

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. 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 1-800-451-7849. 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.
- 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 subject-specific scoring guidelines and 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.
 - Click on 'K–12' 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.