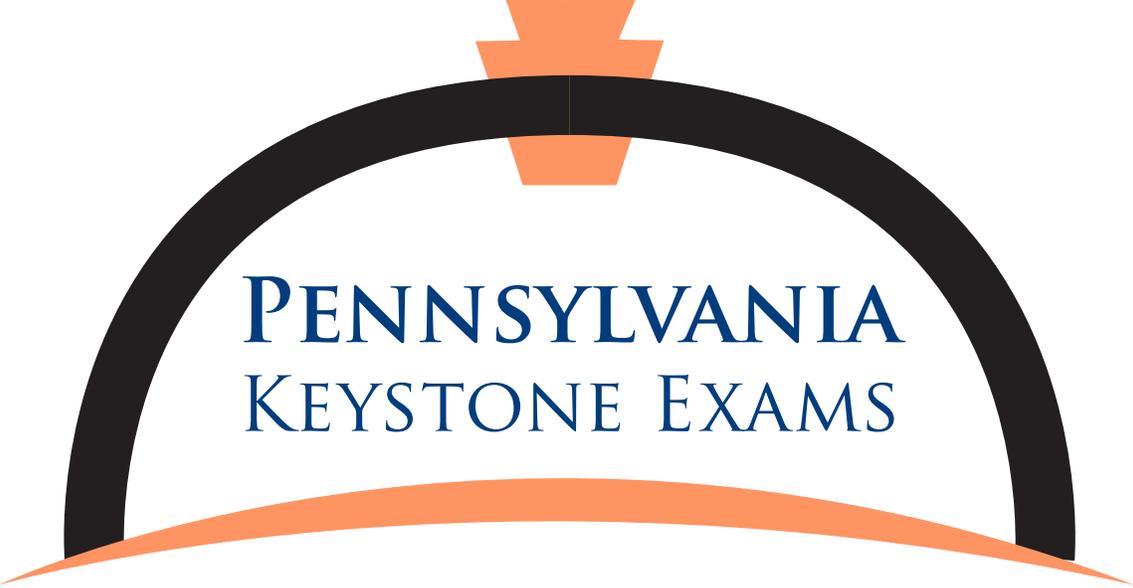




pennsylvania
DEPARTMENT OF EDUCATION



**PENNSYLVANIA
KEYSTONE EXAMS**

BIOLOGY
WINTER 2016/2017 EXAM
DIRECTIONS FOR ADMINISTRATION MANUAL



**DECEMBER 2016/
JANUARY 2017**

Pennsylvania Keystone Exams

Biology—Winter 2016/2017

Exam Security Reminder

- **No person is to read or view the contents of an exam at any time except the student taking the exam during the test session.**
- **If you suspect a test security violation, consult the School Assessment Coordinator (SAC) or contact the Pennsylvania Department of Education (PDE) at 844-418-1651 or ra-ed-pssa-keystone@pa.gov.**

General Responsibility Summary for the Test Administrator (TA)

The Test Administrator (TA) is responsible for the following tasks:

- taking the Pennsylvania State Test Administration Training (PSTAT) online module
- becoming familiar with the exam administration procedures provided in the Biology Winter 2016/2017 Exam *Directions for Administration Manual*
- receiving student exam materials from the School Assessment Coordinator on the day his or her class is scheduled to take the Biology Winter 2016/2017 Exam
- verifying that student demographic information is correct on each answer booklet
- alerting the School Assessment Coordinator if any student information is incorrect and needs to be changed
- distributing the test booklets and answer booklets to the students at the time of the exam
- reading the directions for administration to the students at the start and end of each Biology Winter 2016/2017 Exam module
- monitoring the exam environment during the scheduled exam time
- collecting, accounting for, and returning all student exam materials and all scratch paper to the School Assessment Coordinator
- reviewing and understanding the *Test Administrator/Proctor Test Security Certification* and returning the signed form to the School Assessment Coordinator after the administration of any Keystone Exam

PART I: PROCEDURES FOR THE BIOLOGY WINTER 2016/2017 EXAM	1
INTRODUCTION	1
MAINTAIN EXAM SECURITY	1
FOLLOW THE EXAM SCHEDULE SET BY THE SCHOOL ASSESSMENT COORDINATOR	2
ADVANCE CONSIDERATIONS FOR EXAM ADMINISTRATION	2
PREPARE THE STUDENTS FOR THE EXAM	4
PREPARE THE CLASSROOM FOR THE EXAM	5
REQUIRED EXAM MATERIALS	6
INVENTORY THE EXAM MATERIALS	6
DAMAGED EXAM BOOKLETS	7
PART II: EXAM TIMING	8
GENERAL ORGANIZATION OF THE EXAM	8
CODE OF CONDUCT FOR TEST TAKERS	8
COMMUNICATE EXAM INFORMATION	8
EXTENDED EXAM TIME	9
PART III: DIRECTIONS FOR ADMINISTERING MODULE 1	10
EXAM ADMINISTRATION REMINDERS	10
START THE EXAM	11
DIRECTIONS FOR BARCODE [DISTRICT/SCHOOL OR STUDENT PRECODE] LABELS	12
ADMINISTER THE BIOLOGY EXAM—MODULE 1	13
PART IV: DIRECTIONS FOR ADMINISTERING MODULE 2	17
ADMINISTER THE BIOLOGY EXAM—MODULE 2	17
PART V: AFTER EXAM ADMINISTRATION	21
AFTER TESTING IS COMPLETE	21
RETURN MATERIALS	21

APPENDICES

APPENDIX A: ETHICAL STANDARDS OF TEST PREPARATION AND ADMINISTRATION..... 22
APPENDIX B: CODE OF CONDUCT FOR TEST TAKERS 26
APPENDIX C: TEST ADMINISTRATOR/PROCTOR TEST SECURITY CERTIFICATION..... 27
APPENDIX D: BIOLOGY EXAM DIRECTIONS 28
APPENDIX E: PENNSYLVANIA CALCULATOR POLICY 29

INTRODUCTION

This manual is to be used for the administration of the **Biology Winter 2016/2017 Exam**. The manual provides the Test Administrator (TA) with directions that will ensure a standard assessment environment in schools throughout the Commonwealth of Pennsylvania. The administration of this exam may differ from other assessments the Test Administrator has given; therefore, **Test Administrators are to become thoroughly familiar with this manual and the procedures for administering the exam before the testing window (December 5–16, 2016, January 9–23, 2017).**

MAINTAIN EXAM SECURITY

District and School Assessment Coordinators, Test Administrators, principals, and all other individuals who are involved in this assessment program must maintain the security of all exam materials. Together, they share the responsibility for ensuring that all exam materials and student responses are handled securely, confidentially, and in accordance with security mandates and other general procedures. These include, but are not limited to, the following:

- **Except where allowed by a specific written accommodation, only students being tested are allowed to view the content of the exam materials.**
- **No materials from the exam may be copied, photographed, or recorded in any manner.**
- **Student responses must not be reviewed for accuracy or completeness by anyone other than the student.**
- **The student may not review responses at any time other than during the administration of the exam.**

Each student taking the Biology Winter 2016/2017 Exam will receive **one test booklet and one answer booklet**. These secure exam materials must never be left unattended or in open areas. Test Administrators must not be given access to the **secure** exam materials before the administration day; however, this manual is not considered secure exam material and should be provided to Test Administrators for review prior to the administration of the exam. The principal or his/her designee, such as the School Assessment Coordinator (SAC), will make arrangements for the Test Administrator to receive the exam materials on the day of the exam, just prior to the scheduled session, and for the immediate return of exam materials after the session. 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.

At the end of each Biology Winter 2016/2017 Exam module, all test booklets and answer booklets must be accounted for and returned to the School Assessment Coordinator. In addition, all secure materials assigned to the Test Administrator, including any scratch paper used during the exam, must be returned to the School Assessment Coordinator immediately at the end of each session.

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 release of the performance tasks or exam questions, use of old Pennsylvania assessments as preparation tools, etc.) is strictly prohibited and will be considered a violation of exam security.¹ 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.

¹ This prohibition excludes the item and scoring samplers (released items).

For more information regarding guidelines to ensure that the integrity of the exam remains above reproach, see the *Ethical Standards of Test Preparation and Administration*, found in Appendix A of this manual and in the *Keystone Exams Handbook for Assessment Coordinators*.

Every Test Administrator/Proctor involved in the administration of any Keystone Exam must sign and date a *Test Administrator/Proctor Test Security Certification*. This certification must be signed after completing administration of all Keystone Exams to which the Keystone Test Administrator/Proctor has been assigned. The Test Security Certification certifies that all security measures for the Keystone Exams were maintained, including, but not limited to

- following test security regulations and procedures,
- handling secure assessment materials appropriately, and
- maintaining confidentiality of information contained within secure assessment materials.

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

FOLLOW THE EXAM SCHEDULE SET BY THE SCHOOL ASSESSMENT COORDINATOR

The Biology Winter 2016/2017 Exam must be administered within the PDE-designated exam window on the dates assigned. Appropriate exam conditions optimize the chance for greater accuracy of the performance. The exam should be given in a regular classroom setting if possible. Other settings may be used according to needs and available facilities. However, exam situations created to inflate assessment scores are a violation of exam-security practices.

The Biology Winter 2016/2017 Exam consists of **two modules**, and each module must be scheduled as a separate exam session. Since the Keystone Exams are untimed, there may be instances in which the actual testing times take longer than the recommended testing times. Exam modules must not be scheduled back-to-back in the morning (or in the afternoon). Instead, the exam modules must be divided across two days or divided across the morning and afternoon of the same day. The School Assessment Coordinator must discuss the schedule with the Test Administrators at least one week prior to the exam dates. Please note that each module in this exam is designed to be completed in the same amount of administration time. See Part II: Exam Timing for more information on administration time and testing time.

ADVANCE CONSIDERATIONS FOR EXAM ADMINISTRATION

The procedures listed below must be followed before administering the Biology Winter 2016/2017 Exam. This exam includes procedures that students may not have encountered before.

- The School Assessment Coordinator will receive a *Keystone Exams Handbook for Assessment Coordinators* that provides additional, detailed information about the exam. This document is posted on these portals:
 - <https://pa.drceirect.com> [Click on "All Applications." Then click on "Documents" under the "General Information" tab.]
 - www.education.pa.gov [Roll over K-12 in the dark blue bar across the top of the page. Select "Assessment and Accountability." Then click on the link that reads "Continue to Keystone Exams Information" under the paragraph titled "Keystone Exams."]

- The entire Biology Winter 2016/2017 Exam *Directions for Administration Manual* (this document) must be read in advance in order to become familiar with the procedures for administering the exam. Prior to the exam administration, the Test Administrator must do the following:
 - Become familiar with the exam schedule and the procedures for allowing extended exam time.
 - Follow the directions of the School Assessment Coordinator for maintaining exam security.
 - Plan sufficient time for distribution and collection of materials.
 - Post a **“Testing—Do Not Disturb”** sign on the door(s) to the classroom to indicate that an exam session is taking place. A quiet, calm atmosphere is essential for concentration on the task.
 - Plan to arrange student seating to prevent student interaction during the exam sessions.
 - Student Precode Labels are supplied for most students; however, if any student does **not** have a Student Precode Label, a District/School Label must be used:
 - **Prior** to the start of the exam, fill in the student’s name in the boxes on page 1 (cover) of the answer booklet.
 - **Prior** to the start of the exam, complete the applicable portions on page 2 of the answer booklet.
 - Contact the School Assessment Coordinator for further direction on barcode labels.
 - Prior to the assessment, ensure that all answer booklets have a barcode label affixed. For those booklets that have a district/school barcode label, rather than a student-specific barcode label, ensure that the SAC or his/her designee has bubbled in all appropriate information on pages 1 and 2 (see “Directions for Barcode [District/School or Student Precode] Labels” on page 12 of this document).
 - Review and understand the *Test Administrator/Proctor Test Security Certification* found in Appendix C (contact your School Assessment Coordinator for more information).
 - Be aware of test accommodations (“Test Administrator transcribed student responses,” “Extended time,” etc.) that are outlined in the current *PSSA and Keystone Accommodations Guidelines* and in the current *Accommodations Guidelines for English Language Learners*. These documents are posted on these portals:
 - <https://pa.drctdirect.com> [Click on “Documents” under the “General Information” tab.]
 - www.education.pa.gov [Roll over K-12 in the dark blue bar across the top of the page. Select “Assessment and Accountability.” Then click on the link that reads “Continue to Keystone Exams Information” under the paragraph titled “Keystone Exams.”]
- Note:** For the Biology Winter 2016/2017 Exam, any student, regardless of IEP status, may have a word, phrase, or test item read aloud upon request. If the student has a documented need for more than an occasional word, phrase, or test item to be read aloud, school personnel must bubble “Some test items/questions read aloud” under “Student used the following Presentation Accommodations” on page 3 of the student’s answer booklet. However, it is only appropriate to read all test items aloud if this practice is documented as an accommodation. If reading the entire exam is used as an accommodation, school personnel must bubble “All test items/questions read aloud” under “Student used the following Presentation Accommodations” on page 3 of the student’s answer booklet.
- A form number is on the front cover of each test booklet and each answer booklet. For the Biology Winter 2016/2017 Exam, there are three (3) different forms labeled 01 through 03. Students must use a test booklet and an answer booklet with the same form number designation.
 - **If an exam security violation is suspected, contact the School Assessment Coordinator or the Pennsylvania Department of Education 844-418-1651 or ra-ed-pssa-keystone@pa.gov immediately.**

PREPARE THE STUDENTS FOR THE EXAM

- Inform students in advance of the schedule for the exam sessions, as communicated by the School Assessment Coordinator or his/her designee.
- Students will not be permitted to have cell phones, cameras, smart watches, or any other electronic devices in their possession during the administration of the exam. Students **must** be informed of this policy in advance and encouraged to leave such items at home on exam days. **The Test Administrator must collect all such devices prior to distributing assessment materials and shall return them upon completion of the day's assessment session.**
- In addition, PDE encourages school districts and schools 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 cheating, sharing, and/or reproduction of test content.
- Discuss the *Code of Conduct for Test Takers*, found in Appendix B of this manual and in the *Keystone Exams Handbook for Assessment Coordinators*, with all students prior to the scheduled exam time. It is essential that students understand the importance of each point in the code of conduct before testing begins. Prior to the administration, students must indicate that they understand the *Code of Conduct for Test Takers* that their Test Administrator has reviewed with them. Test Administrators should answer any questions that students have to ensure that all students understand this code of conduct. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.
- Students may **not** use a dictionary or a thesaurus for any part of this exam. **Note:** an exception is for English Language Learners (ELL) taking any portion of the exam. They may use word-to-word bilingual/translation dictionaries that translate native language to English or English to native language. Bilingual/translation dictionaries that include word definitions or pictures are not allowed. If using this accommodation, school personnel must bubble "Translation dictionary for ELL student" under "Student used the following Response Accommodations" on page 3 of the student's answer booklet.
- Students must use a No. 2 pencil; an ink pen may **not** be used.
- Students may highlight, underline, and make notes or comments in the test booklet, but they must record their answers in the answer booklet. They may also use scratch paper. All scratch paper must be collected and returned to the School Assessment Coordinator. **Students must not use highlighters on the answer bubbles.**
- Students should not make any extraneous marks on or near the answer bubbles (e.g., crossing out answers believed to be incorrect or marking multiple answers thought to be correct) but should only mark their final response in the answer booklet.
- The Biology Winter 2016/2017 Exam includes questions that require students to select from four possible answer choices. These multiple-choice questions and answer choices are found in the test booklet. Students will read each question and record their answer in the space provided in their answer booklet only. **Answers written or marked in the test booklet will not be scored.**
- The Biology Winter 2016/2017 Exam includes multiple-choice questions associated with science scenarios.
 - Scenarios utilize content-rich stimuli (text, graphics, charts, tables, etc.) to describe a biological concept, an experiment, or other scientific research.
 - When answering the questions associated with scenario stimuli, students are to use the information contained in the scenario to answer certain exam questions. Before responding to any scenario questions, students should study the entire scenario and follow the directions for the scenario. Students may refer to the scenario at any time when answering the scenario questions.

- The Biology Winter 2016/2017 Exam includes questions that require students to write a response. **These questions appear in the answer booklet only.** Students will read each question and write their responses in the spaces provided in the answer booklet only. **Answers written in the test booklet or on scratch paper will not be scored.**
- Students may use calculators for the Biology Winter 2016/2017 Exam. (Calculators are permitted but not required.) **Note:** Students may not share calculators during the exam. For more information, see the *Pennsylvania Calculator Policy* in Appendix E of this manual. This document is also posted on these portals:
 - <https://pa.drceirect.com> [Click on “Documents” under the “General Information” tab.]
 - www.education.pa.gov [Roll over K-12 in the dark blue bar across the top of the page. Select “Assessment and Accountability.” Then click on the link that reads “Continue to Keystone Exams Information” under the paragraph titled “Keystone Exams.” The calculator policy link is found under “Testing Accommodations.”]

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

PREPARE THE CLASSROOM FOR THE EXAM

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

Remove or cover all classroom instructional materials or any other materials that may affect the validity of the Biology Winter 2016/2017 Exam.

DO NOT DISPLAY:

- biological or chemical terms and/or definitions
- examples of chemical reactions
- illustrations or drawings of cells, genetic patterns, food chains, transformations of energy, etc.

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

The *General Description of Scoring Guidelines* used for Biology constructed-response questions may be displayed in the classroom. (Each student test booklet contains a copy of the general scoring guidelines for personal use.) This document is also posted on these portals:

- <https://pa.drceirect.com> [Click on “Documents” under the “General Information” tab.]
- www.education.pa.gov [Roll over K-12 in the dark blue bar across the top of the page. Select “Assessment and Accountability.” Then click on the link that reads “Continue to Keystone Exams Information” under the paragraph titled “Keystone Exams.”]

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

REQUIRED EXAM MATERIALS

The School Assessment Coordinator will provide the Test Administrator with the appropriate exam materials on each administration day. After each administration, exam materials must be returned immediately to the School Assessment Coordinator for secure, overnight storage. **Note:** Every answer booklet has a unique security number and barcode printed on the back cover. These security numbers should be used to track the distribution and collection of secure exam materials. **All** secure exam materials assigned to a school must be accounted for and returned to Data Recognition Corporation (DRC).

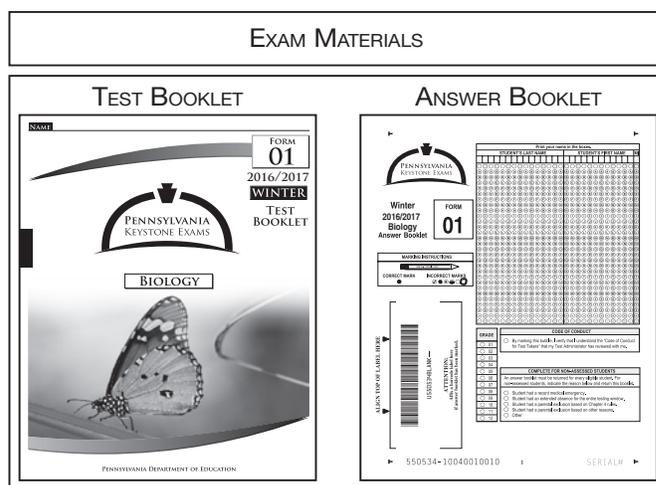
INVENTORY THE EXAM MATERIALS

For the Person Administering the Exam:

- One Biology Winter 2016/2017 Exam *Directions for Administration Manual* (this document)
- “Testing—Do Not Disturb”** sign(s) to hang on the classroom door(s)

For Each Student Taking an Exam:

- One Biology Winter 2016/2017 Exam Test Booklet (There are three [3] different forms labeled 01 through 03. Students must use an answer booklet and test booklet with the same form number designation.)
- One Biology Winter 2016/2017 Exam Answer Booklet with a Student Precode Label or a District/School Barcode Label
- Two sharpened No. 2 pencils with good erasers
- Scratch paper for each module
- One calculator (Calculators are permitted but not required. The school or the students may provide the calculators.) For more information, see the *Pennsylvania Calculator Policy* in Appendix E of this manual. This document is also posted on these portals:
 - <https://pa.drctdirect.com> [Click on “Documents” under the “General Information” tab.]
 - www.education.pa.gov [Roll over K-12 in the dark blue bar across the top of the page. Select “Assessment and Accountability.” Then click on the link that reads “Continue to Keystone Exams Information” under the paragraph titled “Keystone Exams.” The calculator policy link is found under “Testing Accommodations.”]



DAMAGED EXAM BOOKLETS

If a student receives a Biology Winter 2016/2017 Exam Answer Booklet with damaged or missing pages, replace it with an answer booklet of the same form designation and allow the student to continue working. If the student has already begun one or both modules of the exam, he or she should start working in the new answer booklet at the point where the defect was discovered and use the new answer booklet for the remainder of the exam. After the assessment has been completed, the School Assessment Coordinator or designee must transcribe, in the presence of a professional staff member who will be required to sign the Test Security Certification Statement, all of the student's previous responses into the undamaged answer booklet. On the new booklet, the School Assessment Coordinator or his/her designee must affix a District/School Label. The student's name, as it appears on the Student Precode Label, should be placed in the grid on the front cover of this new booklet with the circles filled in. Applicable portions of page 2 of the booklet should also be completed. Do not insert pages from one answer booklet into another. Multiple documents for one student and loose pages will not be scored.

The School Assessment Coordinator should write "DEFECTIVE" on the damaged answer booklet and apply a "**Do Not Score**" label over the existing label on the front cover of the damaged booklet.

GENERAL ORGANIZATION OF THE EXAM

The Biology Winter 2016/2017 Exam consists of **two modules**, and each module must be scheduled as a separate exam session. The School Assessment Coordinator must discuss the schedule with the Test Administrator at least one week prior to the exam dates. Enough time must be scheduled for the preparation of the classroom. Each module in the Biology Winter 2016/2017 Exam is designed to be completed in the same amount of administration time. Administration times provided below are approximate and are supplied for scheduling purposes only.

Course	Module	Multiple Choice Questions	Constructed-Response Questions	Estimated Time Needed (in minutes)		
				Administrative Tasks	Actual Exam	Total Administration
Biology	1	32	4	10–15	72	82–87
Biology	2	32	4	10–15	72	82–87

CODE OF CONDUCT FOR TEST TAKERS

The *Code of Conduct for Test Takers* provides students with guidelines that students should follow before, during, and after each assessment. This code of conduct must be reviewed with all students in advance of the testing day. Prior to taking the assessment, students will be asked to darken a circle to indicate that they understand the *Code of Conduct for Test Takers* that has been reviewed with them by their Test Administrator (or teacher). Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians. It is important that the *Code of Conduct for Test Takers* is reviewed with all students and all questions are answered such that all students understand each point in this code of conduct.

COMMUNICATE EXAM INFORMATION

During the exam, students are to respond to a specific set of questions. The following Biology Winter 2016/2017 Exam information must be posted on a chalkboard, dry-erase board, or other easily visible medium. Only information about the current module should be posted.

Biology Module 1
Exam Questions 1–36
Test Booklet Start on page 6
Answer Booklet Start on page 5

Biology Module 2
Exam Questions 1–36
Test Booklet Start on page 24
Answer Booklet Start on page 17

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

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

EXTENDED EXAM TIME

The Biology Winter 2016/2017 Exam is an untimed assessment. Not all students will finish the exam at the same time. Students should not feel rushed while they are taking the exam, and no student should be penalized because he or she works slowly. It is equally important, however, to encourage students to work in a timely manner to finish the exam. Students should close their test booklets and answer booklets when they have finished the module of the exam in which they have been working. Test Administrators must collect exam materials, including scratch paper, when students are finished testing rather than keeping them closed on the students' desks. Students who finish early may sit quietly or read for pleasure until all students have finished the exam. Students with special requirements and/or disabilities (i.e., physical, visual, auditory, or learning disabilities as defined by their IEP or service contracts) and students who just work slowly may require extended time. Special exam situations should be arranged for these students. Test Administrators should use professional judgment to determine when students who are still testing should be moved to a setting for extended time. When all students have indicated they have finished an exam module, end the module. Students should then return to regular activities.

Students may request extended time if they indicate they have not completed an exam module. 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 exam module may impact performance.

As a general guideline, the exam session should be closed when all the students indicate they have finished an exam module.

When allowing extended time for an exam session for a portion of the student population, do not allow the following:

- **Do not** allow students to attend a lunch period with other students if the lunch period occurs between the original exam session and the extended exam session.
- **Do not** allow students to attend any classes or related activities between the original exam session and the extended exam session.
- **Do not** allow any overnight extensions.
- **Do not** allow students to return to a module after the completion of that module.

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

Since the Keystone Exams are untimed, there may be instances in which the actual testing times take longer than the recommended testing times. Exam modules must **not** be scheduled back-to-back in the morning (or in the afternoon). Instead, the exam modules must be divided across two days or divided across the morning and afternoon of the same day.

For example, do not schedule both Module 1 and Module 2 testing events to occur 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 sometime the following day.

EXAM ADMINISTRATION REMINDERS

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

Before Exam Administration:

- Be sure each student has the correct test booklet and answer booklet.
- Be sure students understand where and how to mark or write their answers.
- Follow the directions of the School Assessment Coordinator for maintaining exam security.

During Exam Administration:

- Follow the directions of the School Assessment Coordinator for maintaining exam security.
- Help students approach the exam in a positive manner.
- Encourage students to keep trying.
- Clarify directions for students having difficulty.
 - The Exam Directions are printed in Appendix D of this manual. They may be repeated to students as needed during the administration; however, the Test Administrator may not paraphrase or offer additional information and may not give information that provides clues concerning exam questions or answer choices.

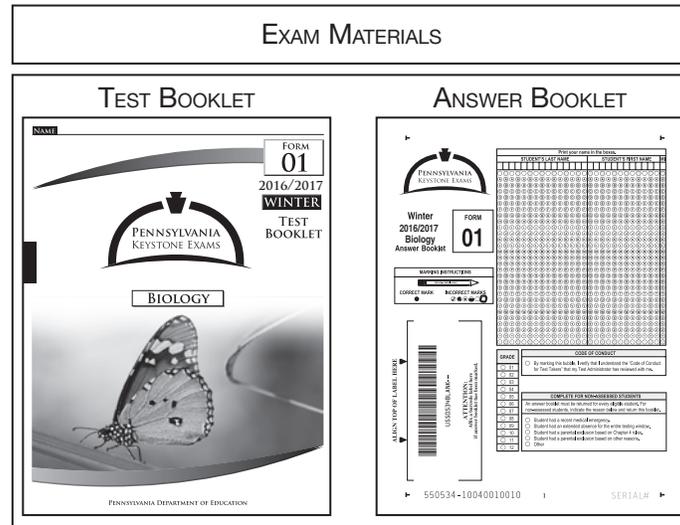
- **In this exam, the presentation and content of exam questions vary from one form to another. This variation is an intentional element of the Keystone Exams. Questions from students about directions may require form-specific responses from the Test Administrator.**
- For the remainder of this manual, **indented text in bold type** is to be read aloud to students exactly as written. All other text is information for the Test Administrator.

When ready to start the exam, the Test Administrator should begin with the next section found on the next page of this manual

START THE EXAM

Make sure that all students have two sharpened No. 2 pencils with good erasers. Make sure that no student is in possession of a cell phone, camera, smart watch, or other electronic device. Collect all electronic devices prior to distributing any exam materials. First distribute test booklets with front covers facing up; then distribute answer booklets with front covers facing up.

- Answer booklets must have a Student Precode Label or a School/District Label if the Student Precode Label is not available.



Note: A form number is on the front cover of each test booklet and each answer booklet. There are three (3) different forms labeled 01 through 03. Make certain that the form number on each test booklet matches the form number on the answer booklet distributed to each student.

Say:

Welcome to the Pennsylvania Keystone Exams. Each of you should have a Biology Winter 2016/2017 Exam Test Booklet and Answer Booklet. Do not open your test booklet or answer booklet until I tell you to do so.

Look at the cover pages of the two booklets. In the upper right-hand corner of the test booklet, there is a number from 01 through 03. Make sure that this number is the same as the number shown in the upper left-hand corner of the answer booklet. If the number in the box on your answer booklet is not the same, raise your hand, and I will give you a new test booklet.

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

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

Pause while students print their names on the line on the cover of their test booklets. The student's name on the front of the test booklet ensures accurate distribution of the correct test booklet to each student at the beginning of each exam session. Make certain that all students have recorded their names correctly. When students are ready, continue with the next section found on the next page of this manual.

DIRECTIONS FOR BARCODE [DISTRICT/SCHOOL OR STUDENT PRECODE] LABELS

Say and demonstrate:

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

If the barcode label DOES NOT have a colored stripe, do nothing more at this time.

If the barcode label DOES have a colored stripe, check to make sure that your full name is printed in the boxes on the right-hand side of the cover page of the answer booklet.

If the barcode label DOES have a colored stripe and your name IS NOT printed in the boxes, you must print your name now. Print your last name in the boxes below the words “STUDENT’S LAST NAME.” Start at the left and print one letter in each box. Print as many letters of your last name as will fit in the number of boxes provided.

Pause while students fill in their last names. **Note:** If any barcode label has an error on it, please contact the School Assessment Coordinator. See page 3 and page 21 of this document for more information on what to do if a student does not have a Student Precode Label. When all students are ready, say:

Now that you have printed your last name, find the words “STUDENT’S FIRST NAME” and print each letter of your first name. You must print your full, legal name. Please do not print a nickname or a shortened first name. Print as many letters of your first name as will fit in the number of boxes provided.

Pause while students fill in their first names. When all students are ready, say:

Now that you have printed your first name, find the box below the letters “MI.” Print the first letter of your middle name in this box. If you have no middle initial, leave it blank.

Are there any questions?

Answer all questions and then say and demonstrate to the entire class:

If your name is printed in the boxes, whether it was printed for you or you have just printed it, you must now go back to the first letter of your last name. Find the circle below the box that has the same letter as the one printed in the box. Darken the circle for that letter. Now darken the remaining circles for each letter of your last name. Then darken the circles for each letter of your first name and the first letter of your middle name.

Walk around the room to check that students are filling in the circles correctly. Please note that students do not need to darken the blank circle beneath blank boxes unless a space is within a student’s name (as in “Mary Lou”) or if a student has no middle initial. If a student has more than one middle name, use the first middle name. Use a hyphen to separate hyphenated names. When all students have completed this task, say:

Are there any questions?

Answer all questions. Then say:

In the bottom right-hand corner of your answer booklet is a box labeled “CODE OF CONDUCT.” Read the statement inside this box silently as I read it aloud. “By marking this bubble, I verify that I understand the *Code of Conduct for Test Takers* that my Test Administrator has reviewed with me.” If you understand the *Code of Conduct for Test Takers*, darken the circle inside the box now. If you have questions about the *Code of Conduct for Test Takers*, raise your hand.

Answer student questions until all understand the *Code of Conduct for Test Takers* and darken the circle inside the box. When students are ready, continue with the next section found on the next page of this manual

ADMINISTER THE BIOLOGY EXAM—MODULE 1

When all students are ready, say:

I will now distribute scratch paper to be used with this module of the Biology Winter 2016/2017 Exam.

Distribute scratch paper. When all students are ready, say:

Now we are ready to begin Biology—Module 1. Carefully follow the directions, and give this exam your best effort. Open your test booklet to page 2. Fold your test booklet back so that only page 2 is showing. In the middle of the page is a box labeled “ATTENTION.” Read the paragraph inside this box now.

Pause for students to read the paragraph. Then say:

Are there any questions about this paragraph?

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

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

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

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

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

There are two types of questions in this module.

Multiple-Choice Questions

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

- ***Read each question, and choose the correct answer.***
- ***Only one of the answers provided is correct.***
- ***Record your answer in the Biology answer booklet.***

Are there any questions?

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

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

Constructed-Response Questions

These questions will require you to write your response.

- ***Be sure to read the directions carefully.***
- ***You cannot receive the highest score for a constructed-response question without following all directions.***
- ***If the question asks you to do multiple tasks, be sure to complete all tasks.***

Continue reading aloud:

- ***If the question asks you to explain, be sure to explain. If the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.***
- ***All responses must be written in the appropriate location within the response box in the Biology answer booklet. If you use scratch paper to write your draft, be sure to transfer your final response to the Biology answer booklet.***

Are there any questions?

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

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

In addition, a module may also include scenarios. A scenario contains text, graphics, charts, and/or tables describing a biological concept, an experiment, or other scientific research. You can use the information contained in a scenario to answer certain exam questions. Before responding to any scenario questions, be sure to study the entire scenario and follow the directions for the scenario. You may refer back to the scenario at any time when answering the scenario questions.

Are there any questions?

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

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

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

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

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

Are there any questions?

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

Now turn to page 5 of your test booklet.

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

On page 5 of your test booklet is the *General Description of Scoring Guidelines* for use with Biology constructed-response questions. This is an example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions for Biology. You may refer to these scoring guidelines at any time while responding to a constructed-response question for Biology. Are there any questions?

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

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

Remember to complete questions 1 through 36 in Module 1 and to mark only one correct answer for each question in your answer booklet. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in your answer booklet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your exam materials when you finish. You may read or sit quietly until the rest of the class completes Module 1. Are there any questions?

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

You may begin.

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

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks (questions) and to complete the exam.

The testing time for this module is estimated at 72 minutes, but the actual administration time may vary. Collect exam materials, including scratch paper, when students are finished testing rather than keeping them closed on the students’ desks. End the session when most students have completed the session and you are nearing the end of the scheduled time. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. End the session only when all students have completed all questions or when you determine that additional time is not necessary. For more information about Extended Exam Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the exam time for the group not yet finished with this exam module, say:

This session will end in about five minutes. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in your answer booklet. If you need additional time to complete this section, direction will be provided for you to move to another location to complete this section.

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

Close your test booklet and answer booklet.

You will use the same booklets for Module 2, so make sure your name is on the front cover of each booklet. Place your answer booklet inside the test booklet. I will now collect your scratch paper.

Used scratch paper must be returned to the School Assessment Coordinator and kept in a secure location until it can be destroyed.

If you are administering Module 2 later in the same day, say:

You are going to take Module 2 later today, so I will now collect your test booklet and answer booklet. They will be returned to you at that time.

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

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

Return all materials (test booklets, answer booklets, and used scratch paper) immediately to the School Assessment Coordinator for secure storage. **Note:** Do NOT review student responses to test questions for completeness or accuracy. Do not review answer booklets for stray marks. **In this exam, the presentation and content of exam questions vary from one form to another. This variation is an intentional element of the Keystone Exams. Questions from students about directions may require form-specific responses from the Test Administrator.**

- For the remainder of this manual, **indented text in bold type** is to be read aloud to students exactly as written. All other text is information for the Test Administrator.

ADMINISTER THE BIOLOGY EXAM—MODULE 2

Make sure that no student is in possession of a cell phone, camera, smart watch, or other electronic device. Collect all electronic devices prior to distributing any exam materials. Distribute booklets to students and make certain each student has the correct booklets.

Say and demonstrate:

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

When all students are ready, say:

I will now distribute scratch paper to be used with this module of the Biology Winter 2016/2017 Exam.

Distribute scratch paper. When all students are ready, say:

Now we are ready to begin Biology—Module 2. Carefully follow the directions, and give this exam your best effort. Open your test booklet to page 2. Fold your test booklet back so that only page 2 is showing. In the middle of the page is a box labeled “ATTENTION.” Read the paragraph inside this box now.

Pause for students to read the paragraph. Then say:

Are there any questions about this paragraph?

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

Turn to page 22 in your test booklet. Fold your test booklet back so that only page 22 is showing.

Pause while students find the correct page in their test booklets. Make sure all students have folded their test booklets back so that only page 22 is showing. When all students are ready, say:

Look at the directions on page 22. Read the directions silently as I read them aloud.

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

There are two types of questions in this module.

Multiple-Choice Questions

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

- ***Read each question, and choose the correct answer.***
- ***Only one of the answers provided is correct.***
- ***Record your answer in the Biology answer booklet.***

Are there any questions?

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

Continue to read the directions on page 22 silently as I read them aloud.

Constructed-Response Questions

These questions will require you to write your response.

- ***Be sure to read the directions carefully.***
- ***You cannot receive the highest score for a constructed-response question without following all directions.***
- ***If the question asks you to do multiple tasks, be sure to complete all tasks.***
- ***If the question asks you to explain, be sure to explain. If the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.***
- ***All responses must be written in the appropriate location within the response box in the Biology answer booklet. If you use scratch paper to write your draft, be sure to transfer your final response to the Biology answer booklet.***

Are there any questions?

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

Continue to read the directions on page 22 silently as I read them aloud.

In addition, a module may also include scenarios. A scenario contains text, graphics, charts, and/or tables describing a biological concept, an experiment, or other scientific research. You can use the information contained in a scenario to answer certain exam questions. Before responding to any scenario questions, be sure to study the entire scenario and follow the directions for the scenario. You may refer back to the scenario at any time when answering the scenario questions.

Are there any questions?

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

Continue to read the directions on page 22 silently as I read them aloud.

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

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

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

Are there any questions?

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

Now turn to page 23 of your test booklet.

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

On page 23 of your test booklet is the *General Description of Scoring Guidelines* for use with Biology constructed-response questions. This is an example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions for Biology. You may refer to these scoring guidelines at any time while responding to a constructed-response question for Biology. Are there any questions?

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

We are now ready to start Module 2. Turn to page 24 in your test booklet and page 17 in your answer booklet. Look at the GO ON arrow on the bottom of each page. The GO ON arrow indicates that you are not yet finished with Module 2 and you are to continue on to the next page. Follow all GO ON arrows and directions that tell you which questions are in your test booklet and which questions are in your answer booklet. At the end of Module 2, you will see a STOP sign in your test booklet and a STOP sign in your answer booklet. Make sure you continue to respond to questions until you see the STOP sign in both your test booklet and your answer booklet.

Remember to complete questions 1 through 36 in Module 2 and to mark only one correct answer for each question in your answer booklet. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in your answer booklet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your exam materials when you finish. You may read or sit quietly until the rest of the class completes Module 2. Are there any questions?

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

You may begin.

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

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks (questions) and to complete the exam.

The testing time for this module is estimated at 72 minutes, but the actual administration time may vary. Collect exam materials, including scratch paper, when students are finished testing rather than keeping them closed on the students’ desks. End the session when most students have completed the session and you are nearing the end of the scheduled time. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. End the session only when all students have completed all questions or when you determine that additional time is not necessary. For more information about Extended Exam Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the scheduled exam time for the group not yet finished with this exam module, say:

This session will end in about five minutes. Make sure that you have completely erased wherever you have changed an answer or made a stray mark in your answer booklet. If you need additional time to complete this section, direction will be provided for you to move to another location to complete this section.

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

Close your test booklet and answer booklet.

Place your answer booklet inside the test booklet. I will now collect your scratch paper.

Used scratch paper should be returned to the School Assessment Coordinator and kept in a secure location until it can be destroyed. All calculators used during the exam must be cleared of any information entered during this module. **Note:** If students used school-provided calculators, also collect the calculators.

Say:

This concludes the Biology Winter 2016/2017 Exam. I will now collect your test booklet and answer booklet.

Collect the booklets in a systematic fashion, making sure that answer booklets have been placed inside the test booklets.

Return all materials (test booklets, answer booklets, and used scratch paper) immediately to the School Assessment Coordinator for secure storage. **Note:** Do NOT review student responses to test questions for completeness or accuracy. Do NOT review answer booklets for stray marks.

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

AFTER TESTING IS COMPLETE

After testing is complete:

- Make sure student identification information is complete and correct on all students' booklets. Make sure the name on the test booklet and the answer booklet correspond for each student.
- If a student answer booklet has a barcode label with a colored stripe [a District/School Label], make sure that the School Assessment Coordinator or his/her designee has completed the applicable portions of the front cover and page 2 of the answer booklet are completed with the circles filled in. (See your School Assessment Coordinator for questions or further direction.)
- If a student used any accommodation listed on page 3 of the answer booklet during the administration of the exam, make sure that applicable portions of page 3 of the answer booklet are completed with the circles filled in. (See your School Assessment Coordinator for questions or further direction.)
- Do **not** check the response pages of the answer booklet for content, accuracy, completeness, or stray marks.

RETURN MATERIALS

Exam materials must be kept secure. All materials, including any unused materials, related to the administration of this exam must be returned to the School Assessment Coordinator.

Return all exam materials to the School Assessment Coordinator for secure storage. This includes used and unused test booklets and answer booklets, this manual, and used scratch paper. All exam materials must be returned to the School Assessment Coordinator immediately at the end of the exam session.

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

Remember: Every Test Administrator involved in the administration of this Keystone Exam must sign and date a *Test Administrator/Proctor Test Security Certification*. When a Test Administrator signs and dates the Test Security Certification, that person certifies that all security measures have been followed for this Keystone Exam administration. Test Administrators should return the signed and dated *Test Administrator/Proctor Test Security Certification* to the School Assessment Coordinator upon completion of the last testing session.

If an exam security violation is suspected, contact the School Assessment Coordinator or the Pennsylvania Department of Education immediately.

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



ETHICAL STANDARDS OF TEST PREPARATION AND ADMINISTRATION

Before Test Administration:

DO...

- Communicate to students, parents, and the community what the test does and does not measure, when and how it will be administered, and how the results will be used.
- Maintain a positive attitude about testing.
- Be sure that students testing online have prior experience with the Online Tools Training (OTT).
- Read the *Directions for Administration Manual*.
- Follow test security and administration guidelines.
- Consider having a teacher other than the teacher of record administer the assessment to a particular group of students. If local circumstances do not allow that option, assign a Proctor in the classroom with the Test Administrator.
- Schedule the assessment and provide the schedule to PDE via the online system.
- Include all students in the appropriate assessment.
- Attend the annual trainings for the administration of the assessments in order to be properly informed of the procedures to follow. These trainings include understanding test security and the confidential and proprietary nature of the documents.
- Make contingency plans for unexpected disruptions during testing. All school personnel must know what to do in the event of a fire alarm, bomb threat, HAZMAT incident, unruly student, etc.
- Remove or disable monitoring software (spyware) from computers, iPads, and Chromebooks to be used for testing.
- Cover or remove from classrooms or hallways all instructional materials that could aid students in answering test items.
- Make sure the testing environment is comfortable and has appropriate lighting.
- Place a **"Testing—Do Not Disturb"** sign on doors where testing is occurring.
- Review the *Code of Conduct for Test Takers* with students.
- Make sure calculators (other than calculators provided within the online testing engine) meet the requirements of the Calculator Policy. Clear the memory and all stored programs before and after the calculators are used for a test.
- Know the required accommodations for each student with an IEP or 504 Service Plan and for each English Language Learner being assessed.
- Review with students the possible local sanctions the district will enforce for student misconduct (e.g., cheating and recording test questions).
- Count the test materials in the presence of the SAC.

**DO NOT...**

- Instruct students to use a test-taking technique that would require them to bubble or strike through 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 content is not necessary for valid test administration and is prohibited.

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

- Reveal any part of secure copyrighted tests to students.
- Copy or otherwise reproduce any part of secure tests.
- Review and/or provide answers to test questions to students.
- Possess unauthorized copies of state tests or any parts thereof.
- Assist in, direct, aid, counsel, encourage, or fail to report immediately any of the actions prohibited in this section.

During Test Administration:**DO...**

- Follow test security and administration guidelines.
- Maintain a positive attitude about testing.
- Engage in active monitoring for the duration of testing. Position yourself with the best vantage point by continually moving around the testing site to ensure students are adhering to the instructions given.
- Ensure that students are working in the correct section and that they are bubbling in answers in the correct section of the answer sheet for the section of the test booklet in which they are working, **BUT be cautious in redirecting or assisting students that you are not violating test security by coaching (see DO NOT list on the next page).**
- Make sure students are supervised at all times during testing, including scheduled or unscheduled breaks or emergency interruptions. This supervision requirement includes those students who need additional time to complete any test session.
- Escort all students and carry all secure testing materials to alternate testing sites for extended time.
- Make sure that sections/modules are started and completed in the same day.
- Keep voice inflections neutral if an allowable or required accommodation is to read portions of the test aloud.
- Minimize distractions, including intercom announcements.
- Collect cell phones, smart phones, smart watches, and other unauthorized electronic devices as students enter the testing site.
- Report testing irregularities/security breaches to the School Assessment Coordinator, principal, or the Pennsylvania Department of Education.

**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 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. NOTE: Test Administrators should only have possession of the secure test materials immediately prior to the administration of the test and during the administration of the test, and the materials should be collected and counted by the School Assessment Coordinator immediately after testing. When materials are exchanged between the SAC and TA, materials must be counted to ensure all materials are accounted for.
- Coach or provide feedback to students (e.g., answer any questions pertaining to the content of the test, review rough drafts, or give feedback of any kind including indicating to students any items that need a second look). This prohibition includes, but is not limited to, a Personal Care Aid (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.
- Read aloud any portion of the Literature Assessment.
- Read aloud the passages, multiple-choice questions or answer choices, or short-answer questions in Sections 2, 3, or 4 of the PSSA English Language Arts (ELA) assessment.
- Read aloud any part of a mathematics item that will cue the correct answer 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 except for make-up 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 section.

After Test Administration:**DO...**

- Follow test security and administration guidelines.
- Maintain a positive attitude about testing.
- Collect the formula sheet, all scratch paper or rough drafts at the end of each test session, and return them to the School Assessment Coordinator to be destroyed.
- Return all secure testing materials to the School Assessment Coordinator immediately after the testing session each day.
- Account for all test booklets and answer booklets daily, and keep them in a secure location.
- Transcribe exact student responses, including incorrect responses, when an alternate test format (such as Braille or large print) has been used or when a student's answer booklet has been damaged.
- Clear the memory of calculators after each testing session.
- Pack and ship the secure testing materials to the testing contractor.
- Sign the appropriate Test Security Certification, and return it to the appropriate individual as directed.

**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.
- Review student responses in the answer booklet.
- Review test booklets containing the test items.
- Alter, influence, or interfere with a test response in any way, fill in any unanswered item, 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 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 anything in the answer booklet or darken bubbles.
- Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this section.



CODE OF CONDUCT FOR TEST TAKERS

DO...

- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the “best answer.” Also, be sure to read any open-ended items and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer 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...

- Bring notes with you to the test.
- Bring any electronic devices (e.g., cell phones, smart phones, etc.) other than an approved calculator, if applicable, to the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers. Mark only the bubble for the one correct answer you have chosen.
- Talk with others about questions on the test during or after the test.
- 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.



Winter 2016/2017 Keystone Exam Security Certification

(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

BIOLOGY EXAM DIRECTIONS

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

On the following pages of this test booklet are the Keystone Biology Exam questions for Module 1 [or Module 2].

There are two types of questions in this module.

Multiple-Choice Questions

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

- Read each question, and choose the correct answer.
- Only one of the answers provided is correct.
- Record your answer in the Biology answer booklet.

Constructed-Response Questions

These questions will require you to write your response.

- Be sure to read the directions carefully.
- You cannot receive the highest score for a constructed-response question without following all directions.
- If the question asks you to do multiple tasks, be sure to complete all tasks.
- If the question asks you to explain, be sure to explain. If the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.
- All responses must be written in the appropriate location within the response box in the Biology answer booklet. If you use scratch paper to write your draft, be sure to transfer your final response to the Biology answer booklet.

In addition, a module may also include scenarios. A scenario contains text, graphics, charts, and/or tables describing a biological concept, an experiment, or other scientific research. You can use the information contained in a scenario to answer certain exam questions. Before responding to any scenario questions, be sure to study the entire scenario and follow the directions for the scenario. You may refer back to the scenario at any time when answering the scenario questions.

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

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

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



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 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 following each test session of the assessment.

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

- Noncalculators such as cell phones, smart phones, smart watches, 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 QWERTY keyboards, typewriter-like keyboards, or keypads (e.g., Dvorak)
- 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 nonfactory 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 cannot be used on the PSSA or Keystone Exams. Please note that as technology changes, this policy may also change.



M55063447338001

WINTER 2016/2017
KEYSTONE EXAMS
BIOLOGY

DIRECTIONS FOR ADMINISTRATION MANUAL