



**pennsylvania**  
DEPARTMENT OF EDUCATION



SPRING 2018 KEYSTONE EXAMS  
HANDBOOK FOR ASSESSMENT COORDINATORS





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## PART I – IMPORTANT INFORMATION

### A. Delivery Dates and Testing Windows

Materials for the Keystone Exams will be delivered according to the schedule below. Instruct personnel who are responsible for receipt of shipments to contact you as soon as the shipments arrive. Avoid the common error of having shipments placed in the book storage area or the supply room without the Assessment Coordinator's knowledge. Boxes can be identified by a fluorescent label that reads "Test Materials Enclosed: Open Immediately and Inventory."

Sites that are only testing students online and did not order accommodated forms will not receive a shipment of secure paper materials. These sites can disregard the dates associated with receiving and returning secure materials.

DATE	ACTIVITY
By April 16, 2018	Non-secure manuals and administrative materials arrive at districts/schools
By April 30, 2018	Secure test materials arrive at districts/schools
April 30–May 24, 2018	Request additional materials (if needed)
<b>May 14–25, 2018</b>	<b>Testing Window</b>
May 31, 2018	Deadline for districts to return materials to DRC for processing

### B. Contact Information Concerning Questions

TOPIC OR SUBJECT	CONTACT PERSON / TELEPHONE	EMAIL
Test Window Exceptions, Opting Out of Testing	Ray Young – 717-783-6633	rayyoung@pa.gov
Testing Irregularities	Jay Gift – 717-783-1144	rgift@pa.gov
ELA, Testing Accommodations, IEP and 504, 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 use the email for a more rapid and efficient response	844-418-1651	ra-ed-PSSA-Keystone@pa.gov

## C. Test 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.

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.

In order to ensure validity and security of the Keystone Exams, all District Assessment Coordinators (DAC), School Assessment Coordinators (SAC), Test Administrators (TA), and Proctors should read and understand the *Handbook for Secure Test Administration*. The *Handbook for Secure Test Administration* is Appendix A of this handbook and is a standalone document that can be downloaded from the Pennsylvania Department of Education website. In addition, Coordinators and Test Administrators must complete the online Pennsylvania State Test Administration Training (PSTAT) annually, found at [www.pstattraining.net](http://www.pstattraining.net).

### 1. TEST SECURITY CERTIFICATIONS

- a. It is required that each District Assessment Coordinator, School Assessment Coordinator, Principal, Test Administrator, Proctor, and any individual who handles secure assessment materials sign a *Test Security Certification*. The *Test Security Certifications* must be signed **after** the assessments have been administered either online or paper. The ***District Assessment Coordinator Test Security Certification*** is provided in Appendix B of this handbook. Each District Assessment Coordinator is responsible for photocopying and signing a Certification after the end of the testing window. This Certification covers security for all assessments administered during the testing window.
  - i. Collect all of the *Test Administrator/Proctor, School Assessment Coordinator/Principal, and General Test Security Certifications* from each testing site.
  - ii. Report to the Chief School Administrator anyone (TA/Proctors, SAC/Principal, or others) who had access to the assessments and refused to sign or modified a corresponding *Test Security Certification*.
  - iii. Ensure *Test Security Certifications* are maintained for a minimum of three years. The signed *Test Security Certifications* should not be returned to Data Recognition Corporation.
- b. The ***School Assessment Coordinator and Principal Test Security Certification*** can be found in Appendix B of this handbook. This Certification covers security for all assessments administered during the testing window. The School Assessment Coordinator and the Principal must sign and date the appropriate *Test Security Certification* after the testing window has ended. It is the responsibility of the District Assessment Coordinator to obtain the School Assessment Coordinator's and Principal's signature and return the form to the Chief School Administrator who must retain the Certifications for a minimum of three years. The signed *Test Security Certifications* should not be returned to Data Recognition Corporation.

- c. The **Test Administrator/Proctor Test Security Certification** is provided in Appendix B of this handbook. This Certification covers security for all assessments administered during the testing window. Prior to the administration of the assessment, the School Assessment Coordinator must distribute copies of this certification to all Test Administrators and Proctors involved in the administration of the Keystone Exams. Prior to receiving any assessment materials or participating in the administration of the Keystone Exams in any way, the Test Administrator/Proctor must read and understand the *Test Administrator/Proctor Test Security Certification*. Post-administration, the Test Administrators/Proctors must sign and return their individual Certification to the School Assessment Coordinator who should in turn provide all of the Certifications collected to the District Assessment Coordinator. Each Test Administrator/Proctor must sign one Certification at the end of each Keystone testing window (spring, summer or winter). The District Assessment Coordinator should return the Certifications to the Chief School Administrator who must retain the Certifications for a minimum of three years. The signed *Test Security Certifications* should not be returned to Data Recognition Corporation.
- d. The **General Test Security Certification** is provided in Appendix B of this handbook. This Certification is for any individual (custodian, secretary, etc.) who will handle secure assessment materials or have access (including keys) to the materials during the testing window and who is not covered by any of the other certifications. The executed *General Test Security Certification* must be retained for a minimum of three years by the Chief School Administrator. The signed *Test Security Certifications* should not be returned to Data Recognition Corporation.
  - i. The School Assessment Coordinator must report to the District Assessment Coordinator any Test Administrators/Proctors or anyone else who had access to the assessments and refused to sign or modified a corresponding *Test Security Certification* before signing.
  - ii. When reporting to the District Assessment Coordinator, include names and reason(s) for refusal or modification.

If an individual does not execute the appropriate *Test Security Certification*, the Chief School Administrator must provide the Department of Education's Bureau of Curriculum, Assessment and Instruction with a written explanation of the reason or reasons why the Certification was not executed. The explanation must be provided within five days of the refusal and must include a description of the action taken by the Chief School Administrator in response to the failure to execute the *Test Security Certification*.

The written explanation should be sent to [rgift@pa.gov](mailto:rgift@pa.gov) or mailed to:

Jay Gift  
333 Market Street – 5th Floor  
Harrisburg, PA 17126

## 2. REPORTING IRREGULARITIES

**Test Administrators** must report testing irregularities/security breaches to the School Assessment Coordinator, principal, or the Pennsylvania Department of Education. The **School Assessment Coordinator** must report the testing irregularities/security breaches to the District Assessment Coordinator or the Pennsylvania Department of Education. The **District Assessment Coordinator** must report any suspected violations of testing protocol to the Pennsylvania Department of Education immediately.

**For the most rapid response, irregularities and/or allegations should be reported to PDE via [ra-ed-pssa-keystone@pa.gov](mailto:ra-ed-pssa-keystone@pa.gov). You may also report by phone at 844-418-1651, however using the telephone may delay the response. Please ensure that you only utilize the email account or telephone number provided here.**

### 3. AVOIDING INAPPROPRIATE TEST-TAKING STRATEGIES

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

### 4. RECORDING EXCESSIVE LOGINS

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

### 5. STORING SECURE MATERIALS

- a. All paper answer booklets and test booklets and test tickets for online assessments 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. Test Administrators must not be given access to secure test materials before the administration day. Test Administrators should only be given access to secure test materials immediately preceding test administration.
- b. The *Directions for Administration Manuals* are not considered secure test materials and should be provided to Test Administrators prior to the assessment for review.
- c. All secure testing materials must be inventoried, counted, and returned immediately to the preselected, locked, secure storage area after testing is completed unless another testing session immediately follows. Individual restroom breaks during testing are permitted, but require monitoring. A short group break i.e., restroom break, is permitted between testing sessions. Longer breaks between tests require the testing materials be secured. Materials must be kept secure after testing and prior to shipping to DRC.
- d. Please refer to the *eDIRECT Test Setup User Guide* for information on security associated with online testing.

### D. Use of Student Computers and Student Devices for Online Testing (One-to-One Student Devices)

If the LEA staff wishes to incorporate student computers and student devices for their online testing, DRC has established procedures enabling the LEA to use such devices. Contact DRC directly for information on how to implement these procedures for test administration at 800-451-7849. Be certain that all computers and devices meet the standards established by DRC.



## PART II – GENERAL KEYSTONE EXAM INFORMATION

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in the subject areas of Algebra I, Biology, and Literature. They are offered in both online and paper/pencil formats.

### A. PIMS, Precode Labels, and Reporting

For all Keystone Exams, student records from the Pennsylvania Information Management System (PIMS) will be available in Test Setup. If you have students that were not correctly uploaded to PIMS and are not appearing under Student Management, you will be required to upload your students directly into eDIRECT.

In order to receive Precode Labels for a Keystone Exam, paper test sessions need to be created in eDIRECT under Test Setup during the first week of the test setup window. These paper test sessions will be used by DRC to produce precode labels for the Keystone Exams. DRC cannot produce precode labels for any paper/pencil test sessions established after the one-week “paper test sessions” window.

It is important that data uploaded by LEAs match the data found in PIMS so that a match to PIMS data can be made. DRC uses a four-part matching process (PAsecureID, Last Name, First Name, **and** Date of Birth to provide or match to the PIMS files.

### B. Administration Manuals

Building Principals, District Assessment Coordinators (DAC), and School Assessment Coordinators (SAC) who coordinate the administration of the assessments must become familiar with this handbook and the *Directions for Administration Manuals*. The *Directions for Administration Manuals* are mode specific (i.e., online or paper/pencil). Manuals will be provided to school entities based on whether students will be participating in the assessment via either online testing or paper/pencil testing.

The purpose of this handbook is to provide guidelines and procedures for online testing and paper/pencil testing. Additional information associated with utilizing the eDIRECT system for online testing can be found in the *eDIRECT Test Setup User Guide* which can be found at <https://www.drcedirect.com/all/eca-portal-ui/welcome/PA>. In the upper left-hand corner, click on ‘All Applications’/‘General Information’/‘Documents.’ In the new screen, select the appropriate administration, choose ‘User Guide’ under ‘Document Type,’ and then click ‘Show Documents.’

**Note:** For testing sites that receive their materials directly from Data Recognition Corporation (e.g., ship-to-school districts, IUs, charter schools, non-public and private schools, and other special sites), the School Assessment Coordinator fulfills the responsibilities of the District and School Assessment Coordinator as outlined in this handbook.

Schools may make copies (in full or in part) of this handbook and the *Directions for Administration Manuals*. PDF versions of these documents can be found in eDIRECT and also on the PDE website at [www.education.pa.gov](http://www.education.pa.gov).

- Click on ‘DATA AND REPORTING’ in the dark blue bar across the top of the page.
- Select ‘ASSESSMENT AND ACCOUNTABILITY.’
- Click on the Keystone Exams link ‘Continue to Keystone Exams Information...’ under the paragraph titled, “KEYSTONE EXAMS”.

### C. Student Reference Materials

The Algebra I Formula Sheets are presented as separate handouts rather than printed in the back of the test booklets in order to give students easier access to these formulas. The formula sheets are packaged separately from the test and answer booklets. The Scoring Guidelines for Algebra I are located in the back of the test booklets similar to Biology and Literature.

The *Directions for Administration Manuals* provide clear instructions for the distribution and collection of these reference documents. Schools may make copies of the formula sheets if additional handouts are needed.

## PART III – DISTRICT ASSESSMENT COORDINATOR, SCHOOL ASSESSMENT COORDINATOR, AND TEST ADMINISTRATOR/PROCTOR RESPONSIBILITIES

### A. District Assessment Coordinator Responsibilities

Any person who functions as a DAC must complete the DAC, SAC, and TA online training modules annually for the PSSA and Keystone Exams test administration (PSTAT) at [www.pstattraining.net](http://www.pstattraining.net) prior to the start of testing. These interactive courses are designed as individual, one-to-one trainings for DACs, SACs, and TAs and are a key component of the oversight that DACs and SACs are required to perform as outlined in this manual. DACs must ensure that their SACs register and complete their required trainings annually prior to overseeing the administration of the PSSA or Keystone Exams.

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/pencil or online) and other LEA-level administrative aspects of the testing. Whereas the DAC is responsible for ALL training in the LEA, the primary training done by the DAC directly is for School Assessment Coordinators (SACs) and LEA-level staff who handle and/or have access to secure test material. Additional information on specific responsibilities is included in Appendix A.

### 1. TRAINING RESPONSIBILITIES

Every District Assessment Coordinator must train School Assessment Coordinators before the School Assessment Coordinator can train the Test Administrators. The following topics must be included in the training along with LEA-selected topics:

- a. District assessment schedule
- b. Directions in this handbook regarding
  - i. student participation
  - ii. requirements for completing demographic and accommodations information for all participating students
  - iii. barcode labels (every used answer booklet must have a label applied to the front cover)
  - iv. required PAsecureID lists
  - v. *Test Security Certifications*
- c. Procedures for distribution and collection of assessment materials, including Test Tickets for online testers
- d. Directions in the *eDIRECT Test Setup User Guide*, if testing online
- e. Test Administrator training
- f. School Assessment Coordinator responsibility for the security of assessment materials
- g. Distribution of parent information
- h. Complete review of test security
- i. Procedures for the collection and destruction of paper on which students have written
- j. School Assessment Coordinators should be given ample time to distribute the *Directions for Administration Manuals* (available in Shipment 1 and online) to Test Administrators and to schedule an orientation session within the two weeks prior to the assessment window.

## 2. COMPLETING THE MATERIALS RECEIPT NOTICE

Boxes should be inventoried immediately by authorized personnel. The inventory must be conducted either centrally by the DAC or at the building level by the SAC or by designated LEA employees. If not inventoried centrally, boxes should be distributed intact to schools, allowing enough time for the School Assessment Coordinator to inventory the materials.

District Assessment Coordinators (or School Assessment Coordinators that receive materials directly from DRC) are required to enter the date secure materials arrive at the district/school using the Materials Receipt Notice in eDIRECT. All District Assessment Coordinators have access to the Materials Receipt Notice and, if appropriate, may assign permissions to School Assessment Coordinators.

After logging in to eDIRECT, click on 'Receipt Notice' under the 'Materials' application in the top navigation bar. Select the appropriate Administration and then District and School; click 'Show.' Clicking the 'Complete' button certifies that the school listed has received and inventoried its secure testing materials and that any discrepancies from the packing list have been reported to DRC.

## 3. REQUESTING ADDITIONAL MATERIALS

Please do not order any additional materials until after you have inventoried your secure materials. The Additional Materials Request system will be available starting on April 30, 2018.

- a. In ship to districts the additional materials must be requested by the DAC through eDIRECT at <https://www.drcedirect.com/all/eca-portal-ui/welcome/PA>. The School Assessment Coordinator should request additional materials from the District Assessment Coordinator. The DAC may grant additional materials request responsibility to the SAC.
- b. In ship to schools the SAC has access to the Additional Materials Request via eDIRECT.

After logging in to eDIRECT, click on 'Additional Materials' under the 'Materials' application in the top navigation bar. Select the appropriate Administration and then District and School. Click the 'Add Order' button to see the materials available to order. Fill in the amount of material needed in the 'Request Quantity' box, then click the 'Submit' button. When ordering additional materials, the exact number needed should be entered. DRC will determine final counts and pack sizes.

This system allows for all users with proper permission to see orders that have been placed. To search or view orders, click on 'Additional Materials' under the 'Materials' application in the top navigation bar. Select the appropriate Administration and then District and School. Select 'All' under Status and then click the 'Find Orders' button. All orders for that School will be displayed with the current status.

Materials ordered from DRC after 2:00 p.m. Eastern Standard Time (EST) will be shipped on the following business day. All materials must be ordered at least four days prior to the start of a testing window in order to ensure delivery prior to the start of testing. If additional Braille materials are needed, they may be requested at any time prior to the window for requesting additional materials by calling DRC Customer Service at 1-800-451-7849.

## 4. MAINTAINING SECURE STORAGE

All paper answer and test booklets (and test tickets for online assessments) 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. Test Administrators must not be given access to secure test materials before the administration day. Test Administrators should only be given access to secure test materials immediately preceding test administration.

- a. The *Directions for Administration Manuals* are not considered secure test materials and should be provided to Test Administrators prior to the assessment for review.

- b. All testing materials must be inventoried, counted, and returned immediately to the preselected, locked, secure storage area after each testing session is completed for the day. Materials must be kept secure after testing and prior to shipping to DRC.
- c. Please refer to the *eDIRECT Test Setup User Guide* for information on security associated with online testing.

## 5. LATE RETURN OF TEST MATERIALS

All Keystone Exam materials must be returned in accordance with the dates provided in this handbook. All Keystone Exam answer booklets must arrive at DRC by the final processing date to be included in reporting. UPS pickups must occur in accordance with the established timelines, and absolutely no later than June 4 to ensure that your materials arrive prior to the close of answer booklet processing. The failure to return answer booklets within the established timeline will be reported to the Pennsylvania Department of Education. The LEA employees should retain all shipping documentation.

## 6. HANDBOOK FOR SECURE TEST ADMINISTRATION

Read the *Handbook for Secure Test Administration* in Appendix A concerning the DAC and SAC responsibilities.

### B. School Assessment Coordinator Responsibilities

Any person who functions as a SAC must complete the SAC and TA online training modules annually for the PSSA and Keystone Exams test administration (PSTAT) at [www.pstattraining.net](http://www.pstattraining.net) prior to the start of testing. These interactive courses are designed as individual, one-to-one trainings for DACs, SACs, and TAs and are a key component of the oversight that DACs and SACs are required to perform as outlined in this manual.

The SAC is responsible for implementing all aspects of the test administration including the schedule, type of administration (paper/pencil or online) and other LEA-level administrative testing responsibilities. SACs must ensure that their TAs register and complete their required trainings annually prior to overseeing the administration of the PSSA or Keystone Exams.

After the TAs and all staff involved in the administration have completed the online training, the SAC is then responsible for providing school specific training of TAs and all staff involved in the administration of the assessment. The training shall include staff that handle and/or has access to secure test material.

### 1. TEST ADMINISTRATORS AND PROCTORS MUST MEET THE FOLLOWING QUALIFICATIONS:

- a. are employed or contracted (either directly or indirectly via a provider) by the LEA
- b. have completed the annual Pennsylvania State Test Administration Training (PSTAT) annually
- c. are trained by the School Assessment Coordinators annually
- d. have not been prohibited from being a Test Administrator by the PDE or LEA

Test Administrators are responsible for the test administration including but not limited to distributing and collecting test materials, answering student questions, monitoring students, attending to the secure test administration, and related test administration duties. The DAC and/or SAC may assign multiple Test Administrators to the same test administration room. Proctors are to support the Test Administrators, but are not to be in the room without the Test Administrator. The primary function of a Proctor is to monitor the students.

PDE strongly encourages school entities not to allow teachers to be Test Administrators of their own students. As such, it is recommended that other teachers be used as Test Administrators, or that a Proctor be in the testing room with the teacher if the teacher acts as the Test Administrator of his/her own class.

Student teachers may be present during the administration of the assessments as part of their professional experience; however, they may not be either Test Administrators or Proctors. Individuals with a similar status to student teachers such as interns may not be Test Administrators or Proctors.

TSSs and PCAs may be present in the room during the administration of the assessments if they are trained by the SAC and complete the PSTAT. After the test has been administered by the TA, the TSS or PCA must sign the *General Test Security Certification*. However, TSSs and PCAs must not act as a Test Administrator.

## 2. PSTAT ONLINE TA TRAINING

- a. Note that any person who functions as a TA/Proctor must complete the PSSA and Keystone Exams test administration online training module (PSTAT) at [www.pstattraining.net](http://www.pstattraining.net). SACs should ensure that all TAs have completed PSTAT online training before the SAC provides school specific training for the TAs. This interactive course is designed as an individual, one-to-one training for Test Administrators and is a key component of the oversight that School Assessment Coordinators are required to perform as outlined in this manual. School Assessment Coordinators must ensure that Test Administrators register and complete this training annually prior to administering the PSSA or Keystone Exams.
- b. At least one week prior to the scheduled assessment dates, School Assessment Coordinators must conduct a training session for Test Administrators and Proctors. Teachers, counselors, administrators, and paraprofessionals who meet the qualifications may be Test Administrators and/or Proctors.

## 3. TRAINING COMPONENTS

The SAC training session for TAs must include the following topics:

- a. **Assessment Schedule**—Be certain that Test Administrators and Proctors know the assessment schedule.
- b. **Administration Preparation**—Test Administrators and Proctors must receive and study the *Directions for Administration Manuals* and the *Handbook for Secure Test Administration* (Appendix A) prior to training.
- c. **Students with Special Needs**—Explain which students are to be included in the assessment and what special accommodations may be provided for these students (see “Participation Guidelines for All Assessments” section of this handbook).

**Interpreters** – The following guidance is provided in collaboration with the Bureau of Special Education regarding sign language interpreters: A separate Test Administrator is required for test settings where an educational sign language interpreter has been assigned to interpret allowable Keystone and PSSA test material for a student(s). The School Assessment Coordinator must ensure that the educational sign language interpreter receives assessment training and completes the PSTAT. The interpreter must sign the *Confidentiality Agreement for Educational Sign Language Interpreter* found in Appendix C (also found in the *Accommodations Guidelines*) prior to viewing any of the secure materials and sign the *General Test Security Certification* found in Appendix B after completion of the Keystone Exam administration. The word “reviewed” in the third paragraph should be crossed out before the interpreter signs the certification.

**Transcribing** – Student responses transcribed as an accommodation that are marked or written in anything other than the answer booklet will not be scored; only responses in the regular answer booklet will be scored. Student responses that are marked or written in anything other than the answer booklet will not be scored and must be transcribed verbatim into an answer booklet of the correct form designation. It is recommended the transcription take place in the presence of a professional staff member who will sign the appropriate *Test Security Certification* form. The student may not transcribe answers. Typewritten pages, separate handwritten pages, and large-print answer booklets will not be processed for scoring. Using a No. 2 pencil, responses (multiple-choice and open-ended) must be transcribed verbatim by the School Assessment Coordinator or his/her designee. The transcriber may not make corrections for spelling, punctuation, grammar or change student responses in any manner. All student work not in an answer booklet or test booklet must be destroyed by the SAC or his/her designee.

For Algebra I and Biology constructed-response items, transfer student responses exactly as written including any work done to achieve the responses. For drawings or figures the student made, copy the drawings or figures into the correct space in the answer booklet. Transfer student responses to Literature items exactly as written; letter for letter, punctuation mark for punctuation mark, word for word. Care must



be taken to replicate misspelled words, all uppercase/lowercase letters, and all spacing and paragraphing as written in the original student responses.

- d. Assessment Conditions**—Emphasize the importance of good assessment conditions (e.g., a comfortable, quiet room without music or other distractions) and a positive approach to the assessment.
- e. Special Instructions**—All testers using paper/pencil mode of testing must use a No. 2 pencil when responding to the assessment. Also, if there is no student specific label, all demographic data must be coded using a No. 2 pencil prior to the assessment.
- f. Electronic Devices**—All unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, cameras, etc.) are to be collected as students enter the testing site. To ensure students and parents/guardians are aware of this policy the letter found in Appendix D should be provided to parents/guardians before testing.

A student observed actively engaged with an electronic device is using the device. PDE defines possession as having the electronic device on his/her person or placed where one could easily access it. When possession is detected, school personnel should determine if it had been used. An electronic device anywhere else in the room where a student cannot access it (e.g., in a backpack in the back of the room) should not be considered possession.

The consequences for and responses to student use and/or possession of an unauthorized electronic device during the test administration include the following:

- i.** The student must retake the assessment during the same administration testing window. For a paper/pencil administration place a Do Not Score Label on the student's answer booklet and re-test the student in a new booklet of a different form. For an online administration, contact DRC at [pacustomerservice@datarecognitioncorp.com](mailto:pacustomerservice@datarecognitioncorp.com). DRC will invalidate the assessment and reset the test prior to the student re-taking the test;
- ii.** The unapproved electronic device will be confiscated and in the presence of the parent or guardian, and, with the parent/guardian's permission, the electronic device will be viewed to ensure that no information or material regarding the assessment is present;
- iii.** Any data (e.g., photos, images, text, etc.) that constitutes a violation of the security or integrity of the test must be copied and reported to the Department of Education immediately at [ra-ed-pssa-keystone@pa.gov](mailto:ra-ed-pssa-keystone@pa.gov).
- iv.** Possession of an electronic device where the security or integrity of the test has not been compromised does not have to be reported to the Department of Education;
- v.** The student should be disciplined in accordance with LEA policy, and that discipline may vary depending on whether test material has been compromised; and
- vi.** The parents and students may be responsible for the cost of replacing compromised items.

District personnel, school personnel, and students must understand that the integrity of the test must not be compromised.

- g. Use of Calculators**—Calculators may be used for any part of the following assessments as long as the Pennsylvania Calculator Policy (found in Appendix E) is followed:
  - i.** Algebra I Keystone Exam
  - ii.** Biology Keystone Exam
- h. Use of Dictionaries, Thesauri, Spell- or Grammar-Checkers**—Ensure that all Test Administrators and Proctors are made aware that the use of these items is not permitted on any Keystone Exam.

**Note:** As an accommodation for English Learners, word-to-word dictionaries that translate a native language to English (or English to a native language) without definitions or pictures are allowed on the mathematics and science assessments only.

- i. **Classroom Displays**—Explain that the *General Description of Scoring Guidelines* and the Algebra I formula sheets may be displayed in the testing room. The formula sheets are printed as separate documents for easy student reference and can also be found in eDIRECT and on the PDE website at [www.education.pa.gov](http://www.education.pa.gov).
  - Click on 'DATA AND REPORTING' in the dark blue bar across the top of the page.
  - Select 'ASSESSMENT AND ACCOUNTABILITY.'
  - Click on the Keystone Exams link 'Continue to Keystone Exams Information...' under the paragraph titled, "KEYSTONE EXAMS".
- j. **Barcode Labels**—Emphasize the important aspects of barcode label use for paper/pencil mode (see the "Labeling Answer Booklets" section of this handbook).
- k. **Make-up Sessions**—Review the school entity's make-up procedures (see "Make-up Sessions" of this handbook for complete instructions).
- l. **Scratch Paper**—Remind Test Administrators and Proctors that scratch paper must be provided to students for use during the assessments. Blank graph and grid paper are allowed. All scratch paper must be removed from the answer booklets by the students. Collect all scratch paper and any other paper on which students have written at the end of each test session and return it to the School Assessment Coordinator to be destroyed.
- m. **Response Space**—Emphasize that students are limited to the response space provided in the answer booklets or in the online test engine (INSIGHT). Additional pages/booklets will not be scored.
- n. **Code of Conduct**—Instruct Test Administrators to review the *Code of Conduct for Test Takers* (Appendix F) with all students in advance of the testing day. Prior to starting the assessment, students will be required to indicate that they understand the *Code of Conduct for Test Takers* that was reviewed with them by their Test Administrators (or teachers). It is important that Test Administrators are prepared to answer any questions about the code of conduct so that all students can acknowledge their understanding of the requirements.
- o. **Security**—Emphasize that all test materials, including test booklets, answer booklets, test tickets, and content in the online test must be kept secure at all times prior to, during, and after the assessment, and that completed booklets must be kept secure.
- p. To prevent any suspicion of testing anomalies, PDE strongly encourages school entities not to allow teachers to be Test Administrators and/or Proctors of their own students for the content area in which they teach. As such, it is recommended that other teachers be used as Test Administrators and/or Proctors, or that a Proctor be in the testing room with the teacher if the teacher acts as the Test Administrator of his/her own class.
- q. In collaboration with the Bureau of Special Education, the following guidance is provided: A separate Test Administrator is required for test settings where an educational sign language interpreter has been assigned to interpret allowable Keystone and PSSA test material for a student(s). The School Assessment Coordinator must ensure that an educational sign language interpreter receives assessment training and completes the PSTAT. The interpreter must sign the *Confidentiality Agreement for Educational Sign Language Interpreter* found in Appendix C (also found in the *Accommodations Guidelines*) prior to viewing any of the secure materials and sign the *General Test Security Certification* found in Appendix B after completion of the Keystone Exam(s) administration. Before signing the certification, cross out the word "reviewed" in the third paragraph.

Additional information on the Test Administrator Responsibilities appears in Appendix A.

#### 4. COMPLETING THE MATERIALS RECEIPT NOTICE

SACs in a ship to school will need to complete the Materials Receipt Notice in eDIRECT.

Read the section found in Part III DISTRICT ASSESSMENT COORDINATOR, SCHOOL ASSESSMENT COORDINATOR, and TEST ADMINISTRATOR/PROCTOR RESPONSIBILITIES. Also read "COMPLETING THE MATERIALS RECEIPT NOTICE" Part VI – RECEIPT AND DISTRIBUTION OF MATERIALS for detailed information.

#### 5. REQUESTING ADDITIONAL MATERIALS

SACs needing additional materials will need to follow the process in place at their LEA to order the additional materials. If the SAC is responsible for requesting additional materials follow the directions provided in Part III DISTRICT ASSESSMENT COORDINATOR, SCHOOL ASSESSMENT COORDINATOR, and TEST ADMINISTRATOR/PROCTOR RESPONSIBILITIES.

#### 6. MAINTAINING SECURE STORAGE

All paper answer booklets, test booklets and online assessment test tickets 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. Test Administrators must not be given access to secure test materials before the administration day. Instead, Test Administrators should only be given access to secure test materials immediately preceding test administration.

- a. The *Directions for Administration Manuals* are not considered secure test materials and should be provided to Test Administrators prior to the assessment for review.
- b. All testing materials must be inventoried, counted, and returned immediately to the preselected, locked, secure storage area after each testing session is completed for the day. Materials must be kept secure after testing and prior to shipping to DRC.
- c. Please refer to the *eDIRECT Test Setup User Guide* for information on security associated with online testing.

#### 7. LATE RETURN OF TEST MATERIALS

Please see the DAC information on returning materials using the schedule provided.

#### 8. HANDBOOK FOR SECURE TEST ADMINISTRATION

Read the *Handbook for Secure Test Administration* in Appendix A concerning the SAC and TA responsibilities.

### C. Test Administrator Responsibilities

Any person who functions as a TA must complete the TA online training module for the PSSA and Keystone Exams Test Administration (PSTAT) at [www.pstattraining.net](http://www.pstattraining.net). This interactive course is designed as an individual, one-to-one training for Test Administrators and is a key component of the oversight that School Assessment Coordinators are required to perform as outlined in this manual. School Assessment Coordinators must ensure that their Test Administrators register and complete this training annually prior to administering the PSSA or Keystone Exams.

Test Administrators must actively monitor the Keystone Exam test administration at all times. Test Administrators must not engage in any activity which may distract them from their assigned test monitoring duties. Such activities include, but are not limited to: (1) working on a computer, (2) reading, (3) using a cell phone, (4) grading papers, and (5) having conversations not related to monitoring.

Read the *Handbook for Secure Test Administration* in Appendix A concerning the TA responsibilities.



## PART IV – STUDENT PARTICIPATION GUIDELINES FOR ALL ASSESSMENTS

### A. Code of Conduct

The *Code of Conduct for Test Takers* (Appendix F 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 all questions are answered such that all students understand each point in this code of conduct before the testing day.** Prior to starting the assessment, students will be required to indicate that they understand the *Code of Conduct for Test Takers* that was reviewed with them by their Test Administrators (or other school employees). Test Administrators must be prepared to answer any questions about the *Code of Conduct for Test Takers* so that all students can acknowledge their understanding of the requirements. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.

### B. General Student Participation in the Assessment

In order to satisfy federal accountability requirements, all students **must** participate in the Algebra I, Biology, and Literature Keystone Exams **by spring of their grade 11 year**. Districts have the option of testing students for federal accountability purposes during any administration. Because the Keystone Exams are designed as end-of-course exams, with few exceptions the Keystone Exam should be taken at the end or near the end of the related course. Students completing the Keystone Exams prior to grade 11 will have their results banked until they reach grade 11. Students who previously completed the Keystone Exams and earned a score of Proficient or Advanced are not permitted to retake the assessments.

The Keystone Exams are designed as end-of-course evaluations. Therefore, students who are participating in the Keystone Exams as a **graduation requirement** and qualify to retake a Keystone Exam (i.e., students who did not achieve proficiency on a previous attempt) are required to complete supplemental instruction prior to retaking a Keystone Exam so that the student is better prepared for the content of the assessment.

A student who has transferred to Pennsylvania from another state and has passed that state's graduation assessment for Algebra, Biology, or Literature may be eligible to have his/her non-Pennsylvania proficiency apply to the Keystone Exams graduation requirement. The decision shall be made by the school principal. If the decision is made to accept the out-of-state assessment, please contact Jay Gift at PDE, [rgift@pa.gov](mailto:rgift@pa.gov), before the assessment for additional information.

### C. Court/Agency Placed Student Participation Information

Court/agency placed students are required to participate in the assessment regardless of whether the student has an IEP or 504 plan. Students who have been court or agency placed into a non-public setting (e.g., Private Residential Rehabilitation Institution (PRRI) or other juvenile delinquency institution, mental health, drug and/or alcohol treatment facility) are not exempt from participation in the assessments. Requirements for Keystone Exam participation for these students are the same as the requirements for general education students.

Court agency/placed students should be identified on the answer booklet by bubbling "Student is court/agency placed (not foster care)." on page 2 of the answer booklet or within eDIRECT under 'Student Management' > 'Manage Students.'

Students attending alternative education programs, PRRIs, IU programs, or Approved Private Schools placed by the school or district should not be identified as court/agency placed.

## D. Participation of Students with Accommodations

All students with disabilities, except those participating in the Pennsylvania Alternate System of Assessment (PASA), should be provided the same allowable accommodations in the state assessment environment as provided for in their 22 PA Code Chapter 14 or Chapter 711 Individualized Education Program (IEP) or their 22 PA Code Chapter 15 Service Agreement regarding their instruction. For more information, refer to the *Accommodations Guidelines* found on the PDE website at [www.education.pa.gov](http://www.education.pa.gov).

- Click on 'DATA AND REPORTING' in the dark blue bar across the top of the page.
  - Select 'ASSESSMENT AND ACCOUNTABILITY.'
  - Click on the Keystone Exams link 'Continue to Keystone Exams Information...' under the paragraph titled, "KEYSTONE EXAMS".
1. **Braille and large-print** versions of the assessments are available for students with visual impairments. These versions are available in paper versions only.
    - a. Students who use the Braille or large-print versions must have all of their answers (multiple-choice and constructed-response) transcribed by the School Assessment Coordinator or designee into a Form 1 answer booklet (using a No. 2 pencil only). Additional Form 1 booklets for transcription will be provided with the Braille and large-print versions for this purpose. They will be in a single booklet package. If a Form 1 scannable-booklet pack is not received, another Form 1 answer booklet from the school's additional materials should be used.
    - b. The School Assessment Coordinator or designee may not make corrections of student work for spelling, punctuation, grammar or change student responses in any manner.
    - c. Student responses in Braille or large-print booklets that are not transcribed into a Form 1 answer booklet will not be scored.
    - d. The answer booklet that has been used for transcription purposes must have a Student Precode Label or a District/School Label properly affixed.
    - e. All Braille and large-print booklets are secure materials and must be returned to DRC.
  2. **Audio** versions of the Algebra I and Biology assessments are available for students who have a documented need for ALL or many of the allowable test items to be read aloud.
  3. **Color Chooser, Color Contraster, and Reverse Contrasting Text** accommodations are available for students who need color overlay accommodations. When a student has the color overlay accommodation selected, he/she will be able to choose the correct text and/background color. For students who need a white on black text/background option, the reverse contrasting text accommodation should be selected.
  4. **Video Sign Language** is available for students who need the Algebra I or Biology assessments signed.
  5. **Refreshable Braille** accommodation is available to students with visual impairments who use a Job Access With Speech (JAWS) screen reader. Students using this accommodation will also use the paper Braille version to access graphics found in some of the items.

Audio, Color Chooser, Color Contraster, Reverse Contrasting Text, Video Sign Language, and Refreshable Braille are online only accommodations. Within eDIRECT, these accommodations must be selected for the student prior to the student being added to a test session. The test ticket must display the accommodation to ensure that the student is setup properly within the online testing tool. For additional information, please refer to the *eDIRECT Test Setup User Guide*.

See the "Accommodations" section of this handbook for additional information.

## E. Participation in the Pennsylvania Alternate System of Assessment (PASA)

Grade 11 students who are eligible to take the PASA will complete reading, mathematics, and science during the PASA testing window.

### Criteria for Participation in the Pennsylvania Alternate System of Assessment (PASA)

*(Whether or not a student meets the following criteria must be determined by the student's IEP team.)*

**The student is in grade 11; and**

**The student has a severe cognitive disability; and**

**The student requires very intensive instruction to learn; and**

**The student requires very extensive adaptations and supports in order to perform and/or participate meaningfully and productively in the everyday life activities of integrated school, home, community, and work environments; and**

**The student requires very substantial modification of the general education curriculum; and**

**The student's participation in the general education curriculum differs very substantially in form and/or substance from that of most other students (i.e., requires modified objectives, materials, and/or activities)**

For more information on PASA, please go to the following website: <http://www.pasadigital.com>. The Pennsylvania Department of Education is required by the Individuals with Disabilities Education Act (IDEA) to monitor the inclusion of students with disabilities in the statewide assessments.

## F. Procedures for Non-Assessed Students

For a non-assessed student in a school using a paper/pencil assessment, use the "Non-Assessed Students" grid on page 2 of the answer booklet and darken the bubble next to the reason the student did not participate. For online testers, non-assessed information must be provided in eDIRECT ('Student Management' > 'Manage Students') for any student who did not participate in the assessment, but was required to participate either for the purposes of federal accountability or because they are currently enrolled in a Keystone-related course. The non-assessed information on the answer booklet or in eDIRECT does not override student responses. If a student attempts at least 5 items in a module, that module will receive a score regardless of any non-assessed fields that are coded.

Students not participating in the assessment must be coded under one or more of the following categories:

1. **Student had a recent medical emergency:** This applies only to rare circumstances in which a student cannot take or finish taking the assessment during the entire testing window, including make-up dates, due to a recent significant medical emergency. In these situations, the student has remained enrolled at the school, yet the medical circumstances might prohibit him or her from participating in the assessment during the testing window. For example, this might include a situation in which a student is recovering from a recent car accident. In order to mark the student as not tested due to a "recent medical emergency," a note from a doctor excusing the student from participation or hospital documentation must be on file with the LEA.

**Special Circumstance:** If a student has been diagnosed with a concussive injury and there is medical documentation within 2 weeks of the start of the testing window that states the student may not participate in standardized testing, school personnel must select "Student had a recent medical emergency." In all other instances involving concussive injuries and student nonparticipation due to illness/health issues, the student should be coded as "Other."

If a student is receiving education services (school enrollment, hospital, treatment facility, homebound, etc.) during the testing window, the student must be given the opportunity to participate in the Keystone Exams at the location he/she is receiving his/her educational services.

2. **Student had an extended absence for the entire testing window:** Schools must make every effort to ensure that all students who experience absences during the testing window are able to participate in the assessments during the school's make-up sessions.

If a student is absent from school for an extended period that continues beyond the last day of the PDE-established testing window, including the make-up period, school personnel must select "Student had an extended absence for the entire testing window."

3. **Student's parent/guardian reviewed the assessment, found it to be in conflict with his/her religious belief, and requested in writing that the student be excluded from participation:** Chapter 4 of Title 22 of the Pa. Code (22 Pa. Code 4.4) provides for the right of any parent/guardian to excuse his/her child from the state assessment if, upon inspection of the testing materials, he/she finds the assessment to be in conflict with his/her religious beliefs. This is the only basis under Chapter 4 rules for a parent/guardian to excuse his or her child from the statewide assessments.
  - a. Once tests have been received by the LEA, assessments must be available for review by parents and guardians from the time of receipt through the end of the testing window. The assessment must be reviewed on district property and district personnel must be present at all times. Districts must provide a convenient time for the review. This may include an evening review time, if requested. Proper security and confidentiality of the assessment must be maintained at all times.
  - b. Sites testing only online should contact DRC to order a set of paper assessments for the purposes of parental review. These booklets must be returned to DRC following the return instructions outlined in this handbook.
  - c. Parents and guardians must sign the **Parent Confidentiality Agreement** prior to examining test materials. A copy of this must be locally maintained. (Do not send this statement to PDE or DRC.) Parents and guardians may not photocopy, write down, or in any other manner record any portion of the assessments, including directions. The Parent Confidentiality Agreement can be found in Appendix C of this handbook.
  - d. If after reviewing the test parents/guardians find the test to be in conflict with their religious beliefs and wish their student(s) to be excused from the test, the parents/guardians must provide a written request that states the objection to the Superintendent or Chief Executive Officer.
  - e. If the student is excused from the state assessment due to parental or guardian request, school personnel must provide an alternative learning environment for the student during the assessment and select "Student's parent/guardian reviewed the assessment, found it to be in conflict with his/her religious belief, and requested in writing that the student be excluded from participation."
4. **Student's parent/guardian chose to have his/her child excluded from participation based on reason(s) other than conflict with religious belief, even though there is no provision for this exclusion in Pennsylvania regulation:** Even though PDE does not recognize parental refusal as an allowable exclusion, if a parent refuses to have his/her child participate in the assessment and does not provide a reason in accordance with Chapter 4 rules, school personnel should select "Student's parent/guardian chose to have his/her child excluded from participation based on reason(s) other than conflict with religious belief, even though there is no provision for this exclusion in Pennsylvania regulation." LEAs should check with their solicitor to determine if they will accept refusals, and if they do, determine the procedures to be followed.
5. **Other:** Although there is no other apparent reason for student non-participation in the assessment, this category is provided for the rare exception. The most notable exception is student refusal to participate at the time of testing. Refusal represents a defiant act on the student's part despite school personnel's every effort to obtain compliance. If you have exhausted all options and believe you have a case that fits into this category, select "Other."

## G. Student Withdrawal/Enrollment During the Testing Window

If a student completes Module 1 or Module 2 before withdrawing, return the used answer booklet to DRC to be scored. If a student partially completes only one module before withdrawing, place a Do Not Score Label on the student's answer booklet before returning it to DRC. The receiving school DAC or his/her designee should contact the sending school to determine if testing is appropriate for any specific subject(s) for this student.

## H. Testing of Suspended and Expelled Students

Students who have been suspended from daily classroom attendance, but remain on the school's enrollments, should be administered the assessments. The location of the testing (at a school within the district or via homebound instruction) is a district decision. If the district chooses not to test the suspended student, a paper booklet must be returned and coded as non-assessed due to extended absence.

Students who have been expelled from school and who have been completely removed from the district's enrollments do not need to be administered the assessments. However, if the student remains on the district's enrollment after the expulsion (e.g., the student is placed in an alternate education facility, program, or setting), it is the district's responsibility to ensure that the student is tested.

## I. Home Education Students (Home-Schooled)

If the parent/guardian of a home-schooled student requests that the student take the Keystone Exams, the school district must allow the student to take the assessment(s) at the school building the home-schooled student would normally attend or at another central location agreed to by the school district and the parent/guardian.

Parents/guardians of home-schooled students who plan to request that the student take the Keystone Exams with accommodations are subject to the same procedures and timelines as public school students. According to law, it could take several months for the determination to be made that a student is eligible for administration of the Keystone Exams with accommodations.

Information about home education in Pennsylvania, including the Pennsylvania law on home education and related statutes, regulations, frequently asked questions (and answers), and a list of home education organizations serving Pennsylvania families, is available on PDE's website at [www.education.pa.gov](http://www.education.pa.gov) (keyword search "home education").

**Note:** Home-schooled students without PAscoreIDs are required to take the paper/pencil assessment. A District/School Label must be affixed to the used answer booklet in order for the booklet to be scored. Home-schooled students with PAscoreIDs can be added to a school's online test session in eDIRECT to access the online assessments. Full-time home education students should be identified on the answer booklet by bubbling "Student is home-schooled and assessed at parental request." on page 2 of the answer booklet or within eDIRECT under 'Student Management' > 'Manage Students.'

## J. First-Year English Learner

All students, including EL students, who are enrolled in a Keystone related course are required to participate in the Algebra I and Biology assessments. If the first-year EL student is in Grade 11, his/her participation will only be used for accountability purposes.

Participation in the Literature assessment is optional for students identified as English Learners who are in their first year of enrollment in a U.S. school. If the first-year EL student is in Grade 11 and voluntarily participates, his/her participation will be included for accountability but not his/her performance.

First year EL students who are not in Grade 11 who have taken the Keystones for participation only will have to take the Keystone Exams by the end of their 11th grade year to achieve a score that can be used for performance.

The last day of the 2017 PDE-established testing window should be used as the enrollment date to identify students in their first year of enrollment in U.S. schools.



## PART V – PREPARING STUDENT ANSWER BOOKLETS

### A. Labeling Answer Booklets

#### 1. OVERVIEW OF BARCODE LABELS

Student Precode Labels, District/School Labels, and Do Not Score Labels will be provided for use on the Keystone Exams answer booklets.

DRC's booklet receiving system is driven by four distinct barcodes that help DRC identify and sort documents for processing. The four barcodes are:

- a. **BLANK**—DRC has preprinted a “blank” barcode on the cover of every answer booklet. A “blank” barcode indicates that the document has not been used, is completely blank, and should not be processed.
- b. **STUDENT PRECODE**—DRC uses data from eDIRECT that was received from the Pennsylvania Information Management System (PIMS) or a district supplied file to produce Student Precode Labels. **Only students who were placed into paper test sessions will receive Student Precode Labels.** The labels contain a barcode that indicates the answer booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to hand bubble the student's name, birth date, PAsecureID, and demographic items. **If you receive a label for a student who is no longer enrolled, that label should be destroyed.**
- c. **DISTRICT/SCHOOL**—If a student does not have a Student Precode Label, the School Assessment Coordinator or his/her designee must use a District/School Label and hand bubble all demographic information on pages 1 and 2 of the answer booklet before testing begins. The labels contain a barcode with district/school-specific information that indicates the document should be processed and scored for the student whose information is bubbled on the booklet.
- d. **DO NOT SCORE**—These labels contain barcodes that indicate the answer booklets should NOT be processed. Answer booklets that have a Do Not Score Label will be handled as if they are blank.

#### 2. GENERAL INSTRUCTION FOR USING BARCODE LABELS

- a. District/School Labels and Do Not Score Labels are not subject specific and can be used on any Keystone Exam answer booklet.
- b. Before affixing any label to an answer booklet, check the label to ensure that the information is correct.
- c. Schools should destroy Student Precode Labels or District/School Labels containing inaccurate information.
- d. The School Assessment Coordinator or his/her designee must affix the appropriate label to each answer booklet that will be used by a student.
- e. Place the label in the box located in the lower left corner on the cover of each student's answer booklet.
- f. Do not remove any label that has been affixed to an answer booklet; this will damage the booklet. Instead, the label must be covered with another label of the appropriate type.
- g. Do not write on the labels. Do not correct information on a label.
- h. **Do not use labels from another school or a previous exam.** If you need more labels, submit an Additional Materials Request in eDIRECT.

### 3. STUDENT PRECODE LABEL INSTRUCTIONS

Most testing sites will receive Student Precode Labels that are linked to individual student demographic information and district/school information in eDIRECT. It is important that school personnel make sure the readable information printed on the label is correct.

- a. Testing sites may receive multiple sets of Student Precode Labels depending on what subjects are to be tested at the school. Each set of Student Precode Labels will be separated by a slip-sheet that identifies the assessment for which the labels should be used.
- b. If a student's name, PAsecureID, or birth date is incorrect, the label **should not** be used. Use a District/School Label in its place, and prior to administering the assessment carefully bubble the student's name, PAsecureID, and birth date exactly as each appears in the PIMS reporting snapshot.
  - i. Student name, PAsecureID, and date of birth are matching criteria between the precode snapshot and the reporting snapshot. If a student record is uploaded to the precode snapshot with a different name than the reporting snapshot (i.e., printed on the Student Precode Label), DRC cannot match the student's precode label to the PIMS data for final Keystone reporting.
  - ii. If a student's test record cannot be matched to the PIMS reporting file (which will happen if an incorrect precode label is used in the scenario above), it will be the district's responsibility to match the "PIMS student" to his/her Keystone test record(s) within the corrections system.
- c. If a Student Precode Label is being used, student identifying information and demographics are embedded in the barcode on the label; therefore, these items should not be bubbled. Items 4 through 7 on page three of the answer booklets must be completed by school personnel for all assessed students, if applicable. See the 'Accommodations' section of this handbook for more instructions regarding the accommodations that are listed on page three of the student answer booklet.
- d. It is essential for PIMS Administrators to ensure that the student demographic information in PIMS is correct.
- e. **All embedded Student Precode Label information will supersede any bubbling on page 1 or page 2 of the answer booklet.** Any student information changes or demographic changes made by writing on a Student Precode Label or by bubbling page 1 or page 2 of the answer booklet WILL NOT change the PIMS information embedded in the Student Precode Label.
- f. If a Student Precode Label is destroyed, school personnel must use a District/School Label in its place and bubble pages 1 and 2 of the answer booklet before testing begins.

### 4. DISTRICT/SCHOOL LABEL INSTRUCTIONS

All sites will receive District/School Labels that contain district/school-specific information only. District/School Labels must be used when Student Precode Labels are not available.

- a. District/School Labels have a stripe across the top of the label.
- b. When using District/School Labels, it is **imperative** that the student's name, birth date, and PAsecureID are bubbled exactly as they appear in PIMS prior to administering the assessment. All other applicable demographic information on page 2 of the answer booklet should also be completed in the event that the student demographic information provided on the booklet does not match to a PIMS file.
- c. Items 4 through 7 on page three of the answer booklets must be completed by school personnel for all assessed students, if applicable. See the 'Accommodations' section of this handbook for more instructions regarding the accommodations that are listed on page three of the student answer booklet.
- d. **Do not use labels from another school or another year.** If you need more labels, submit an Additional Materials Request in eDIRECT.

## 5. DO NOT SCORE LABEL INSTRUCTIONS

Do Not Score Labels are supplied for use on answer booklets that are (1) defective and cannot be scored or (2) answer booklets that should not be scored. Always place the Do Not Score Label **directly over** any Student Precode Label or District/School Label that was originally affixed to the answer booklet.

**a.** Use the Do Not Score Labels when one of the following has occurred:

- i.** A used answer booklet is torn, soiled (not bodily fluids), or defective. When a student has used a booklet and it becomes torn, soiled, or is found to be defective (e.g., missing pages), the student's already recorded responses must be transcribed by the School Assessment Coordinator or his/her designee into a new booklet of the same form designation. In order to ensure accuracy in the transcription process, it is recommended that the transcription take place in the presence of another staff member who will sign the *Test Security Certification* Statement. A Do Not Score Label should be affixed to the defective booklet.
- ii.** A used answer booklet is soiled with bodily fluids. If a student becomes ill or places bodily fluids on an answer booklet, follow the LEA policy on Universal Precautions on dealing with bodily fluids. This may require that the booklet be destroyed and the student retested using a different form number. However, if allowed by LEA Universal Precautions policy, the School Assessment Coordinator or his/her designee should transcribe the student's already recorded responses into a new booklet of the same form designation. In order to ensure accuracy in the transcription process, it is recommended that the transcription take place in the presence of another staff member who will sign the *Test Security Certification* Statement. Record the security number found on the back of the soiled booklet and securely destroy the soiled booklet. **In either case make certain this information is recorded on the Materials Accountability Form found in eDIRECT.**
- iii.** A student uses two test booklets. Submit one booklet for scoring and return the other booklet with a Do Not Score Label (the student's responses must be transcribed from one booklet into the other, provided both booklets are the same form).
- iv.** A Student Precode Label (for a student who withdrew prior to the testing window) or District/School Label is inadvertently affixed to a blank/unused booklet (a blank/unused booklet does not have any bubbles marked or any student responses). Affix a Do Not Score Label over the previously affixed label.
- v.** A student has been completely removed from the school's enrollment on or before the end of the testing window **and** the student **did not** complete at least one module. Affix a Do Not Score Label over the Student Precode Label or District/School Label.

**b.** Do not use Do Not Score Labels for the following types of booklets:

- i.** Blank/unused booklets—there is a **preprinted** "BLANK" barcode in the box located in the lower left corner on the cover of the answer booklet to indicate that the booklet is blank/unused. For unused answer booklets, a Do Not Score Label does not need to be affixed to these "BLANK" barcodes.
- ii.** Booklets for students who are designated as non-assessed and have been coded as such on page 2 of the answer booklet. These booklets must have a Student Precode Label or District/School Label affixed to the front cover with student information bubbled.



## B. Completing Student Information

### 1. NAME

For students who are using a Student Precode Label, it is not necessary to complete the name boxes. For students who are using a District/School Label, the School Assessment Coordinator or his/her designee must print the student's first and last name in the boxes provided on the cover page of the answer booklet and darken the corresponding bubbles. The name on the answer booklet must be the same as the first and last name in PIMS to ensure accurate matching for reporting purposes. If the test record cannot match PIMS data (e.g., "Bobby" on the answer booklet will not match with "Robert" in PIMS), there could be a negative impact on reporting.

### 2. GRADE

For students who are using a Student Precode Label, it is not necessary to complete the Grade. For students who are using a District/School Label, the School Assessment Coordinator or his/her designee must darken the corresponding bubbles on the cover page of the answer booklet.

### 3. BIRTH DATE

For students who are using a Student Precode Label, it is not necessary to complete the Birth Date. For students who are using a District/School Label, the School Assessment Coordinator or his/her designee must darken the corresponding bubbles. Birth Date is a field used to match to PIMS data and if it is missing or incorrect, reporting may be affected.

### 4. PASECUREID

All public school students have a state assigned ten-digit PAsecureID. Students using a Student Precode Label do not need this field completed on the answer booklet. However, it is imperative that the PAsecureID is bubbled on the front cover for all students using a District/School Label. If the PAsecureID is missing or incorrect, reporting may be adversely affected.

If the district does not have a PAsecureID for a student, please follow the instructions below. Questions regarding PAsecureIDs can be e-mailed to RA-PASecureID@pa.gov.

- a. If a student is home-schooled, the grid should be left blank.
- b. If a student transferred from another district within the state, the new district can access the PAsecureID website to look up the student's PAsecureID.
- c. If a student is new to the state or previously attended a private school, the district can access the PAsecureID website and enter the student's information to have a PAsecureID assigned.

### 5. CODE OF CONDUCT

This bubble should be completed by the student during testing. The specific *Directions for Administration Manuals* will inform the student when to complete this bubble.

## 6. STUDENT DEMOGRAPHICS GRID

If a student testing with a paper assessment is using a Student Precode Label, the Student Demographics information is embedded in the barcode on the label; therefore, these items should not be completed by hand. Students with District/School Labels should have these three items completed by school personnel prior to administering the assessment.

### Item 1 Gender

Indicate whether the student is Male or Female.

### Item 2 Race/Ethnicity (*indicate only one*)

Indicate the ethnicity with which the student most closely identifies. You must choose only one. If a student should be counted in more than one racial category, choose "Two or more races (not Hispanic)."

### Item 3 Mark all of the following that apply, if any:

**Student has an IEP (*not Gifted*)** – Student has an IEP and has a disability but is not gifted. This demographic item pertains to a student's IEP status at the time of testing.

It is recognized that gifted students, while not having a diagnosed disability, have an GIEP. The data collected in response to this item are intended to identify ONLY those students with IEPs who have disabilities. Therefore, if a gifted student has an GIEP, but does NOT have a disability, DO NOT select this item.

**Student is classified as economically disadvantaged** – Student meets the district's economically disadvantaged criteria.

Students are commonly classified as economically disadvantaged if they qualify for free or reduced lunch; however, other criteria used by the district may be substituted.

**Student receives Migrant Education Program services** – Student is identified as receiving Migrant Education Program services.

The Pennsylvania Department of Education, Division of Student Services is responsible for compiling and distributing an official list of students eligible for Migrant Education Program services. Only personnel from the Pennsylvania Migrant Education Program can identify students receiving these services. The official list is distributed to district superintendents and school building principals. For more information, see the Migrant Education Program portion of the PDE website.

**Student is classified as an English Learner**

All students identified as English Learners who have completed at least one year of enrollment in a U.S. school must participate in all assessments.

## 7. ACCOMMODATIONS

When an accommodation is used by a student taking a paper/pencil assessment, the Accommodations Section on page 3 of the answer booklet must be completed by the School Assessment Coordinator (SAC) regardless of the label that was used. Students testing online must have accommodation information completed in eDIRECT ('Student Management' > 'Manage Students'). Detailed instructions for completing accommodation information for online students can be found in the *eDIRECT Test Setup User Guide*.

A student's use of an accommodation is not collected from any other source for reporting. If a student requires an accommodation that is not listed, a documented request must be made to the Pennsylvania Department of Education. DRC cannot authorize the use of accommodations. For more information on accommodations, refer to the *Accommodations Guidelines* found in eDIRECT and the PDE website at [www.education.pa.gov](http://www.education.pa.gov).

**Item 4 Student used the following Presentation Accommodations (mark all that apply, if any)**

**Braille format** (Paper only) – Student used a Braille version of the assessment.

**Large-print format** (Paper only) – Student used a large-print version of the assessment.

Students who use the Braille or large-print versions must have all of their answers transcribed or scribed (as per the *Accommodations Guidelines*) verbatim into the matching Form 1 regular answer booklet.

**NOTE: Large-print answer booklets will not be scored.** Additional Form 1 booklets for transcription are provided with the Braille and large-print versions for this purpose. These booklets are identified as packs of 1.

**Computer-Assistive Technology** – does not apply to online testing (PDE must approve the program and all functions) – Student used a PDF version of the assessment provided on a secure CD. This accommodation is intended for those students with a severe disability that precludes them from accessing the assessment through the online testing system and the hard copy test booklet.

**Some test items/questions read aloud** – Student had some test items/questions read aloud. Any student may request the read aloud of a word, phrase, or test item on the Algebra I and Biology tests.

**All test items/questions read aloud** – Student had the entire Algebra I and/or Biology assessment read aloud. However, there are items for which reading the item aloud (questions and/or answer options) would cue the correct answer(s). It is not permissible to read aloud the part or parts of an item for which the correct answer(s) would be cued. For example, when an item asks students to identify a symbol, only the words and numbers may be read aloud, not the symbols. Also, when a student is asked to identify a shape, the names of the shapes may not be read aloud.

*Pennsylvania Read-Aloud and Scribing Guidelines for Operational Assessments* can be found in eDIRECT and the PDE website at [www.education.pa.gov](http://www.education.pa.gov).

**Test items/questions signed** – Student used an interpreter/translator to sign test items/questions.

**Test items/questions interpreted for EL** – Student used an interpreter/translator to present test items/questions.

**Amplification device** – Student used an amplification device (e.g., hearing aid, personal sound amplifier).

**Magnification device** – Student has a documented need for magnification and used a magnification device (e.g., CCTV, hand held magnifier, online magnifier tool). Do not select if a student simply used the online magnification tool as an available test feature.

**Color overlay** (Paper only) – Student used a color overlay, background, or contrast.

**Other (noise buffers, whisper phone, etc., as indicated in Accommodations Guidelines or a unique accommodation as approved by PDE)** – Student used any other device or visual organizer during the assessment. Some may require a separate setting.

**Audio** (Online only) – Student used the text-to-speech software to have the Algebra I and/or Biology assessment read aloud.

**Color Chooser** (Online only) – Student used the Color Chooser to change the background color.

**Contrasting Text Chooser** (Online only) – Student used the Contrasting Text Chooser to change the text color and background color.

**Reverse Contrasting Text** (Online only) – Student used the Reverse Contrasting Text to change the text color to white and the background color to black.

**Video Sign Language** (Online only) – Student used the video sign language software to have the Algebra I and/or Biology assessments signed.

**Refreshable Braille** (Online only) – Student used Jobs Access With Speech (JAWS) screen reader during the assessments.

**Item 5 Student used the following Setting Accommodations (*mark all that apply, if any*)**

**Hospital/home setting** – Student completed the assessment at a hospital or at home.

**One-on-one setting** – Student completed the assessment in a one-on-one setting.

**Small group setting** – Student completed the assessment in a small group.

**Other (*as indicated in Accommodations Guidelines or approved by PDE*)** – Student completed the assessment in a separate or unique setting.

**Item 6 Student used the following Response Accommodations (*mark all that apply, if any*)**

**Test administrator marked multiple-choice responses at student's direction** – Student dictated multiple-choice responses to a test administrator. Responses must be marked into student's answer booklet.

**Test administrator scribed open-ended responses at student's direction** – Student dictated open-ended responses to a test administrator. Responses must be scribed verbatim into student's answer booklet.

**Test administrator transcribed student responses (*per Accommodations Guidelines*)** – Student marked responses in something other than the answer booklet being returned for scoring. Responses must be transcribed verbatim into student's answer booklet.

**Qualified interpreter translated, transcribed, and/or scribed student's signed responses** – Student used an interpreter to sign responses to a test administrator. Responses must be scribed verbatim into student's answer booklet.

**Qualified interpreter translated transcribed, and/or scribed EL student responses (*per Accommodations Guidelines*)** – Student used an interpreter/translator to respond to a test administrator. Responses must be scribed verbatim into student's answer booklet.

**Keyboard, word processor, or computer—does not apply to online testing (*per Accommodations Guidelines*)** – Student used a keyboard, word processor, computer, or one-to-one device with the test booklet. Responses that are separately written or typed must be transcribed verbatim into student's answer booklet.

**Braille/Note taker (*per Accommodations Guidelines*)** (Paper only) – Student used a Braille/Note taker. Responses must be transcribed verbatim into student's answer booklet.

**Augmentative communication device** – Student used any device to aid in communication. Responses must be transcribed verbatim into student's answer booklet.

**Computer-Assistive Technology—does not apply to online testing (*PDE must approve the program and all functions*)** – Student dictated text into the computer or gave commands to the computer using Computer Assistive Technology software with the paper test booklet. Responses must be transcribed verbatim into student's answer booklet.

**Translation dictionary for EL student** – Student used a non web-based word-to-word translation dictionary without definitions or pictures.

**Other (*special paper, etc., as indicated in Accommodations Guidelines or a unique accommodation as approved by PDE*)** – Student used special paper (e.g., blank graph paper, large-squared paper) during the assessment.

**Item 7 Student used the following Timing Accommodations (*mark all that apply, if any*)**

**Extended time** – Student required more time than the rest of the regular testing group or required scheduled extended time.

**Frequent breaks** – Student required frequent breaks within a regularly scheduled test session. Students must be monitored during all breaks.

**Changed test schedule** – Student required the assessment to be administered on a different day or time to accommodate medical or learning needs. No single section may be administered over more than one day.

**Other (*as indicated in Accommodations Guidelines or approved by PDE*)** – Student required a unique timing accommodation.

**Local Student ID, Optional Field, and Supplemental Data Field**

- a. The Local Student ID grid is provided to allow districts/schools the option to continue the use of the Local Student ID.
- b. The Optional Field is provided to allow districts/schools the option to measure information specific to the district/school. Each district/school may choose to gather information based on a specific need in the district/school and would code this field accordingly. If the district/school is not interested in gathering additional information, this field should be left blank.
- c. The Supplemental Data Field will only be used in the event that a determination is made that the demographic information already contained in the answer booklets has overlooked an element that should be considered for reporting requirements. This field will be used if districts/schools are instructed to do so by DRC or PDE.
- d. The Local Student ID, Optional Field, and Supplemental Data Field, are also available in eDIRECT for online students.

## PART VI – ONLINE ADMINISTRATION

### A. Informational References for Online Testing

The School and District Assessment Coordinators involved with online testing should refer to the *eDIRECT Test Setup User Guide* and the subject-specific *Directions for Online Administration Manuals*. These documents contain specific information related to using the eDIRECT system to set up students and computers for use by students for online testing and managing student test tickets. The user guide and the *Directions for Online Administration Manuals* are available in eDIRECT. In the upper left-hand corner, click on 'All Applications'/'General Information'/'Documents.' In the new screen, select the appropriate administration, choose 'Manuals' under 'Document Type,' and then click 'Show Documents.'

Other information related to online testing is also available in eDIRECT, including online testing tutorials and the Online Tools Training.

### B. Student Records from PIMS

Student records provided to DRC from PIMS (from the assessment-specific precode templates) are automatically uploaded to eDIRECT with all associated student demographic data. These student records are available to be placed into online test sessions. Student records that were not included in the PIMS file need to be manually uploaded to eDIRECT and must have the student demographic information completed in eDIRECT before the students can be placed into online test sessions. Detailed instructions for completing demographic information for students testing online can be found in the *eDIRECT Test Setup User Guide*.

### C. PA Online Tutorials

The PA Online Tutorials have been created for each assessment and are designed to be used by students at all grade levels. The tutorials use pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the PA Online Assessment System. To view the tutorials:

- Go to eDIRECT: <https://www.drcedirect.com/all/eca-portal-ui/welcome/PA>.
- Select 'All Applications' from the top navigation pane.
- Click 'General Information.'
- Go to the 'Test Tutorials' tab.
- Click the 'Play' button to view the tutorials.

### D. PA Online Tools Training (OTT)

The PA Online Tools Training (OTT) is designed to provide an introductory experience using the online assessment software in preparation for taking the Keystone Exams. This allows students to become familiar with testing on a computer and allows them to experiment with the features available during an actual test. Two versions of the OTT are available – a public version and a secure version. The secure version is automatically downloaded when the District Technology Coordinator downloads the testing software. To view the public version:

- Go to eDIRECT: <https://www.drcedirect.com/all/eca-portal-ui/welcome/PA>.
- At the bottom of the home page, follow the Online Tools Training Software Download instructions.
- In the new window, follow the onscreen instructions to start the OTT.
- The username and password are on the log in screen.

**Note:** If a student needs to practice with the audio or color accommodations, add "audio" or "color" after the username (i.e., OTTAlg1audio).

## E. Technology User Guide

The *Technology User Guide* is available for the District Technology Coordinator. This user guide provides detailed assistance for downloading the testing software.

- Go to eDIRECT: <https://www.drcedirect.com/all/eca-portal-ui/welcome/PA>.
- Select 'All Applications' from the top navigation pane.
- Click 'General Information.'
- Go to the 'Documents' tab.
- Select the appropriate administration and select 'Technology' under 'Document Type.'

District Assessment Coordinators should consult with their District Technology Coordinator for further details about setting up online testing in the school/district.

## F. Use of Student Computers and Student Devices for Online Testing (One-to-One Student Devices)

If the LEA staff wishes to incorporate student computers and student devices for their online testing, DRC has established procedures enabling the LEA to use such devices. Contact DRC directly for information on how to implement these procedures for test administration at 800-451-7849. Be certain that all computers and devices meet the standards established by DRC.



## PART VII – RECEIPT AND DISTRIBUTION OF MATERIALS

### A. District and School Assessment Coordinator Checklists

The following checklists are general guidelines of critical dates by which an activity should take place. As a reminder, schools that receive materials directly from DRC should use both checklists.

Sites that are only testing students online and did not order accommodated forms (e.g., Braille, large-print, or Spanish) will not receive a shipment of secure paper materials. These sites can ignore the dates associated with inventorying and distributing secure materials and returning materials back to DRC in the tables below.

District Assessment Coordinator's Checklist		
_____	Receive Shipment I from DRC	By April 16, 2018
_____	Distribute Shipment I to School Assessment Coordinators	April 18, 2018
_____	Read the <i>Handbook for Assessment Coordinators</i>	April 19, 2018
_____	Distribute parent/guardian flyers in newsletter or mail	April 19, 2018
_____	Conduct training session for School Assessment Coordinators	By April 23, 2018
_____	Receive Shipment II from DRC	By April 30, 2018
_____	Distribute Shipment II to School Assessment Coordinators	April 30, 2018
_____	Request additional materials (if needed)	April 30–May 24, 2018
_____	Testing Window	May 14–25, 2018
_____	Inventory materials returned by schools	May 30, 2018
_____	Return materials to DRC	May 31, 2018



### School Assessment Coordinator's Checklist

_____	Receive and inventory Shipment I	April 18, 2018
_____	Distribute the <i>Directions for Administration Manuals</i> (DFA)	April 19, 2018
_____	Distribute parent/guardian flyers in newsletter or mail	April 19, 2018
_____	Read the <i>Handbook for Assessment Coordinators</i> and the DFA Manuals	April 23, 2018
_____	Attend School Assessment Coordinator training	By April 23, 2018
_____	Receive and inventory Shipment II	By April 30, 2018
_____	Request additional materials (if needed)	April 30–May 24, 2018
_____	Conduct training session for Test Administrators	By May 8, 2018
_____	Assist and supervise Test Administrators during the assessments	May 14–25, 2018
_____	Inventory, package, and return materials to the district	May 25, 2018
_____	Destroy handbooks, administration directions, and scratch paper	May 31, 2018

## B. Receipt of Materials

For the Spring 2018 administration, materials for all subjects will arrive at the same time in two separate shipments. Districts and schools should be prepared to receive, store, and distribute the volume of boxes associated with the assessments. For ship-to-district sites, school boxes are provided for each participating school. If not inventoried centrally, the boxes should be sent to the schools as soon as they have been received. A copy of each school's packing list is contained in the district administrative materials. Ship-to-school and other special sites receive both district and school materials.

Shipment I (one) contains this handbook and the *Directions for Administration Manuals*. School Assessment Coordinators should be given ample time to distribute *Directions for Administration Manuals* to Test Administrators. This should be done as soon as the manuals are received to allow time for the Test Administrators to study them prior to an orientation session.

Shipment II (two) contains the secure assessment booklets, precode labels, and all accommodated materials. If this shipment is not received by April 30, 2018, the District Assessment Coordinator (or School Assessment Coordinator at ship-to-school sites) should contact DRC Customer Service at 1-800-451-7849.

1. Accurately inventory the materials immediately upon receipt, without breaking the shrink-wrapped packs. If more materials are needed:
  - a. **Ship-to-district sites:** District Assessment Coordinators must complete an Additional Materials Request in eDIRECT.
  - b. **Ship-to-school sites:** School Assessment Coordinators must complete an Additional Materials Request in eDIRECT.
  - c. For more details on completing an Additional Materials Request, see the “Requesting Additional Materials” section of this handbook.
2. **Be sure to save the box(es) in which the materials were sent.** They will be used to return the materials after the assessments. (If a box is damaged, or if all materials do not fit into the original box(es), a box similar in size and strength from the school may be substituted.)
3. After inventorying secure materials, store all materials in a predetermined, locked, secure storage area.
4. Complete the Materials Receipt Notice in eDIRECT.

## **SHIPMENT I (ONE) MATERIALS**

### **DISTRICT – ADMINISTRATIVE MATERIALS**

1. Copies of School Packing List(s)—one per school
2. School Box Range Sheet—indicates the number of boxes packaged for each school in the district for ship-to-district sites
3. *Handbook for Assessment Coordinators*—this manual
4. Subject-specific paper/pencil *Directions for Administration Manuals*
5. Subject-specific *Directions for Online Administration Manuals* (if testing online)
6. Spanish-translation *Directions for Administration Manuals* (when applicable)

### **SCHOOL – MANUALS**

1. *Handbook for Assessment Coordinators*—this manual
2. Subject-specific paper/pencil *Directions for Administration Manuals*
3. Subject-specific *Directions for Online Administration Manuals* (if testing online)
4. Spanish-translation *Directions for Administration Manuals* (when applicable)

## **SHIPMENT II (TWO) MATERIALS**

### **DISTRICT – ADMINISTRATIVE AND RETURN MATERIALS**

1. School Box Range Sheet—indicates the number of boxes packaged for each school
2. UPS/DRC Return Shipment Labels—New this year, the UPS and DRC return shipment labels have been combined onto one label for use on returning boxes of materials
3. Plastic Return Shipment Bags—used to package answer booklets for return to DRC
4. Plastic ties—for sealing Plastic Return Shipment Bags

## SCHOOL – ADMINISTRATIVE MATERIALS

1. Security Checklist
2. School Packing List
3. Student Precode Labels, District/School Labels, and Do Not Score Labels

## SCHOOL – SECURE MATERIALS

1. Algebra I test and answer booklets—shrink-wrapped in packs of 11
2. Biology test and answer booklets—shrink-wrapped in packs of 11
3. Literature test and answer booklets—shrink-wrapped in packs of 11

**Note:** The test booklets and answer booklets will be shrink-wrapped together by form designation (i.e., a Form 1 test booklet will always be followed by a Form 1 answer booklet).

4. Shrink-wrapped Algebra I Formula Sheets—packs of 15
5. Shrink-wrapped Algebra I Spanish-translation test and answer booklets with Spanish-translation formula sheets (if applicable)
6. Shrink-wrapped Biology Spanish-translation test and answer booklets (if applicable)
7. Shrink-wrapped large-print test and answer booklets (per subject, if applicable)
8. Shrink-wrapped Braille booklets (per subject, if applicable)
9. Shrink-wrapped Form 1 test and answer booklets for transcription (per subject, only provided with large-print and Braille booklets)

## C. Materials Receipt Notice

Boxes should be opened immediately by authorized personnel to inventory the contents. If not inventoried centrally, boxes should be distributed intact to schools, allowing enough time for the School Assessment Coordinator to inventory the materials. District Assessment Coordinators (or School Assessment Coordinators that receive materials directly from DRC) are required to enter the date secure materials arrive at the district/school using the Materials Receipt Notice in eDIRECT. All District Assessment Coordinators have access to the Materials Receipt Notice and are responsible for assigning permissions to School Assessment Coordinators (if appropriate).

After logging in to eDIRECT, click on 'Receipt Notice' under the 'Materials' application in the top navigation bar. Select the appropriate Administration and then District and School; click 'Show.' Clicking the 'Complete' button certifies that the school listed has received and inventoried its secure testing materials and that any discrepancies from the packing list have been reported to DRC.

## D. Distribution and Collection of Assessment Materials

All assessment booklets are in shrink-wrapped packages. Answer booklets are packaged together with the test booklets. For all assessments, test and answer booklets have been spiraled in a predetermined sequence in each shrink-wrapped pack. The spiraling process ensures an equal distribution of each form within a classroom. Under no circumstances should you arrange the booklets by form designation.

Each shrink-wrapped package has a range sheet that identifies the quantity of booklets and the range of security numbers it contains. These range sheets can be used to inventory the booklets without opening the packages. In most cases, the School Assessment Coordinator (SAC) will be responsible for assigning secure ranges of materials for Test Administrators. It is vital that everyone understands the importance of assigning materials by security range. The shrink-wrapped packages may be broken open to assemble proper quantities for each Test Administrator. Shrink-wrapped packages should only be opened at the school level and should not be opened until school personnel are ready to affix barcode labels, no more than one week prior to the start of a testing window.

On the day the assessment is administered, distribute the correct number of appropriate booklets needed for that day's assessment to each Test Administrator as recorded on the Security Checklist. All assessment materials should be returned to the SAC as soon as possible on each day of an assessment. It is mandatory that school districts utilize a sign-out/sign-in sheet for distribution and collection of secure test materials. It is recommended that TAs count the number of test booklets received and returned in the presence of the SAC or his/her designee.

If the school has students testing online, test tickets will be distributed to each student. These test tickets are secure materials and must be managed during distribution to the students. The test tickets are generated and printed from eDIRECT. For more information on how to print and distribute the test tickets, see the *eDIRECT Test Setup User Guide*.

After all testing is complete for an assessment, be sure Test Administrators return all materials to the School Assessment Coordinator, including used and unused test and answer booklets, test tickets, the *Directions for Administration Manuals*, and scratch/grid paper and any other paper on which students have written.

## E. Procedures for Assigning Booklets Using Security Numbers

The Security Checklist should be used as a tool to account for the secure materials as they are distributed to the Test Administrators and to monitor the materials as they are returned by the Test Administrators. Account for any difference between the number of materials distributed and the number returned by noting the reason on the Security Checklist. Any discrepancies that are not resolved before materials are returned to the District Assessment Coordinator must be noted on the Materials Accountability Form in eDIRECT. No one is permitted to retain any assessment booklets for any reason after all testing and make-ups are complete.

The Security Checklist should not be returned to DRC. Instead, keep this list on file after you return materials to DRC. If DRC determines that a site has not returned all materials from one of the assessments, the Security Checklist may help the site locate the missing document(s). Checklists should be retained for three (3) years.

An electronic copy of the school's security barcodes is available starting on April 30, 2018. If your school would like the electronic version, email DRC at [pacustomerservice@datarecognitioncorp.com](mailto:pacustomerservice@datarecognitioncorp.com).

## F. PAsecureID List

The Pennsylvania Department of Education requires that all School Assessment Coordinators generate a list(s) of students by PAsecureID to show all students taking the Keystone Exams for both online and paper testers. All lists must be retained at the district/school for three years and be available when requested by PDE.

Each list should indicate which students are being assessed by which Test Administrator (TA) and Proctor. The list should include the school name, Test Administrator, PAsecureID, subject being administered, and year. Lists should include substitute teachers serving as TAs, and TAs administering make-up and/or extended time sessions. Following is a sample layout. Even though the PAsecureID must be recorded, students’ names may also be included for LEA use; however, all lists used to communicate with PDE must not have students’ names.

School Name	Test Administrator and Proctor	PAsecureID	Subject	Administration
PA School	Mr. Trenholm	9876543210	Biology	Spring 2018
PA School	Mr. Trenholm	1234567890	Algebra I	Spring 2018
PA School	Mr. Trenholm, Mr. Weller	4567891230	Algebra I	Spring 2018
PA School	Mr. Trenholm	1122334455	Literature	Spring 2018

### G. Seating Charts

The Pennsylvania Department of Education recommends that each Test Administrator develop a seating chart for the students to whom the Test Administrators administered the assessment and maintain that seating chart for three (3) years. The availability of seating charts could become instrumental when investigating possible student cheating.

## PART VIII – PREPARATION AND MANAGEMENT OF THE ASSESSMENTS

### A. Scheduling the Assessment

PDE allows flexibility for LEAs to choose specific testing dates that work within the PDE-established testing windows. All LEAs are required to provide PDE with the specific dates and times it has selected for administering the Keystone Exams. LEAs were required to submit this information for each of their schools through the eDIRECT Enrollment System.

It is important to establish a schedule prior to testing. The following chart outlines the Keystone Exams schedule guidelines and estimated times for each module by subject. These times apply to both online and paper testers.

<b>ALGEBRA I, BIOLOGY, AND LITERATURE KEYSTONE EXAMS</b>				
<b>Suggested Assessment Times (In Minutes)</b>				
<b>Subject</b>		<b>Algebra I</b>	<b>Biology</b>	<b>Literature</b>
Module 1	Number of Items	23 MC, 4 CR	32 MC, 4 CR	23 MC, 4 CR
	Student Testing Time (mins.)	75	72	73
	Administration Time (Pre-test & Post-test)	10–15	10–15	10–15
	Administration Time (Estimated Time) (mins.)	85–90	82–87	83–88
Module 2	Number of Items	23 MC, 4 CR	32 MC, 4 CR	23 MC, 4 CR
	Student Testing Time (mins.)	75	72	73
	Administration Time (Pre-test & Post-test)	10–15	10–15	10–15
	Administration Time (Estimated Time) (mins.)	85–90	82–87	83–88

MC refers to multiple-choice questions.

CR refers to constructed-response questions

When possible, the first couple days of the testing window should be used for administering the assessment. The remaining time should be used for make-up sessions or as a backup if unusual circumstances arise. It may be advisable to postpone the assessment if a large percentage of the school population is absent on any selected day(s), or if a disruption or event (such as a bomb threat, fire in the school, plumbing or heating problems, death of a classmate, etc.) may have caused a level of distress that could result in students performing below their capabilities. LEAs are urged to keep the best interests of the students in mind if rescheduling exams. The use of dates early in the testing window can eliminate most scheduling problems.

The assessments should be given in regular classroom settings, but other settings may be used based on school needs and available facilities. Appropriate test conditions optimize the chance for greater accuracy of the performance. To the extent possible, all students participating in a subject-specific assessment in a school should begin the paper/pencil assessment at the same time. Staggered start times may be necessary for students testing online due to availability of computers, iPads, and/or Chromebooks.

### B. Parent/Guardian Notification of the Assessments

A sample parent/guardian Frequently Asked Questions (FAQ) Document that covers all the assessments has been included in Appendix D of this handbook to use as is or to revise to suit your needs. This information must be distributed to the parent or guardian of each student enrolled in your school(s) about three weeks prior to the assessment.

Please note that the district or school is responsible for duplicating the flyers. Copies are not provided, except for the samples in this handbook. If a district newsletter is regularly published, include the information in the newsletter. However, if history indicates that parents/guardians do not regularly read the newsletter, direct mail may ensure delivery to parents and guardians.

### C. Electronic Device Notification Letter

**Unapproved electronic devices that could compromise the security of the assessment, including cell phones, smartphones, smartwatches, etc., are NOT permitted.** LEAs must notify and ensure that all students and parents/guardians fully understand the policy regarding electronic devices, including cell phones.

If, after testing is complete and test materials have been returned, it is discovered that a student used and/or had a cell phone or other electronic device in his or her possession during the administration of the test, the school's discipline policy will be followed, the student's score will be invalidated, and the student will have to retake another form of the assessment. A student observed actively engaged with an electronic device is using the device. PDE defines possession as having the electronic device on his/her person or placed where one could easily access it. When possession is detected, school personnel should determine if it had been used. An electronic device anywhere else in the room where a student cannot access it (e.g., in a backpack in the back of the room) should not be considered possession.

Copying or duplicating the material from the assessment, 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 fines of no less than \$750 up to \$30,000 for a single violation. 17 U.S.C. § 101 et seq.

A parent letter regarding electronic devices has also been included in Appendix D. PDE strongly encourages LEAs to distribute this letter as a means to ensure that all students and parents/guardians fully understand the policy regarding electronic devices in the testing rooms.

### D. Preparing Students for the Assessments

Inform students of the scheduled assessment sessions in advance, perhaps at the time the informational flyers are sent to parents/guardians. Explain to the students why they are being given the assessments and how the results will be used. Students should realize that doing their best is important, but school personnel should not place undue pressure on students that could cause harmful stress. Students may also be informed that their parents/guardians and teachers will be receiving the results.

Inform students of the following:

1. School/district personnel must discuss the *Code of Conduct for Test Takers* with all students prior to the scheduled assessment time. It is essential that students understand the importance of each point in the code of conduct before testing begins. (Please refer to A of this handbook.)
2. They are permitted to use scratch paper.
3. They are **not** permitted to use ink pens.
4. They may use their own calculators (or school supplied, if applicable) for the Algebra I and Biology assessments. (Please refer to the Calculator Policy found in Appendix E.)

In addition, PDE encourages districts to inform students BEFORE TESTING of the locally determined ramifications/sanctions for student misconduct during the Keystone Exams. This includes, but is not limited to, sanctions associated with:

1. Cheating
2. Sharing and/or reproducing of test content



3. Possessing cell phones, cameras, or any other unauthorized electronic devices during the administration of the assessment. Students must be informed of this policy in advance and should be encouraged to leave such items at home on administration days. The Test Administrator must collect all such devices that were not left at home prior to distributing assessment materials and shall return them upon completion of the assessment.

## E. Preparing the Classroom Prior to the Assessments

Good organization of assessment materials and well-executed procedures will make the administration proceed smoothly. Student seating must be arranged to prevent student interaction during the exam sessions. During the assessment sessions, keep disturbances to a minimum. A quiet, calm atmosphere is essential for concentration on the task. Place a Do Not Disturb sign on the door(s) to the classroom to indicate that an assessment session is taking place. Extra sharpened pencils should be available to students. Do not permit students to sharpen pencils during the assessment sessions as this may be disruptive to other students.

Remove or cover all classroom instructional materials that may affect the validity of the Keystone Exams. For example, posters about math rules or times tables should be covered or removed from the room on the assessment days.

### DO NOT DISPLAY:

**Note:** These are general examples. Any materials that may contain content that could be tested must be removed or covered.

1. vocabulary words and/or definitions
2. examples of problems or answers
3. instructions on how to use a calculator
4. tips on how to write responses and/or solve problems
5. illustrations or drawings of geometric shapes, algebraic equations, graphs, or number lines

## F. Administering the Assessments

The assessments consist of two modules per subject. Each module must be scheduled as a separate exam session and the modules must be administered in the sequence in which they are printed in the test booklets or presented online. As the Keystone Exams are untimed, there may be instances in which the actual testing times may take longer than the recommended testing time. **Modules must NOT be scheduled back-to-back in the morning (or in the afternoon).** Instead, the modules must be divided across two days or divided across the morning and afternoon of the same day. For example, do not schedule both Module 1 and Module 2 testing events for a Keystone Exam during the same morning. Rather, schedule Module 1 testing for a morning, and schedule Module 2 testing either the afternoon of the same day or the following day. In all cases, individual modules must be completed within one school day. Any student requesting additional time should be allowed extra time on the day the assessment was started.

1. Answer booklets contain space for recording answers to the multiple-choice and constructed response questions. When testing both modules, it is recommended that the student use the same test booklet and answer booklet for each module. Because there are multiple forms for each assessment **it is imperative that students are provided a test booklet and an answer booklet with the same form designation.** For example, if a student is assigned a Form 3 test booklet, that student must be assigned a Form 3 answer booklet.
2. **Under no circumstances should you attempt to match forms by the security barcode printed on the back of the booklets.** The only match between test and answer booklets is the form designation printed on the front cover of each booklet. Failure to ensure that students have the same form of the test booklet and answer booklet will adversely affect district, school, and student results.



## G. Managing Extended Assessment Sessions

Students should complete all tasks to the best of their abilities; however, not all students will finish the assessment modules at the same time. Use the flexibility of the time limits to the students' advantage. Students should not feel rushed and no student should be penalized because he or she works slowly. It is equally important; however, that a student not be given an opportunity to waste time. Students should close their booklets when they have finished the module of the assessment in which they were working. Test Administrators must collect test materials including scratch/grid paper as students finish testing. Students who finish early may sit quietly or read for pleasure 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. 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.

Students may request extended time if they indicate that they have not completed the task. Such requests should be granted if the Test Administrator finds the request to be educationally valid. Not permitting ample time for students to complete the assessment may impact student and school performance. Students requiring time beyond the time provided for the majority of the student population may be allowed to continue immediately following the regularly scheduled session in another setting. Students should not be permitted to continue a section of the assessment after a significant lapse of time from the original session. Any student granted an extended assessment period must have this information gridded in his or her answer booklet on page 3 or in eDIRECT for students testing online.

Students with special requirements (i.e., physical, visual, auditory, or learning disabilities as defined by their IEPs or service contracts) and students who work slowly may require extended time. Special assessment situations should be arranged for these students. Requests for extended time should be granted if the Test Administrator finds the request to be educationally valid. Students should be permitted to continue immediately following the regularly scheduled session. (Extended time sessions do not have to be in another location.) Any student granted an extended assessment period must have this information indicated in his or her answer booklet on page 3 or in eDIRECT for students testing online.

When allowing extended assessment sessions for a portion of the student population:

1. **Do not** allow students to attend a lunch period with other students if the lunch period occurs between the original assessment session and the extended assessment session.
2. **Do not** allow the students to attend any classes or related activities between the original assessment session and the extended assessment session.
3. **Do not** allow any overnight extensions.
4. **Do not** allow students to return to a module after the completion of that module.
5. **Do not** allow the extended session to be administered without monitoring. It is the School Assessment Coordinator's responsibility to make arrangements for a Test Administrator to monitor extended sessions.
6. **Do not** allow students to move to extended time location without supervision of a Test Administrator.
7. **Do not** allow students to carry materials to the extended time session/location.

## H. Make-Up Sessions

If a student is absent during a testing session, he or she should resume or begin the assessment in the same module as the rest of the testing population upon return. The module that was missed due to absence can be made up in a separate session. For example, a student who is absent on a day in which the rest of the student population completed Module 1 should start at Module 2 along with the rest of the student population and continue with the regularly scheduled sessions. During the make-up session, the student will go back to Module 1. If both modules are missed, the make-up session(s) must follow the order of the booklet.

1. Make-ups can occur any time during the testing window and should be completed as soon as possible.
2. Schools should follow the procedures established by their district when scheduling make-up testing.
3. If a student becomes ill (as determined by a school nurse, health room aide, principal, etc.) during the administration of a module of the Keystone Exam and the student is unable to complete the module, the student may complete that module during a make-up session upon returning to school, starting with the item the student was completing when the illness occurred. The student **must** be monitored closely so that responses to previous items **are not** changed.
4. Cyber Charter Schools must develop and implement plans that provide for make-up sessions for students absent during testing sessions.

## I. Managing Defective Answer Booklets

If a student receives an answer booklet with damaged or missing pages, replace the booklet with an answer booklet **of the same form designation** and allow the student to continue working. If the student has already begun one or more modules of the assessment, he or she should start working in the new booklet at the point where the defect was discovered and use the new booklet for the remainder of the assessment. After the assessment has been completed, the SAC or his/her designee must transcribe all of the student's responses verbatim from the defective booklet into the undamaged answer booklet. Do not insert pages from one answer booklet into another. Multiple documents and loose pages returned for one student will not be scored.

Apply a Do Not Score Label directly over the existing label on the front cover of the damaged booklet. Return the damaged booklet with the rest of the school's answer booklets.

Test materials that have been contaminated with body fluids should be destroyed. The destruction of any secure test materials should be reported to DRC regardless of how they were damaged. The guidance in the first paragraph should be followed to allow the student to complete the testing and complete any transcribing.

## PART IX – RETURN OF ASSESSMENT MATERIALS

### A. Materials Accountability and Return

In the interest of test security it is of the utmost importance that the District Assessment Coordinator, School Assessment Coordinator, and all persons responsible for handling test materials account for these materials at all times and return all materials as directed in this section.

Failure to account for and/or return assessment materials constitutes a breach of security. The consequences of such a breach may be severe should it be determined loss of or misappropriation of materials has compromised the integrity of test items and may include penalties up to and including remuneration.

As soon as the majority of a school's testing population has completed an assessment, School Assessment Coordinators (if a ship-to-school building) or District Assessment Coordinators, should begin to box and ship the school's test materials to DRC.

1. When materials are returned to DRC from the LEA (ship-to-district), School Assessment Coordinators are responsible for initiating the return of tests and answer booklets to the DAC for an early return to DRC.
2. When materials are returned to DRC directly from the school (ship-to-school), School Assessment Coordinators are responsible for packaging and shipping the materials directly to DRC.
3. Unless instructed otherwise, all secure materials such as test booklets, answer booklets, large-print booklets, Braille booklets, and Spanish booklets must be returned to DRC. **Note: LEAs must ensure that student answers from large-print and Braille answer booklets are transcribed or scribed verbatim (per the *Accommodations Guidelines*) into the matching Form 1 regular answer booklet. Large-print answer booklets will not be scored.**
4. All paper (e.g., scratch, grid, scoring guidelines, checklists) on which students have written must be destroyed; DO NOT return them to DRC.
5. LEAs should develop a process to ensure that computer files from students who used a keyboarding accommodation are permanently deleted. The typed/word-processed output must be securely destroyed after it has been transcribed into an answer booklet.
6. If a student is testing online, Test Tickets need to be returned to the School Assessment Coordinator. More information on how to handle Test Tickets can be found in the *eDIRECT Test Setup User Guide*.
7. School Assessment Coordinators must closely track all make-ups to ensure that student booklets are completed before materials are returned to DRC.

### B. Materials Accountability Form

Each LEA is responsible for completing the Materials Accountability Form in eDIRECT. This form may be updated throughout the testing window, but it MUST be completed by the end of the testing window when all materials have been returned to DRC. A copy of the Materials Accountability Form must be retained by the LEA for three years.

The Materials Accountability Form can be found in eDIRECT. All District Assessment Coordinators have access to the Materials Accountability Form. The District Assessment Coordinator is responsible for assigning permissions to School Assessment Coordinators, as needed. After logging in, click on 'Accountability Form' under the 'Materials' application in the top navigation bar. Then select the appropriate administration and click 'Show.'

1. The 'Returned to DRC' column must be completed for all listed materials. District Assessment Coordinators and School Assessment Coordinators are accountable for returning all booklets that were received. Missing materials and/or materials that are returned late are both considered to be breaches of test security.
2. Materials received through an Additional Material Request should be included in the 'Returned to DRC' columns.

3. All discrepancies between the number of booklets shipped from DRC and the number of booklets returned to DRC should be documented in the 'Record reasons for discrepancies here' portion of the form.
4. Any materials that are not returned to DRC or accounted for on the school's Materials Accountability Form will be reported to the Pennsylvania Department of Education.

**Note:** Sites that are only testing students online and did not order accommodated forms (e.g., Braille, large-print, or Spanish) will not complete a Materials Accountability Form.

### C. Packaging Materials for Return to District Assessment Coordinator

The following process should serve as a guideline for School Assessment Coordinators when they package materials for return to their District Assessment Coordinator, if applicable.

1. Verify that all used answer booklets have a barcode label (Student Precode, District/School, or Do Not Score) affixed to the front cover of the answer booklet.
2. Verify that all responses for students using a transcription accommodation have been properly transcribed verbatim into a form-appropriate scannable answer booklet. Ensure that the field on page three of the answer booklet has been coded.
3. After inventorying all materials, use the online Materials Accountability Form to record the number of answer booklets and test booklets returned to the District Assessment Coordinator. The form is available in eDIRECT.
4. Separate all answer booklets from test booklets. Make sure that no answer booklets are inserted inside a test booklet.
  - i. Booklets that are inserted inside another booklet may not be detected during check-in at DRC.
  - ii. Failure to remove booklets inserted inside of other booklets may cause discrepancies when DRC counts booklets and will impact student and school reporting.
5. Place all answer booklets in the boxes that you saved from DRC's original shipment.
  - i. DRC does not require answer booklets to be sorted by subject or grade within the school boxes, only that answer booklets be boxed separately from test booklets.
  - ii. Make-up materials can be returned in one box if the total quantity for all subjects is small enough to fit into a single box. It is important to place the answer booklet RS label on this box to notify DRC that the box contains answer booklets.
6. Immediately return the boxes of answer booklets to the District Assessment Coordinator, retaining enough materials at the school to account for new enrollments and make-ups through the end of the testing window.
7. Box all test booklets and unopened packs of shrink-wrapped materials separately from the answer booklets in the remaining boxes that were retained from DRC's original shipment.
8. All *Test Security Certifications* for the School Assessment Coordinator, principal, test administrators, proctors, and any other individuals should be sent to the District Assessment Coordinator for delivery to the Chief School Administrator for filing. Do not return the certifications to DRC.
9. Electronic or hard copies of the Security Checklists, PAsecureID lists, and optional Seating Charts must remain on file with the school/district for at least three (3) years. Do not return these lists to DRC.
10. Do not return the *Handbook for Assessment Coordinators*, the *Directions for Administration Manuals*, or scratch paper to DRC. Please follow instructions from the District Assessment Coordinator for the destruction of these materials.

## D. Packaging Materials for Return to DRC

The following process should serve as a guideline for District Assessment Coordinators when packaging secure test materials for return to DRC. For schools that return materials directly to DRC, the School Assessment Coordinator is responsible for the packaging steps described in the preceding section.

1. Condense school boxes whenever possible. DRC does not require that the assessment booklets be sorted by school within the district boxes, only that the answer booklets are boxed separately from the test booklets.
2. Send all test security certifications to the Chief School Administrator for filing. Do not return the certifications to DRC.
3. Place all answer booklets (used and unused) into one of the protective DRC Return Shipment Bags. Seal each bag using one of the plastic ties provided. After the booklets have been placed into a DRC Return Shipment Bag, place the filled bag into a DRC box. Test booklets and unopened packages do not require plastic bags and can be placed directly into a separate DRC box. **Note:** District Assessment Coordinators and School Assessment Coordinators should not open or look into answer booklets or test booklets.
4. Use filler (e.g., crumpled paper or bubble wrap) to make sure that the test materials do not shift during transport.
5. Close the boxes by folding the flaps to cover the previous shipping labels. The C printed on the flap should be exposed.
6. Securely tape all boxes using heavy-duty shipping tape. It is recommended that you use at least three strips of tape across both the top and bottom of the box to ensure the contents are secure during shipping.
7. Affix a UPS/DRC Return Shipment Label (Answer Booklets or Test Booklets and Unopened Packages) to the top of the box flap labeled C.

**Note:** New this year, the DRC and UPS Return Shipment labels have been combined as one label. There are no longer two return shipment labels being affixed to the top of each box.

It is imperative that the correct UPS/DRC RS label is affixed to the boxes containing answer booklets.

If the purple/lilac Return Shipment Label is not on a box that contains scorable answer booklets, these answer booklets may not be scored in time for reporting.

**Note:** UPS/DRC return shipment labels are not subject specific.

8. **IMPORTANT:** 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 tracking number(s) for future reference to document the materials returned to DRC. The LEA is responsible to ensure that all materials are returned to DRC.
9. Keep the boxes in a secure, locked location until they are given to the UPS driver.
10. Schedule a pick-up with UPS when boxes are ready to be picked up. Completed assessments should be returned as soon as possible, even if the assessment testing window is still open.
11. Schedule a pick-up with UPS to occur no later than three business days after the close of the assessment window (May 31, 2018).

If the district office does not have a daily, scheduled UPS pickup, call UPS at 1-866-857-1501 to arrange for materials pickup. Specify that you are using pre-paid, UPS ground return shipment labels. You must call at least one day prior to the day on which you will ship your materials. The shipping documentation numbers must be retained by the DAC. If you need additional shipping labels, submit the Additional Materials Request in eDIRECT.

Please refer to the following diagram for further clarification on how to package return materials to DRC.

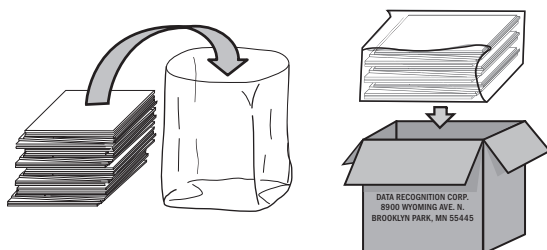
# Final District Assessment Coordinator Checklist for Returning Test Materials to DRC

## BAGGING, BOXING, PACKING, LABELING, AND TAPING INSTRUCTIONS

**IMPORTANT:** Use this checklist in addition to the step-by-step instructions for packaging secure answer and test booklets. After verifying the return of each school's materials, use this checklist to prepare each box for shipment to DRC.

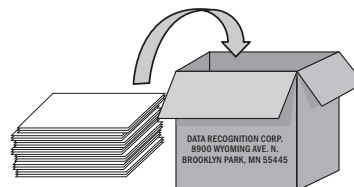
- ☐ Pack test materials in boxes provided by DRC. Place answer booklets within the protective, plastic DRC return shipment bags.
- ☐ Seal each DRC return shipment bag containing answer booklets tightly using one of the plastic ties provided.

### Boxes containing answer booklets



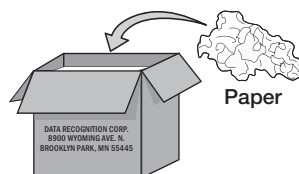
Answer booklets should be placed into a DRC return shipment bag. Seal the DRC return shipment bag and place it in the DRC box. This includes used and unused Answer Booklets.

### Boxes containing test booklets and unopened packages

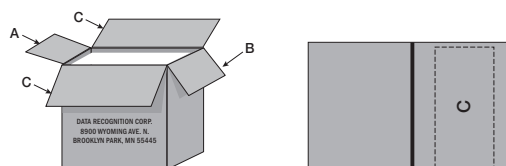


Test Booklets and unopened packages for all subjects do not need to be returned in a DRC return shipment bag. These packages can be placed directly into the DRC box.

- ☐ Boxes of answer booklets do not need to be sorted by school, subject, or class. Condense the answer booklets to fill the boxes to the top. Fill any empty space in the boxes with crumpled paper or bubble wrap to ensure that test material does not shift during transit.



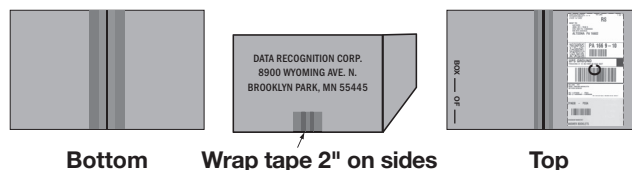
- ☐ Fold the flaps with old shipping labels first to expose flap C.



- ☐ Affix a UPS/DRC return shipment label with the appropriate color to flap C and verify that each label has the correct district/school name and address. Boxes containing answer booklets should have a **lilac** label; boxes containing test booklets and unopened packages should have a **white** label.



- ☐ Tape boxes securely by using three (3) pieces of packing tape on **BOTH** the top and bottom. Overlap the tape, and make sure it wraps around the sides at least 2 inches.





# **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](mailto: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](mailto: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](mailto: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](mailto: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 Certifications**

# Spring 2018 Keystone Exam Test Security Certification Form

(District Assessment Coordinator)



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, all individuals involved in the handling of assessment materials and/or the administration of the assessment received instruction regarding test security protocols and procedures. Additionally, prior to the administration of the assessment, any individual who administered and/or proctored the assessment completed the Pennsylvania State Test Administration Training and all School Assessment Coordinators were trained on the Test Accountability and Security information contained in the *Handbook for Assessment Coordinators*. Furthermore, prior to the administration of the assessment, all individuals involved in the handling and/or administration of the assessment and all individuals who had access to any assessment materials were informed that the assessment materials are secure, confidential, and proprietary documents owned by the Pennsylvania Department of Education. These individuals were made aware that they were neither to review, discuss, disseminate, describe, or otherwise reveal the contents of the assessment to anyone nor were they to remove any assessment materials from the school building. They were also made aware that they were not to keep, copy, reproduce, release, or use 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.

Prior to the administration of the assessment, all individuals involved in the handling and/or administration of the assessment received instruction that all assessment materials, including all assessment booklets and other materials containing secure assessment questions and student responses, were to be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*. Further, prior to the administration of the assessment, all individuals who assisted in the administration of the assessment and all individuals who had access to the secure assessment materials were made aware that they were not to in any manner alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.

All assessment materials received from DRC have been used and secured in accordance with the directions contained in the *Handbook for Assessment Coordinators*.

I have not reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone. I am not aware that any individual has reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone. I have neither removed any assessment materials from the school building unless I was specifically authorized to administer the assessment to a student on homebound instruction nor am I aware that any individual has removed any assessment materials from the school building unless 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 am not aware that any individual has 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 neither provided any examinee with an answer to an assessment question or in any way influenced an examinee's response to any assessment question nor am I aware that any individual has 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 am not aware that any other individual has altered or has caused to have altered any examinee response in any manner.

I understand that I am responsible for the secure administration of the assessment in my school district and for the return of all secure assessment material that was received from DRC and 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.

\_\_\_\_\_  
Assessment Coordinator Name

\_\_\_\_\_  
Assessment Coordinator Signature

\_\_\_\_\_  
Date of Signature

# Spring 2018 Keystone Exam Test Security Certification Form

(School Assessment Coordinator and Principal)



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, all individuals involved in the handling of assessment materials and/or the administration of the assessment received instruction regarding test security protocols and procedures. Additionally, prior to the administration of the assessment, any individual who administered and/or proctored the assessment completed the Pennsylvania State Test Administration Training. Furthermore, prior to the administration of the assessment, all individuals involved in the handling and/or administration of the assessment and all individuals who had access to any assessment materials were informed that the assessment materials are secure, confidential, and proprietary documents owned by the Pennsylvania Department of Education. These individuals were made aware that they were neither to review, discuss, disseminate, describe, or otherwise reveal the contents of the assessment to anyone nor were they to remove any assessment materials from the school building. They were also made aware that they were not to keep, copy, reproduce, release, or use 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.

Prior to the administration of the assessment, all individuals involved in the handling and/or administration of the assessment received instruction that all assessment materials, including all assessment booklets and other materials containing secure assessment questions and student responses, were to be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*. Further, prior to the administration of the assessment, all individuals who assisted in the administration of the assessment and all individuals who had access to the secure assessment materials were made aware that they were not to in any manner alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.

All assessment materials received from DRC have been used and secured in accordance with the directions contained in the *Handbook for Assessment Coordinators*.

I have not reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone. I am not aware that any individual has reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone. I have neither removed any assessment materials from the school building unless I was specifically authorized to administer the assessment to a student on homebound instruction nor am I aware that any individual has removed any assessment materials from the school building unless 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 am not aware that any individual has 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 neither provided any examinee with an answer to an assessment question or in any way influenced an examinee's response to any assessment question nor am I aware that any individual has 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. I am not aware that any other individual has altered or has caused the alteration of any examinee response in any manner.

I understand that I am responsible for the secure administration of the assessment in my school(s) and for the return of all secure assessment material that was received from DRC and 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.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

## Spring 2018 Keystone Exam Test Security Certification Form

(Test Administrator and Proctor)

District: \_\_\_\_\_

School: \_\_\_\_\_

AUN: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
Administrator/Proctor Name

\_\_\_\_\_  
Administrator/Proctor Signature

\_\_\_\_\_  
Date of Signature

## Spring 2018 Keystone Exam Test Security Certification Form (General)

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:

I understand that all assessment materials are secure, confidential, and proprietary documents owned by the Pennsylvania Department of Education.

I have neither reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone nor have I removed any assessment materials from the school building. 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. 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.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature





# **Appendix C:**

## **Confidentiality Agreements**



### **Parent Confidentiality Agreement**

In accordance with 22 Pa. Code § 4.4 and 22 Pa. Code § 4.51 and to ensure the security and confidentiality of the statewide assessment system, when any individual inspects a Pennsylvania System of School Assessment or Keystone Exam pursuant to 22 Pa. Code §§ 4.4 and 4.5, the individual must attest to the following:

As a parent/guardian of a child who will sit for a Pennsylvania System of School Assessment (PSSA) and/or Keystone Exam during the current school year, I understand that I have the right to review the relevant PSSA and/or Keystone Exam, but that this review shall not compromise the security or validity of the assessment(s) in any way.

I further understand that the content of the statewide assessments, including the content contained in each test booklet and answer booklet, are the secure, proprietary property of the Commonwealth of Pennsylvania, Department of Education (PDE). Therefore, I agree not to discuss, disseminate, or otherwise reveal the content of the assessment materials to anyone, including my own child or children.

I understand that violation of these terms could result in personal liability for damages caused by a breach of test security, including but not limited to liability and/or costs associated with any of the following: retesting students; recalculating student/school/school district achievement data; developing/producing new test items/materials to replace compromised test items/materials; and investigations relating to the breach of test security.

I further understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Confidentiality Agreement for Educational Sign Language Interpreter

Test security and student confidentiality are of the utmost importance to the Pennsylvania Department of Education, and it is the Department's obligation to protect information about tests and students in the assessment process. Such information includes performance tasks, multiple-choice items, scoring rubrics, and student responses used in the Pennsylvania System of School Assessment. The nature and quality of an individual student's performance must not be released.

Educational sign language interpreters may review test materials up to three days prior to test administration. Test materials must be reviewed in a secure location supervised by the principal or test coordinator. Materials may not be removed from the secure location. Filing or retaining any notes beyond the testing window or making copies of any kind is strictly prohibited. The principal and/or test coordinator must receive and securely destroy any notes required by the educational sign language interpreter to administer the test.

These assessments rely on the measurement of individual achievement. Any deviation from the assessment procedures outlined in this manual [group work, teacher coaching (e.g., paraphrasing, explaining, giving suggestions about test items), pre-teaching or pre-release of the performance tasks or assessment items, use of old Pennsylvania assessments as preparation tools, etc.] is strictly prohibited and will be considered a violation of test security. 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 sections 1259-1267 of the School Code (24 P.S. Sections 12-1259-12-1267).

We are certain that you share our concern that all items and students' responses be handled in a professional and confidential manner. By signing this agreement, you acknowledge that you have read and understand this Confidentiality Agreement and agree to abide by these requirements.

Name (Print): _____	Title: _____
Address: _____	Telephone: _____
Signature: _____	Date: _____
Signature (Principal or Assessment Coordinator): _____	Date: _____



# **Appendix D:**

## **Information for Parents/Guardians**

Dear Parent/Guardian:

In an era of cell phones, smartphones and other electronic devices which can easily photograph and instantly share photographs, confidential and secure test materials can be easily compromised. Not only is it expensive to replace a compromised test item, the material contained in the PSSA and Keystone Exams is copyrighted property of the Commonwealth of Pennsylvania. Copying or duplicating the material from the assessment, including the taking of a photograph of secure assessment material, 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 fines of no less than \$750 up to \$30,000 for a single violation (17 U.S.C. § 101 et seq.).

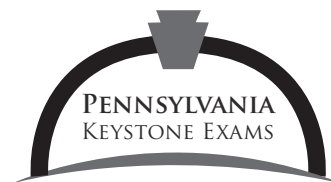
In order to ensure reliable test results and to avoid the cost of replacing test items, the Department of Education requires schools to set rules and take certain steps to protect test materials. Electronic devices such as but not limited to cell phones, smartphones, smartwatches, E-readers, Nooks, Kindles, iPods, tablets, camera-ready devices, and any other electronic device which can be used to photograph or duplicate test materials, access the internet and/or communicate with others during the administration of the PSSA or Keystone Exams are not permitted in any testing site. Please speak with your child and let him or her know that the possession and/or use of a cell phone or other electronic device during the administration of the PSSA or Keystone Exams will result in consequences.

You will be contacted by the school if your child is discovered using and/or having a cell phone or other electronic device in his or her possession during the administration of the PSSA or Keystone Exams. Students who ignore this directive will be subject to the school's discipline policy and the Department of Education's requirement that the student's test will not be scored and the student will be required to retake the entire exam. The electronic device will be held by school staff, and the device's stored photographs and other functions will be examined with your permission. You may request to be present when the electronic device is examined. If a photograph of the PSSA or Keystone Exam is discovered or if permission to search other functions of the electronic device is refused, the device will be held by the school staff. The Pennsylvania Department of Education holds the copyright to all material contained within the PSSA and Keystone Exams, the Pennsylvania Department of Education will be contacted and further action may be taken.

If, after testing is complete and test materials have been returned, it is discovered that a student used and/or had a cell phone or other electronic device in his or her possession during the administration of the test, the school's discipline policy will be followed and the student's scores will be invalidated.

# Information for Parents or Guardians

## Pennsylvania Keystone Exams



### What are the Keystone Exams?

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in academic content. Beginning with the class of 2020, students must demonstrate proficiency on the Algebra I, Literature, and Biology Keystone Exams to graduate. Students will be offered multiple opportunities to take the keystones throughout their high school career.

### Who will participate in the Keystone Exams?

In 2012–13, the Algebra I, Literature, and Biology Keystone Exams replaced the 11th-grade Pennsylvania System of School Assessments (PSSA) in math, reading, and science for purposes of student, educator, and school accountability. Students should take the Keystone Exams at or near the end of a Keystone-related course. The students' results are banked until their junior year for accountability purposes and until their senior year for graduation purposes. Some students who previously completed a Keystone-related course but did not take the Keystone Exam will also participate for accountability purposes. Additionally, students who take a Keystone Exam and do not score Proficient may re-take the exam.

### When will the exams be offered?

The Keystone Exams will be administered three times each year—winter, spring, and summer. Specific administration dates will be published by the Pennsylvania Department of Education.

### Who decided what Keystone Exams should measure?

Groups of educators from across Pennsylvania chose the areas of knowledge on which the Keystone Exams are based. The groups included teachers, supervisors, curriculum directors, and college specialists. These groups also reviewed, edited, and approved exam questions.

### What is assessed on the Keystone Exams?

Pennsylvania adopted the Pennsylvania Core Standards, standards aligned with expectations for success in college and the workplace. The keystones are designed to measure these standards.

### How long is a Keystone Exam administration?

There is no time limit for a student to complete a Keystone Exam. Each Keystone Exam should take the typical student 2 to 3 hours to complete. There are two modules on each test, and each module (or Test Session) of the Keystone Exam should take 1 to 1.5 hours to complete. Districts can administer the Keystone Exam modules across two days or divided across the morning and the afternoon of the same day.

### What are the available formats for administering the Keystone Exams?

The Keystone Exams are available in both online and paper/pencil formats. Districts will determine if online, paper/pencil, or both formats will be used locally. Makeup exams will also be administered in either online or paper/pencil format.

### Will students have an opportunity to experience online testing before taking a Keystone Exam online?

Tutorials and online training programs have been developed for the Keystone Exams. The PA Online Assessment Student Tutorial uses pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the PA Online Assessment system. Students are allowed to repeat the Student Tutorial as often as desired and needed. The Online Tools Training (OTT) provides an introductory experience using the PA online assessment software allowing students to observe and try out features of the PA online assessment software prior to the actual assessment. Within the OTT, students also have the opportunity to practice typing responses in a narrative format, graphing functions, and entering equations using an equation builder tool. The online exam also has a "Help" feature that is available to the student during the exam.



## **What types of questions are on the Keystone Exams?**

The Keystone Exams will include multiple-choice questions and constructed-response, or open-ended, questions. For each Keystone Exam, approximately 60 percent to 75 percent of the total score will be from multiple-choice questions and 25 percent to 40 percent of the total score will be from constructed-response questions.

## **How are the written responses to constructed-response questions scored?**

The written responses for constructed-response questions are scored by evaluators trained in applying a pre-determined scoring system. Scores are based on content only. Spelling and punctuation are not included as part of the scoring process. Most constructed-response questions require students to show their work or explain their reasoning. These Keystone Exam questions will ask students to explain, analyze, describe, or compare. Some questions will also require students to perform calculations or create graphs, plots, or drawings.

## **How are the results reported?**

Keystone Exam scores will be processed as quickly as possible and provided to the districts.

Two copies of the individual student report for all Keystone Exams will be sent to the school districts and charter schools. One copy should be sent home to parents/guardians; the other is kept by the school/district.

School-level reports will be used for curricular and planning purposes. School districts and charter schools may publish the results of Keystone Exams for each school. The state will also release school-by-school exam data.

## **May parents see the Keystone Exams?**

Parents and guardians may review the Keystone Exams if they believe they may be in conflict with their religious beliefs by making arrangements with the School Test Coordinator once the exams arrive at the school. Confidentiality agreements must be signed, and no copies of the Keystone Exams or notes about exam questions will be permitted to leave the school.

If, after reviewing the Keystone Exams, parents or guardians do not want their child to participate in one or all of the exams due to a conflict with their religious beliefs, they may write a letter specifying their objection to the school district superintendent or charter school CAO to request their child be excused from the exam(s).

## **Report Testing Irregularities**

Parents/guardians who believe that a testing irregularity may have occurred may email [ra-ed-pssa-keystone@pa.gov](mailto:ra-ed-pssa-keystone@pa.gov) or call 844-418-1651 to report the incident.

**For additional information about the Keystone Exams, visit the PDE website at [www.education.pa.gov](http://www.education.pa.gov) or contact your school district.**

# **Appendix E:**

## **Pennsylvania Calculator Policy**

## PENNSYLVANIA CALCULATOR POLICY

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

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

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

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

# **Appendix F:**

## **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 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.









# SPRING 2018 KEYSTONE EXAMS HANDBOOK FOR ASSESSMENT COORDINATORS



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