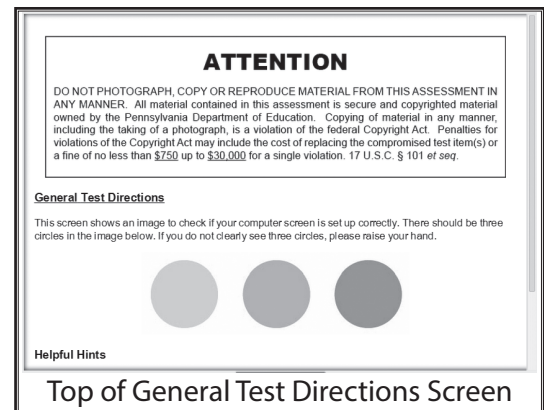
Helpful Hints

- **There is no time limit to finish the test.**
- **Only one question at a time will appear on the screen.**
- **If you need to go away from your computer, click on the ‘Pause’ button. Click on the ‘Resume’ button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.**
- **To see your progress on the test, click on the ‘Review/End Test’ button. You may go to any question by selecting it from the list that appears on the screen.**
- **Click on the ‘?’ [Help] button to find more information.**

Are there any questions about the Helpful Hints?

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

Select the ‘Begin The Test’ button at the bottom of the screen.



Pause to assist students as necessary. When all students are ready, say:

Read the statement on your screen 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*, use the Pointer tool to darken the bubble. If you have questions about the *Code of Conduct for Test Takers*, raise your hand.

Note: The *Code of Conduct for Test Takers* is in Appendix G of this manual.

Answer student questions until all understand the *Code of Conduct for Test Takers* and they have clicked on the bubble. When students are ready, say:

Select the ‘Review/End Test’ button in the bottom-left corner of the screen.

Then select the ‘End Test’ button to finish the test section. You will be asked to confirm that you are done.

Note: Once the student has chosen the ‘End Test’ button, the student must provide a confirmation that he or she is finished. If the student has left the item incomplete, the “End Test Confirmation” screen will read “Are you done with your test? Be sure you have answered all of the questions. To continue testing, select ‘Return to Review.’ To turn in your test, select ‘Submit.’” Once the student has ended the test session, the student cannot go back into the test section to review the statement or indicate that the student understands the *Code of Conduct for Test Takers*.

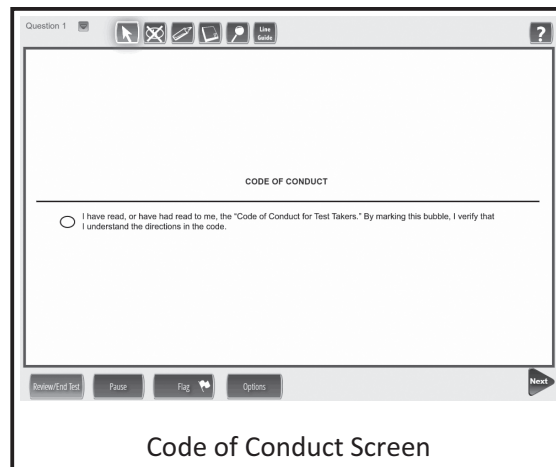
When all students have finished, say:

When you have selected the ‘End Test’ button, a confirmation screen opens indicating you have completed this test section. Select ‘Submit’ and then ‘OK’ on the next screen to return to the “Test Sign-In” screen. Is there anyone who does not see the “Test Sign-In” screen?

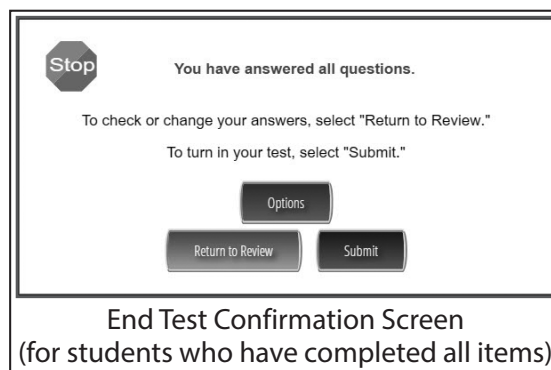
Allow time for students to reach the “Test Sign-In” screen. Say:

You are now going to take Module 1.

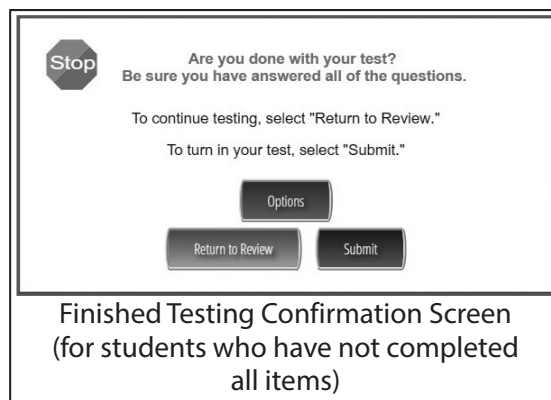
Continue with the next section found on the next page of this manual.



Code of Conduct Screen



End Test Confirmation Screen
(for students who have completed all items)



Finished Testing Confirmation Screen
(for students who have not completed all items)

C. Administer the Literature Exam—Module 1

Collect all unapproved electronic devices prior to distributing any exam materials. Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, or other unapproved electronic device.

Make certain that every student is sitting at a separate computer, and make certain that every computer used for testing is turned on and the desktop of the computer is visible to the student seated at that computer.

Students will have an opportunity to do some work on scratch paper, so make sure that all students have two sharpened pencils. These directions will also prompt you to distribute a supply of scratch paper.

Say:

Welcome back to the Literature Pennsylvania Keystone Exam. We are now ready to begin Module 1. Carefully follow the directions and give this exam your best effort.

If you have one or more students using headphones, say:

If you are using headphones for this exam, do not put on the headphones until I tell you to do so.

Say:

This module has three passage sets. Each passage set includes a passage, a series of multiple-choice questions, and at least one constructed-response question.

Before responding to any exam questions, be sure to carefully read each passage and follow the directions for each passage set.

There are two types of questions in each module.

Multiple-choice questions require that you select an answer from among four choices.

- **Read the question carefully. Then choose the correct answer and record your choice.**
- **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.**

Constructed-response questions require that you type 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 typed in the appropriate response box. Some answers may require explaining, analyzing, describing or comparing. If you use scratch paper to write your draft, be sure to transfer your final response to the appropriate response box.**

I will now pass out scratch paper. Do not begin until I tell you to do so.

Distribute scratch paper. When you are ready, say:

Now we are ready to begin.

You should see the “Test Sign-In” screen. Is there anyone who does not see the “Test Sign-In” screen?

Pause to assist students as necessary. Check to make sure that the “Test Sign-In” screen includes the Keystone Exams logo. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, select the ‘Sign In’ button in the middle of the screen.

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

Note: If any Test Ticket has an error, please contact the SAC.

When all students are ready, say:

When you have selected the ‘Sign In’ button, a second “Welcome” screen opens. Is there anyone who does not see the second “Welcome” screen?

Pause to assist students as necessary. When all students are ready, say:

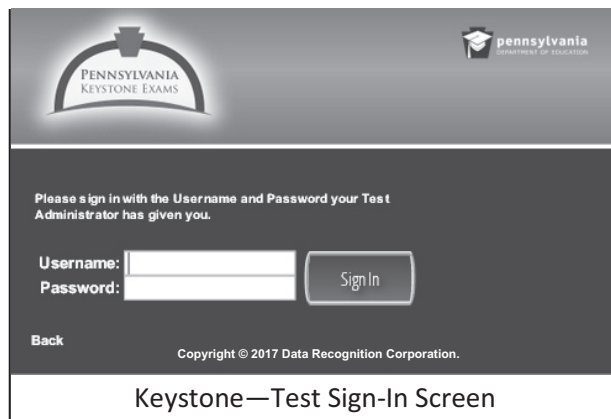
Look at the information on the “Welcome” screen. This information should be the same as the information on your Test Ticket. Make sure that the following facts are correct:

- Your name
- Your test name
- Your test session
- Your school name
- Your PAsecureID

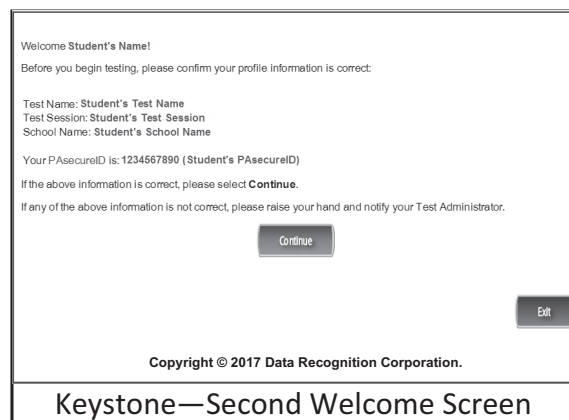
If the information about you is correct, select the ‘Continue’ button. If the information is not correct, raise your hand.

Pause to assist students as necessary. Contact your SAC if a student finds an error on the “Welcome” screen. When all students are ready, say:

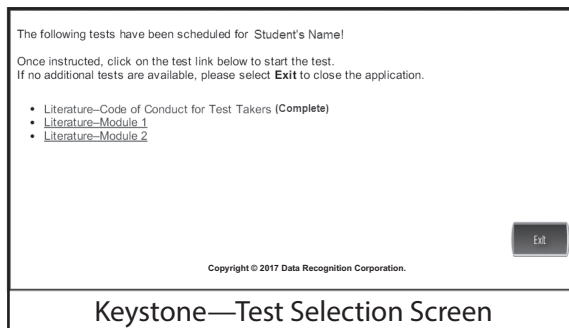
After you have selected the ‘Continue’ button, the “Test Selection” screen will open. Is there anyone who does not see the “Test Selection” screen?



The screenshot shows the Keystone Test Sign-In screen. At the top left is the Keystone Exams logo, and at the top right is the Pennsylvania Department of Education logo. The main heading reads "Please sign in with the Username and Password your Test Administrator has given you." Below this are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a "Sign In" button. At the bottom left is a "Back" link, and at the bottom center is the copyright notice "Copyright © 2017 Data Recognition Corporation." The screen is titled "Keystone—Test Sign-In Screen" at the bottom.



The screenshot shows the Keystone Second Welcome screen. It begins with "Welcome Student's Name!" followed by the instruction "Before you begin testing, please confirm your profile information is correct:". Below this, it lists the following information: "Test Name: Student's Test Name", "Test Session: Student's Test Session", and "School Name: Student's School Name". It then displays "Your PAsecureID is: 1234567890 (Student's PAsecureID)". Below this, it says "If the above information is correct, please select **Continue**." and "If any of the above information is not correct, please raise your hand and notify your Test Administrator." There are two buttons: "Continue" and "Exit". At the bottom center is the copyright notice "Copyright © 2017 Data Recognition Corporation." The screen is titled "Keystone—Second Welcome Screen" at the bottom.



The screenshot shows the Keystone Test Selection screen. It begins with "The following tests have been scheduled for Student's Name!". Below this, it says "Once instructed, click on the test link below to start the test." and "If no additional tests are available, please select **Exit** to close the application." Below this, it lists the following tests: "Literature—Code of Conduct for Test Takers (Complete)", "Literature—Module 1", and "Literature—Module 2". There is an "Exit" button at the bottom right. At the bottom center is the copyright notice "Copyright © 2017 Data Recognition Corporation." The screen is titled "Keystone—Test Selection Screen" at the bottom.

Pause to assist students as necessary. When all students are ready, say:

We are now ready to begin the test. Select the words “Literature—Module 1.” Once you have selected “Literature—Module 1,” the “General Test Directions” screen should open. Is there anyone who does not see the “General Test Directions” screen for Module 1?

The module number appears in the upper-left corner of the “Test Directions” screen. Check the screens of all devices to confirm that all students are on Module 1. If a student has selected Module 2, select ‘Exit,’ then confirm you want to exit on the next screen to return to the “Test Sign-In” screen to log back in to the exam. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected module.

Pause to assist students as necessary. When all students are ready, say:

At the top of the screen is a box labeled “ATTENTION.” Read the paragraph inside the box silently as I read it aloud.

Attention. Do not photograph, copy, or reproduce material from this assessment in any manner. All material contained in this assessment is secure and copyrighted material owned by the Pennsylvania Department of Education. Copying of material in any manner, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.

Are there any questions about this paragraph?

Answer all questions. When students are ready, say:

I will now read the “General Test Directions.” Read the “General Test Directions” silently as I read them aloud.

General Test Directions

This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.

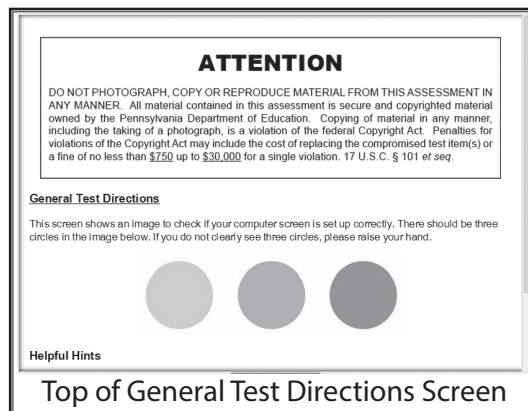
Pause to assist students as necessary. Contact the SAC if a student does not see the three circles. Then say:

I will now read the “Helpful Hints.” The “Helpful Hints” are printed below the “General Test Directions.” Use the scroll bar on the right side to follow along silently as I read the “Helpful Hints” aloud.

Helpful Hints

- **There is no time limit to finish the test.**
- **Only one question at a time will appear on the screen.**
- **If you need to go away from your computer, click on the ‘Pause’ button. Click on the ‘Resume’ button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.**
- **To see your progress on the test, click on the ‘Review/End Test’ button. You may go to any question by selecting it from the list that appears on the screen.**
- **Click on the ‘?’ [Help] button to find more information.**

Are there any questions about the Helpful Hints?



Note: The “General Test Directions” and “Helpful Hints” (as they appear online) are printed in Appendix E of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

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

Select the ‘Next’ button at the bottom of the screen.

Pause to assist students as necessary. When all students are ready, say:

I will now read the “Test Directions.” Read the “Test Directions” silently as I read them aloud. Use the scroll bar on the right side to follow along.

Test Directions

Read these directions carefully before beginning the exam. To look at these directions again, click on the ‘?’ [Help] button and choose the “Test Directions” tab.

Test Directions

Read these directions carefully before beginning the exam. To look at these directions again, click on the ? [Help] button and choose the **Test Directions** tab.

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area in which to enter your response.

Answering Questions

Read each question carefully and choose your answer or enter your response.

- For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the **Pointer** tool.
 - Only one of the answer choices provided is correct.
 - To change an answer, use the **Pointer** tool to choose a different answer.
 - Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- For constructed-response questions, use the keyboard to type your response in the area provided.
 - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by selecting the ? [Help] button and choosing the **Scoring** tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.
- Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to assist you during the test.

Top of Test Directions Screen

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area in which to enter your response.

Answering Questions

Read each question carefully and choose your answer or enter your response.

- For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the **Pointer** tool.
 - Only one of the answer choices provided is correct.
 - To change an answer, use the **Pointer** tool to choose a different answer.
 - Click on the ‘Flag’ button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- For constructed-response questions, use the keyboard to type your response in the area provided.
 - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by selecting the ‘?’ [Help] button and choosing the ‘Scoring’ tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.
- Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to assist you during the test.

Continue reading aloud:

Navigation

1. Use the 'Next' and 'Back' buttons to move from question to question.
2. Finally, when you have answered all the questions, click on the 'Review/End Test' button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

Are there any questions about the "Test Directions"?

Note: The "Test Directions" (as they appear online) are printed in Appendix E of this manual. If asked, refer to this appendix to repeat any portion of these "Test Directions" to students during the test administration.

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

Remember: For each multiple-choice question, use the Pointer tool to darken the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the test, select the 'Review/End Test' button and follow the onscreen directions to review your test. After you have checked your work, you may select the 'End Test' button and follow the onscreen instructions to complete your test. You may then read for pleasure or sit quietly until everyone has finished.

Are there any questions?

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

To start the test, select the 'Begin The Test' button at the bottom of the screen. Remember to select the 'Pause' button if you need to pause your test for any reason.

You may begin.

If any students are using headphones to take the exam, say:

After putting on your headphones, you may begin.

While students are taking the exam, be available as a resource. 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 directions and assist students to functionally operate their computers. The Test Directions (as they appear online) are in Appendix E of this manual. They may be repeated to students as needed during the administration.

The following are reminders about *Software Tools and Features for Test Administrators* (see Appendix F) that you may need to use during the test administration:

1. Pause/Exit Function: Temporary, short breaks (e.g., restroom break)
2. Interrupted Testing for Individual Students: More than 20 minutes of no input from the student
3. Interrupted Testing for a Group of Students: Emergency issues (e.g., local alarms, electrical outages)

If an interruption of testing occurs and students have not completed their test, students should be cautioned that they should use the 'Pause/Exit' button rather than the 'Review/End Test' button.

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.

Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the SAC for secure storage and destruction.

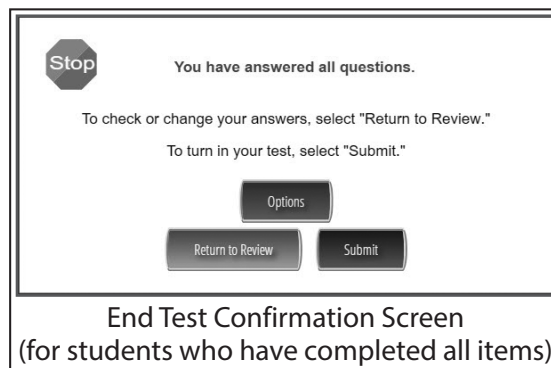
Note: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the test. If the problem persists, consult the SAC.

The testing time for this module is estimated to be 73 minutes, but the actual administration time may vary. End the session only when all students have completed all questions or when you determine that additional time is not necessary. Collect exam materials, including scratch paper and any other paper on which the students have written, as each student finishes the test module rather than keeping them on the students' workstations. Since each student is to be provided sufficient time to finish the exam, students who have not completed the exam within the testing session time must be provided additional time. For more information about Extended Exam Time, see Part II of this manual.

When you have confirmed that approximately five minutes remain in the scheduled testing time for the group not yet finished with this exam module, say:

You have about five minutes to complete Module 1. As you finish be sure to select the 'Review/End Test' button in the bottom-left corner of the screen.

Then select the 'End Test' button to finish the test. You will be asked to confirm that you are done. If you have flagged any test questions, be sure to complete your review of those questions before you select 'End Test.' If you think you might need more than five minutes, raise your hand, and you will be provided with extended time and given additional directions.



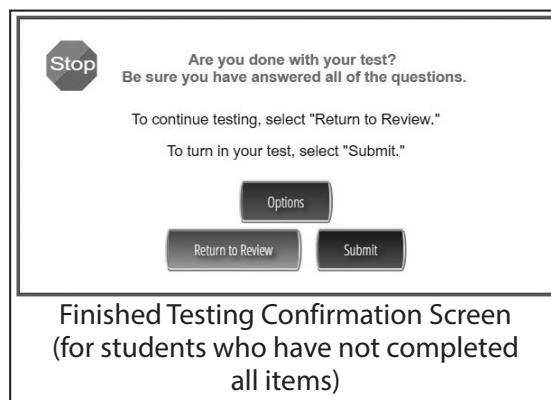
Note: Once the student has chosen the 'End Test' button, the student must provide a confirmation that he or she is finished. If the student has left one or more items incomplete, the "End Test Confirmation" screen will read "Are you done with your test? Be sure you have answered all of the questions. To continue testing, select 'Return to Review.' To submit your test, select 'Submit.'" Once the student has ended the test, the student cannot go back into the test to review or answer test questions.

When all students have finished, or sufficient time has passed, say:

This ends Module 1 of the Literature Online Keystone Exam. If you have finished Module 1 and do not need additional time to complete the module, select 'Review/End Test' and select 'End Test.' Then select 'Submit,' confirming that you are done. Then select 'OK' on the last screen to close the test.

Allow time for students to finish the module. When all students are ready, say:

I will now collect your Test Ticket, your scratch paper, and any other paper on which you have written.



Collect all Test Tickets, scratch paper, and any other paper on which students have written at this time. If students used optional materials like the keyboard shortcuts or the Literature scoring guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, any other paper on which students have written, and all optional materials must be returned to the SAC 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.

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].

Return all materials (Test Tickets, used scratch paper, any other paper on which the student wrote, and any optional materials) immediately to the SAC for secure storage or destruction.

D. Administer the Literature Exam—Module 2

Collect all unapproved electronic devices prior to distributing any exam materials. Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, or other unapproved electronic device.

Make certain that every student is sitting at a separate computer, and make certain that every computer used for testing is turned on and the desktop of the computer is visible to the student seated at that computer.

Students will have an opportunity to do some work on scratch paper, so make sure that all students have two sharpened pencils. These directions will also prompt you to distribute a supply of scratch paper.

Say:

Welcome back to the Literature Pennsylvania Keystone Exam. We are now ready to begin Module 2. Carefully follow the directions and give this exam your best effort.

If you have one or more students using headphones, say:

If you are using headphones for this exam, do not put on the headphones until I tell you to do so.

Say:

This module has three passage sets. Each passage set includes a passage, a series of multiple-choice questions, and at least one constructed-response question.

Before responding to any exam questions, be sure to carefully read each passage and follow the directions for each passage set.

There are two types of questions in each module.

Multiple-choice questions require that you select an answer from among four choices.

- **Read the question carefully. Then choose the correct answer and record your choice.**
- **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.**

Constructed-response questions require that you type 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 typed in the appropriate response box. Some answers may require explaining, analyzing, describing, or comparing. If you use scratch paper to write your draft, be sure to transfer your final response to the appropriate response box.**

I will now pass out scratch paper and your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.

Distribute scratch paper and individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Ticket to each student. When you are ready, say:

Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.

Correct any ticket distribution errors. When you are ready, say:

Now we are ready to begin. Select the DRC INSIGHT Online Assessment icon on your desktop. You should see the “Welcome to Pennsylvania Online Assessments” screen. Is there anyone who does not see the “Welcome” screen?

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

Under the Keystone Exams column on the right side of your screen, select the words ‘Test Sign In.’ You should see the “Test Sign-In” screen appear. Is there anyone who does not see the “Test Sign-In” screen?

Pause to assist students as necessary. Check to make sure that the “Test Sign-In” screen includes the Keystone Exams logo. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, select the ‘Sign In’ button in the middle of the screen.

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

Note: If any Test Ticket has an error, please contact the SAC.

When all students are ready, say:

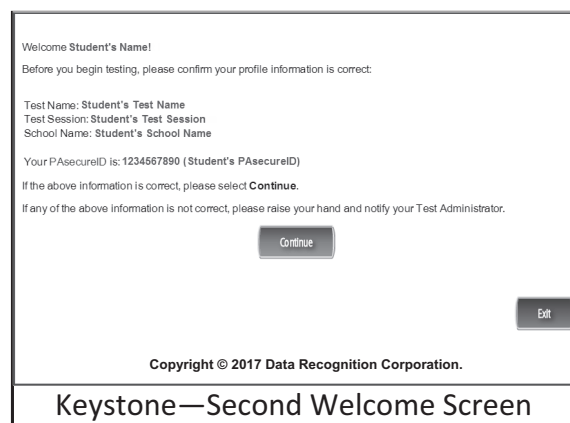
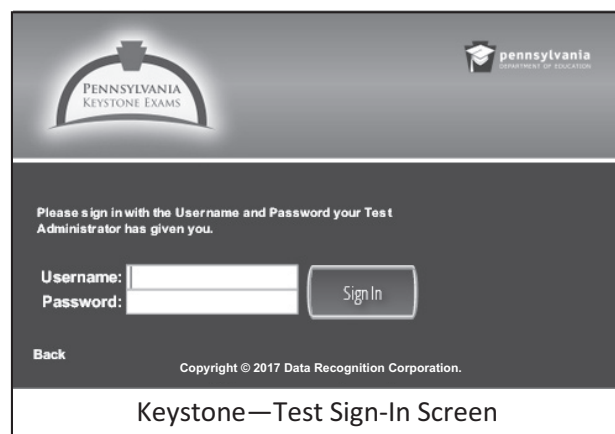
When you have selected the ‘Sign In’ button, a second “Welcome” screen opens. Is there anyone who does not see the second “Welcome” screen?

Pause to assist students as necessary. When all students are ready, say:

Look at the information on the “Welcome” screen. This information should be the same as the information on your Test Ticket. Make sure that the following facts about you are correct:

- Your name
- Your test name
- Your test session
- Your school name
- Your PAsecureID

If the information about you is correct, select the ‘Continue’ button. If the information is not correct, raise your hand.

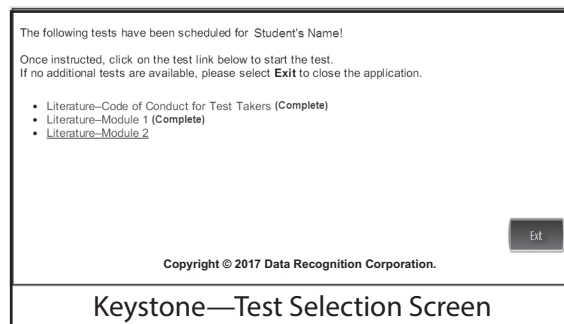


Pause to assist students as necessary. Contact your SAC if a student finds an error on the “Welcome” screen. When all students are ready, say:

After you have selected the ‘Continue’ button, the “Test Selection” screen will open. Is there anyone who does not see the “Test Selection” screen?

Pause to assist students as necessary. When all students are ready, say:

We are now ready to begin the test. Select the words “Literature—Module 2.” Once you have selected “Literature—Module 2,” the “General Test Directions” screen should open. Is there anyone who does not see the “General Test Directions” screen for Module 2?



The module number appears in the upper-left corner of the “Test Directions” screen. Check the screens of all devices to confirm that all students are on Module 2. If a student has selected Module 1, select ‘Exit,’ then confirm you want to exit on the next screen to return to the “Test Sign-In” screen to log back in to the exam. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected module.

Pause to assist students as necessary. When all students are ready, say:

At the top of the screen is a box labeled “ATTENTION.” Read the paragraph inside the box silently as I read it aloud.

Attention. Do not photograph, copy, or reproduce material from this assessment in any manner. All material contained in this assessment is secure and copyrighted material owned by the Pennsylvania Department of Education. Copying of material in any manner, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.

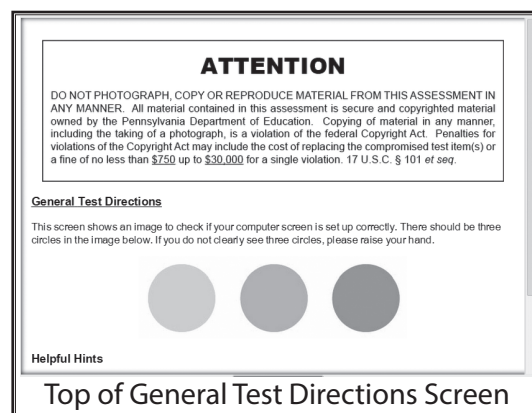
Are there any questions about this paragraph?

Answer all questions. When students are ready, say:

I will now read the “General Test Directions.” Read the “General Test Directions” silently as I read them aloud.

General Test Directions

This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.



Pause to assist students as necessary. Contact the SAC if a student does not see the three circles. Then say:

I will now read the “Helpful Hints.” The “Helpful Hints” are printed below the “General Test Directions.” Use the scroll bar on the right side to follow along silently as I read the “Helpful Hints” aloud.

Helpful Hints

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the ‘Pause’ button. Click on the ‘Resume’ button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the ‘Review/End Test’ button. You may go to any question by selecting it from the list that appears on the screen.
- Click on the ‘?’ [Help] button to find more information.

Are there any questions about the Helpful Hints?

Note: The “General Test Directions” and “Helpful Hints” (as they appear online) are printed in Appendix E of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

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

Select the ‘Next’ button at the bottom of the screen.

Pause to assist students as necessary. When all students are ready, say:

I will now read the “Test Directions.” Read the “Test Directions” silently as I read them aloud. Use the scroll bar on the right side to follow along.

Test Directions

Read these directions carefully before beginning the exam. To look at these directions again, click on the ‘?’ [Help] button and choose the “Test Directions” tab.

The screenshot shows a window titled "Test Directions". It contains two main sections: "Test Directions" and "Answering Questions". The "Test Directions" section instructs users to read directions carefully and click the "?" [Help] button to view these directions again. It also states that the test includes multiple-choice and constructed-response questions, with four answer choices for multiple-choice and a response area for constructed-response. The "Answering Questions" section instructs users to read each question carefully and choose an answer or enter a response. It provides numbered steps for multiple-choice questions (finding the answer, choosing the correct one, changing answers, and flagging questions) and for constructed-response questions (typing the response and using scoring guidelines). At the bottom of the screenshot, it lists tools available: Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide.

Test Directions

Read these directions carefully before beginning the exam. To look at these directions again, click on the ? [Help] button and choose the **Test Directions** tab.

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area in which to enter your response.

Answering Questions

Read each question carefully and choose your answer or enter your response.

1. For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the **Pointer** tool.
 - Only one of the answer choices provided is correct.
 - To change an answer, use the **Pointer** tool to choose a different answer.
 - Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
2. For constructed-response questions, use the keyboard to type your response in the area provided.
 - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by selecting the ? [Help] button and choosing the **Scoring** tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.
3. Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to make it easier to answer the test.

Top of Test Directions Screen

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area in which to enter your response.

Answering Questions

Read each question carefully and choose your answer or enter your response.

1. **For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.**
 - Only one of the answer choices provided is correct.
 - To change an answer, use the Pointer tool to choose a different answer.
 - Click on the ‘Flag’ button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.

Continue reading aloud:

2. **For constructed-response questions, use the keyboard to type your response in the area provided.**
 - **An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by selecting the '?' [Help] button and choosing the 'Scoring' tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.**
3. **Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.**

Navigation

1. **Use the 'Next' and 'Back' buttons to move from question to question.**
2. **Finally, when you have answered all the questions, click on the 'Review/End Test' button at the bottom of the screen.**
 - **You may check your work by selecting questions from the list that appears on the screen.**
 - **When you have finished and have checked your answers, follow the directions on the screen to exit.**

Are there any questions about the "Test Directions"?

Note: The "Test Directions" (as they appear online) are printed in Appendix E of this manual. If asked, refer to this appendix to repeat any portion of these "Test Directions" to students during the test administration.

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

Remember: For each multiple-choice question, use the Pointer tool to darken the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the test, select the 'Review/End Test' button and follow the onscreen directions to review your test. After you have checked your work, you may select the 'End Test' button and follow the onscreen instructions to complete your test. You may then read for pleasure or sit quietly until everyone has finished.

Are there any questions?

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

To start the test, select the 'Begin The Test' button at the bottom of the screen. Remember to select the 'Pause' button if you need to pause your test for any reason.

You may begin.

If any students are using headphones to take the exam, say:

After putting on your headphones, you may begin.

While students are taking the exam, be available as a resource. 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 directions and assist students to functionally operate their computers. The "Test Directions" (as they appear online) are in Appendix E of this manual. They may be repeated to students as needed during the administration.

The following are reminders about *Software Tools and Features for Test Administrators* (see Appendix F) that you may need to use during the test administration:

1. Pause/Exit Function: Temporary, short breaks (e.g., restroom break)
2. Interrupted Testing for Individual Students: More than 20 minutes of no input from the student
3. Interrupted Testing for a Group of Students: Emergency issues (e.g., local alarms, electrical outages)

If an interruption of testing occurs and students have not completed their test, students should be cautioned that they should use the 'Pause/Exit' button rather than the 'Review/End Test' button.

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.

Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the SAC for secure storage and destruction.

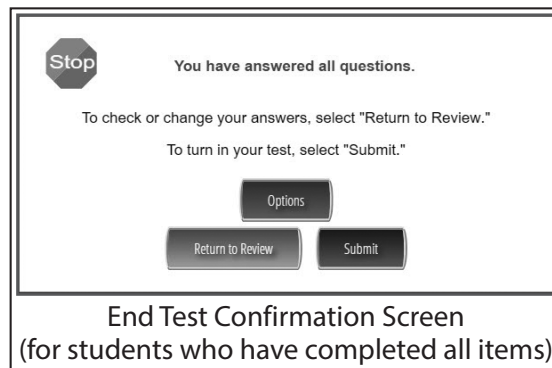
Note: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the test. If the problem persists, consult the SAC.

The testing time for this module is estimated to be 73 minutes, but the actual administration time may vary. End the session only when all students have completed all questions or when you determine that additional time is not necessary. Collect exam materials, including scratch paper and any other paper on which the students have written, as each student finishes the test module rather than keeping them on the students' workstations. Since each student is to be provided sufficient time to finish the exam, students who have not completed the exam within the testing session time must be provided additional time. For more information about Extended Exam Time, see Part II of this document.

When you have confirmed that approximately five minutes remain in the scheduled testing time for the group not yet finished with this exam module, say:

You have about five minutes to complete Module 2. As you finish be sure to select the 'Review/End Test' button in the bottom-left corner of the screen.

Then select the 'End Test' button to finish the test. You will be asked to confirm that you are done. If you have flagged any test questions, be sure to complete your review of those questions before you select 'End Test.' If you think you might need more than five minutes, raise your hand, and you will be provided with extended time and given additional directions.



Note: Once the student has chosen the 'End Test' button, the student must provide a confirmation that he or she is finished. If the student has left one or more items incomplete, the "End Test Confirmation" screen will read "Are you done with your test? Be sure you have answered all of the questions. To continue testing, select 'Return to Review.' To submit your test, select 'Submit.'" Once the student has ended the test, the student cannot go back into the test to review or answer test questions.

When all students have finished, or sufficient time has passed, say:

This ends Module 2 of the Literature Online Keystone Exam. If you have finished Module 2 and do not need additional time to complete the module, select 'Review/End Test' and select 'End Test.' Then select 'Submit,' confirming that you are done. Then select 'OK' on the last screen to close the test.

Allow time for students to finish the module. When all students are ready, say:

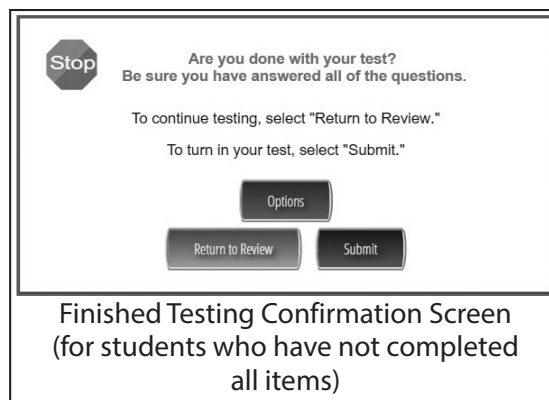
I will now collect your Test Ticket, your scratch paper, and any other paper on which you have written.

Collect all Test Tickets, scratch paper, and any other paper on which students have written at this time. If students used optional materials like the keyboard shortcuts or the Literature scoring guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, any other paper on which students have written, and all optional materials must be returned to the SAC or his/her designee.

Say:

This concludes the Literature Online Keystone Exam.

Go on to read the section labeled "After Exam Administration" found on the next page of this manual.



A. Closing Out the Exam

After testing is complete:

1. Make sure all students have closed out their testing session by
 - a. selecting 'Review/End Test' (to open the "Test Review" screen), followed by
 - b. selecting 'End Test' (to open the test submission dialog box), then
 - c. selecting 'Submit' (to complete the test, confirming that once the test is ended the student is unable to change his or her answers), and then
 - d. selecting 'OK' (to close the Test Session).
2. Collect Test Tickets, any scratch paper, any other paper on which students have written, and optional materials. Return them to the SAC.

Note: In the event of a temporary loss of Internet connectivity, please document the time and duration of the loss of connectivity. The loss of Internet connectivity records should be sent to the SAC for storage. The record must be kept for a minimum of three years.

B. Return Materials

Test materials must be kept secure. The Student Login Tickets (Test Tickets) (including any unused Test Tickets) and the Student Login Roster must be returned to the SAC or his/her designee. In addition, all used scratch paper, any other paper on which students have written, as well as any copies of the keyboard shortcuts and scoring guidelines must be returned to the SAC or his/her designee.

1. Return **all** materials to the SAC or his/her designee for secure storage or destruction, including the following:
 - a. Used Student Login Tickets
 - b. Unused Student Login Tickets
 - c. Student Login Rosters
 - d. Copies of the *Keyboard Shortcuts for System* (Appendix C)
 - e. Copies of the *General Description of Scoring Guidelines* (Appendix E)
 - f. This manual
 - g. Used scratch paper and any other paper on which students have written
2. Return all assessment materials to the SAC immediately at the end of each exam session.
3. Consult the SAC if there are any questions regarding the return of assessment materials.

Remember: Every TA and Proctor involved in the administration of this Online 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 assessment materials to Data Recognition Corporation (DRC).

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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 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:

Keyboard Shortcuts for System

These keyboard shortcuts may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the School Assessment Coordinator for secure storage and destruction.

SYSTEM SHORTCUTS

Keyboard Shortcut	Function
Tab	Transfers the focus from one button to the next (from left to right). The focus is indicated by a red box that appears around the selected tool or function button when the Tab key is pressed.
Shift + Tab	Transfers the focus from one button to the next (from right to left). The focus is indicated by a red box that appears around the selected tool or function button when the Shift key and Tab key are pressed.
Enter/Space Bar	Activates the tool or function highlighted by the red box. Pressing the Enter key or Space Bar a second time deactivates the tool or function (with the exception of tools that keep the focus, such as Sticky Notes).
Esc	Closes the Magnifier and ? [Help] button when activated. If the red box is activated and the Esc key is pressed while on the tool bar without having any tools activated, the red box will move to the Pointer button.
ABCD, abcd	Selects an answer option on a multiple-choice question. Entering one of the letters fills or unfills the letter bubble before each answer option. Both uppercase and lowercase letters can be used.
Alt + X	Exits the system from each page that has an Exit button.
Ctrl + {Left, Right, Up, Down Arrows}	Moves any pop-up tool like the ? [Help] button around the screen. [Does not work with Sticky Notes.]
Ctrl + Minus (Numerical Row)	Rotates the active tool 1 degree.
Up/Down Arrows	Moves the cursor up and down through a list of choices (questions on the Review/End Test page).
Enter	Selects the highlighted test question from the Review/End Test page. Selects Sign In button after Username and Password are entered. Selects Continue from the Student Verification Page. Selects the Go To Page number within the quick navigation dropdown arrow.
Ctrl + Tab	Switches between multiple active pop-up tools on the screen.
Alt—R	Activates the Review/End Test button and moves the user to the Review page of the test.
Alt—P	Activates the Pause button and pauses the test.
Alt—F	Activates the Flagged button and marks an item as flagged or removes a flag from an item.
Alt—B	Activates the Back button and moves the student back a question.
Alt—N	Activates the Next button and moves the student forward a question.

Keyboard Shortcut	Accommodations Function
F7	Activates “Start Points” (audio tracks) button when Audio is active (on a Mac use FUNC F7).
F8	Activates the Play/Pause button when Audio is active (on a Mac use FUNC F8).
F9	Activates the Stop button when Audio is active (on a Mac use FUNC F9).
Alt—O	Activates the Options button and opens or closes the Color Chooser selection pop-up window.

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Appendix D:

Literature Constructed Response

Scoring Guidelines



LITERATURE CONSTRUCTED-RESPONSE QUESTIONS

GENERAL DESCRIPTION OF SCORING GUIDELINES

3 Points

- The response provides a clear, complete, and accurate answer to the task.
- The response provides relevant and specific information from the passage.

2 Points

- The response provides a partial answer to the task.
- The response provides limited information from the passage and may include inaccuracies.

1 Point

- The response provides a minimal answer to the task.
- The response provides little or no information from the passage and may include inaccuracies.

OR

- The response relates minimally to the task.

0 Points

- The response is totally incorrect or irrelevant or contains insufficient information to demonstrate comprehension.

Appendix E:

Literature Exam Directions

ATTENTION

DO NOT PHOTOGRAPH, COPY, OR REPRODUCE MATERIAL FROM THIS ASSESSMENT IN ANY MANNER. All material contained in this assessment is secure and copyrighted material owned by the Pennsylvania Department of Education. Copying of material in any manner, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or a fine of no less than \$750 up to \$30,000 for a single violation. 17 U.S.C. § 101 *et seq.*

General Test Directions

This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.

**Helpful Hints**

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the **Pause** button. Click on the **Resume** button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the **Review/End Test** button. You may go to any question by selecting it from the list that appears on the screen.
- Click on the **? [Help]** button to find more information.

Test Directions

Read these directions carefully before beginning the exam. To look at these directions again, click on the **'?' [Help] button** and choose the **Test Directions** tab.

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area in which to enter your response.

Answering Questions

Read each question carefully and choose your answer or enter your response.

1. For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.
 - Only one of the answer choices provided is correct.
 - To change an answer, use the **Pointer** tool to choose a different answer.
 - Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
2. For constructed-response questions, use the keyboard to type your response in the area provided.
 - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by selecting the **'?' [Help] button** and choosing the **Scoring** tab. You may refer to the *General Description of Scoring Guidelines* at any time while responding to constructed-response questions.
3. Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to assist you during the test.

Navigation

1. Use the **Next** and **Back** buttons to move from question to question or page to page.
2. Finally, when you have answered all the questions, click on the **Review/End Test** button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

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Appendix F:

Software Tools and Features

for Test Administrators

The online testing system includes tools and features to assist the TA in managing the test during the test administration.

A. Pause/Exit Function

There is a blue Pause button in the tool bar along the bottom of the screen. If a student needs to leave the computer lab/classroom for a short break (e.g., restroom break, office visit) during the test administration, the student should select this button to pause his or her test. Once a student selects this button, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test. A student can exit the test by selecting the Pause button and then selecting Exit.

The **Pause** function should be utilized if a student has to leave his or her computer station for any reason for a period of less than 20 minutes.

- There is a countdown timer that will appear on the Pause screen notifying the student of how much time is remaining before the test will be automatically exited.
- Upon resuming, the student is returned to the test where he or she was prior to the pause.
- All of the highlights, flags, cross-offs, and sticky notes will remain within the test session.
- If the student does NOT resume the test within 20 minutes of selecting the Pause button, he or she will be exited from the test. The student will be able to use the same Test Ticket to log back in to the assessment.

The **Exit** function should be utilized if a student needs to exit the test session without submitting his or her answers for scoring. The student should not **End** the test if he or she has not completed the assessment.

- The student will be able to use the same Test Ticket to log back in to the assessment.
- All of the highlights, flags, cross-offs, and sticky notes will remain within the test session.
- If there is an extenuating circumstance in which the student cannot complete the test in the same day, contact the School Assessment Coordinator (SAC) for guidance.

B. Interrupted Testing for Individual Students

Generally, the only reason that a student should be interrupted during testing would be if the Internet connectivity for that computer is lost. When a student's workstation has been configured with a Testing Site Manager (TSM), the student will be able to continue testing and will not be aware of the loss of Internet connectivity until the student attempts to exit the assessment or attempts to submit the assessment for scoring. If Internet connectivity is not present at that time, a warning message will be displayed. If this happens, the TSM will store the student's responses and will transmit them for scoring when the Internet connection for the TSM is restored. If a student's workstation is not configured to utilize the TSM and the Internet connection is lost, a message will be displayed and the test session will close. The student may then log in to any computer with an available Internet connection to continue testing.

C. Interrupted Testing for a Group of Students

In the event that a whole class needs to stop testing (e.g., a fire drill, electrical outage, or other emergency), the TA should instruct all students to either Pause or Exit the test. If the student is not finished with the test, the student should not **End** the test. The student should select the **Pause** button and then the **Exit** button.

Note: If students do not pause or exit the test, an inactivity feature will also exit the student from the test if any mouse and/or keyboard activity is absent for 20 minutes.

- If students will return within 20 MINUTES, instruct all students to PAUSE their tests or the TA may PAUSE their tests for them. If they do not pause, the test will automatically exit the student after 20 minutes of mouse and/or keyboard inactivity.
- If students will not return within 20 MINUTES, instruct all students to EXIT the test (select PAUSE and then EXIT) or the TA may EXIT the tests for them.
- If it is uncertain whether students will return within 20 MINUTES, instruct all students to PAUSE their tests or the TA may PAUSE their tests for them.

If an unforeseen emergency occurs during testing (e.g., a fire drill, electrical outage), the TA must notify the SAC, District Coordinator, or District Technology Coordinator. Under emergency circumstances, PDE will provide additional instructions on how to proceed.

PDE has DRC (the test contractor) prepare a report on excessive logins by the same student to an online assessment. Please keep a record of system failures such as the loss of the Internet, etc., in the event an excessive login report regarding any of your students is questioned.

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Appendix G:

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 H:

Student Login Tasks

Student Login Tickets (Test Tickets) are secure materials and must be treated appropriately. The Student Login Roster provides a list of students who are registered as part of a Test Session to participate in an assessment. Below is a list of tasks that should be performed to properly handle, distribute, and collect the Student Login Tickets.

A. Prior to Testing

1. Review the Student Login Roster to ensure all students scheduled to test have a login ticket and that all student information is correct, including accommodations, if applicable to the assessment specified above.
2. If students are missing from the Student Login Roster, make the proper adjustments to the Test Session specified above and reprint the Student Login Tickets.
3. If a student is missing an accommodation or has been incorrectly assigned an accommodation, notify your School Assessment Coordinator and reprint the Student Login Ticket.
4. If student information is incorrect, make note of it and notify your School Assessment Coordinator.
5. Separate Student Login Tickets.

B. When Students Are at Their Computer Stations

1. Distribute the Student Login Tickets to the students.
2. Ensure that students with accommodations noted on their Student Login Tickets are seated at a computer that has been set up to handle accommodations.
3. Instruct the students to log in to the assessments using the Username and Password on their Student Login Tickets.

C. When Students Are Finished Testing

1. Collect all Student Login Tickets after students have completed testing and return them along with the Student Login Roster to the School Assessment Coordinator.

NOTE: The Username on the Student Login Ticket is the student's PAsecureID and can be used to verify that students receive the correct Student Login Ticket.

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KEYSTONE EXAMS
LITERATURE ONLINE EXAM

DIRECTIONS FOR ONLINE ADMINISTRATION