Pennsylvania Keystone Exams

Spring Online Exam
Literature

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 every year
• becoming familiar with the online test administration procedures and online testing tools provided in this manual the Directions for Online Administration
• receiving Student Login Tickets (Test Tickets) from the School Assessment Coordinator (SAC) immediately prior to the testing session on the scheduled exam day
• verifying that student demographic information is correct on the Student Login Roster
• alerting the SAC if any student demographic information is incorrect and needs to be changed
• distributing the Test Tickets to the students at the time of the exam
• monitoring the exam environment during the scheduled exam time
• collecting, accounting for, and returning all Test Tickets, as well as scratch paper, to the SAC at the end of each exam session
• reviewing, understanding, and returning the signed and dated Keystone Exam Test Security Certification (Test Administrator/Proctor) to the SAC at the end of the final Keystone Exam administration for which they are a TA
# Keystone Literature Online

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INTRODUCTION

This manual is to be used for the administration of the Keystone Literature Spring 2017 Online 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 TA has given; therefore, TAs are to become thoroughly familiar with this manual and the procedures for administering the exam before the testing window (May 15–26, 2017).

MAINTAIN EXAM SECURITY

District Assessment Coordinators (DACs) and SACs, TAs, Principals, and all other individuals who are involved in this assessment program must maintain the security of all exam materials. Together, they share the responsibility for ensuring that all 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:

1. Online assessments are not to be viewed by anyone, including TAs or Proctors, prior to the testing sessions.

2. Except where allowed by a specific written accommodation, only students being tested are allowed to view the content of the online exam materials.

3. No secure materials from the online exam may be copied, photographed, or recorded in any manner.

4. Student responses must not be reviewed for accuracy or completeness by anyone other than the student.

5. Students may not review responses at any time other than during the administration of the exam.

Each student taking the Keystone Exam online will receive a Student Login Ticket (Test Ticket). This ticket provides the secure login credentials (i.e., username and password) required for a student to use the testing software. The Test Tickets must be kept in a predetermined, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas. TAs must not be given access to the secure test materials before the administration day; however, this manual is not considered secure test material and should be provided to TAs for review prior to the exam administration. The Principal or his/her designee (and/or the School Assessment Coordinator [SAC]) will make arrangements for the TA to receive the Test Tickets on the day of the exam, immediately prior to the scheduled test session, and for the immediate return of exam materials (see Part V of this document for a complete list of materials) after the session. At the end of the testing window, all Test Tickets must be accounted for and returned to the Principal or his/her designee and/or the SAC. In addition, all other materials assigned to the TA, including any scratch paper and any other paper on which students have written during the assessments, must be returned to the SAC immediately at the end of each session. It is mandatory that schools utilize a sign-out/sign-in sheet for distribution and collection of secure test materials. It is recommended that TAs count the number of Test Tickets received and returned in the presence of the SAC or his/her designee.
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 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. For more information regarding guidelines to ensure that the integrity of the assessment remains above reproach, see the Handbook for Secure Administration. This handbook is Appendix A of this manual and can be found in the Keystone Exams Handbook for Assessment Coordinators.

Every TA/Proctor involved in the administration of any Keystone Exam must sign and date a Keystone Exam Security Certification (Test Administrator/Proctor) form. This certification must be signed and dated after completing administration of all Spring 2017 Keystone Exams to which the Keystone TA/Proctor has been assigned. The Test Security Certification certifies that all security measures for the Keystone Exams were maintained, including, but not limited to
1. following test security regulations and procedures,
2. handling secure assessment materials appropriately, and
3. maintaining confidentiality of information contained within secure assessment materials.

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

**FOLLOW THE EXAM SCHEDULE SET BY THE SCHOOL ASSESSMENT COORDINATOR**

The Keystone Literature Spring 2017 Online Exam must be administered within the PDE-designated testing window on the dates assigned. Appropriate exam conditions optimize the accuracy of the scores. Since this exam is to be administered online, the classroom or computer lab settings must include an adequate number of computer terminals. Other settings may be used according to local needs and available facilities. However, exam situations created to dishonestly inflate assessment scores are a violation of exam-security practices.

The Keystone Literature Spring 2017 Online 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 time. Exam modules must not be scheduled back-to-back in the morning (or in the afternoon). Instead, the exam modules must be divided across two days or divided across the morning and afternoon of the same day. The SAC must discuss the schedule with the TAs at least one week prior to the exam dates. Please note that each module in this exam is designed to be completed in the same amount of administration time. See Part II: Exam Timing for more information on administration time and testing time.

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1 This prohibition does not include the use of the Keystone Item and Scoring Samplers available on PDE's website.
ADVANCE CONSIDERATIONS FOR EXAM ADMINISTRATION

The procedures listed below must be followed before administering the Literature Spring 2017 Keystone Online Exam. This exam includes procedures that students may not have encountered before.

1. The SAC will receive a Keystone Exams Handbook for Assessment Coordinators that provides additional, detailed information about the exam. That document is posted on these portals:
   a. https://pa.drcedirect.com [Click on ‘All Applications.’ Then click on ‘Documents’ under the ‘General Information’ tab.]
   b. 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.”]

2. The entire Directions for Online Administration Manual (this document) must be read in advance in order to become familiar with the procedures for administering the online exam. Just prior to the exam session on the day of the administration, the SAC will allow the TA to review the Keystone Test Ticket information. Prior to the exam administration, the TA must do the following:
   a. Become familiar with the exam schedule and the procedures for allowing extended exam time.
   b. Follow the directions of the SAC and the directions in this manual for maintaining exam security.
   c. Plan sufficient time for distribution and collection of materials.
   d. Plan to arrange student seating to prevent student interaction during the exam sessions. The location of existing computer workstations may require repositioning some workstations to avoid this interaction, as well as to minimize potential security concerns.
   e. Optional: Prepare copies of the Keyboard Shortcuts for System (see Appendix D) and the Literature Constructed-Response Scoring Guidelines (see Appendix E) for those students that may want them.

3. View the Student Tutorial and take the Online Tools Training to become familiar with the online testing tools and functionality. See Part III of this document for more information.

4. Review the Exam Directions that students will have access to during the exam administration. See Appendix F for more information.

5. Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix G for more information.

6. Prior to the first scheduled exam session, confirm that PA Online Assessment software is installed on computers to be used for testing. Contact the SAC for more information.

Remember:
1. Test Tickets are supplied for each student. If any student does not have a Test Ticket, immediately notify the SAC.
2. Review and understand the Keystone Exam Security Certification Test Administrator/Proctor form found in Appendix C (contact your SAC if you need more information).
3. This exam includes multiple test forms. One of these forms will be assigned to each student.
4. Be aware of available and approved test accommodations (“Test Administrator transcribed student responses,” “Extended time,” etc.) that are outlined in the 2017 PSSA and Keystone Accommodations Guidelines and in the 2017 Accommodations Guidelines for English Language Learners. These documents are posted on these portals:
   a. https://pa.drcedirect.com [Click on ‘All Applications.’ Then click on ‘Documents’ under the ‘General Information’ tab.]
   b. 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.”]

5. Any student, regardless of IEP status, may have a word, phrase, or test item read aloud upon request. If the student has a documented need for more than an occasional word, phrase, or test item to be read aloud, the SAC or SAC’s designee must select the accommodation, “Some test items/questions read aloud,” within eDIRECT (‘Student Management’ > ‘Manage Students’). However, it is only appropriate to read all test items aloud if this practice is documented as an accommodation. If reading the entire assessment is used as an accommodation, the SAC or the SAC’s designee must select the accommodation, “All test items/questions read aloud,” within eDIRECT (‘Student Management’ > ‘Manage Students’).

6. If an exam security violation is suspected, contact the SAC or the Pennsylvania Department of Education at 844-418-1651 or ra-ed-pssa-keystone@pa.gov immediately. If you believe the SAC may have involvement in the violation, immediately contact the Pennsylvania Department of Education at 844-418-1651 or ra-ed-pssa-keystone@pa.gov.

**PREPARE THE STUDENTS FOR THE EXAM**

1. Inform students in advance of the schedule for the exam sessions, as communicated by the SAC or his/her designee. Explain to students that they will have the opportunity to become familiar with features of the online test by taking a Test Tutorial and by completing the Online Tools Training.

2. Each student should know or be provided his or her PAsecureID. Students are asked to confirm their PAsecureID when logging in to the online testing system. For more information on PAsecureID, contact the SAC.

3. Students are not permitted to have cell phones, cameras, smartwatches, or any other unauthorized electronic devices in their possession during the administration of the exam. Students **must** be informed of this policy in advance and be encouraged to leave such items at home on exam days. The TA must collect all such devices prior to distributing assessment materials.

4. PDE encourages school districts and schools to inform students before testing begins of the locally determined ramifications/sanctions for student misconduct during the Keystone Exams. This includes, but is not limited to, discipline associated with cheating, sharing, and/or reproduction of test content.

5. Discuss the Code of Conduct for Test Takers, Appendix B of this manual and found 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 for Test Takers before testing begins. Prior to the administration, students must indicate that they understand the Code of Conduct for Test Takers that has been reviewed with them. TAs should answer any questions that students have to ensure that all students understand this code of conduct. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.

6. Students may **not** use a dictionary or a thesaurus for any part of this exam. **Bilingual/translation dictionaries may not be used for any portion of this assessment.**
7. Only responses entered in the online test will be scored. There is no printed test booklet or answer booklet used with any Keystone Online Exam. Students may highlight or make notes or comments using the features available with the Keystone Online Assessment Software. They may also use scratch paper, but they must record their answers online. All scratch paper and any other paper on which students have written must be collected and returned to the SAC at the conclusion of each module.

8. The Literature exam includes questions that require students to select from four possible answers. These multiple-choice questions and answer options are displayed on the computer screen. Students will read the questions and record their answers using a mouse or key commands to select answer options.

9. The Literature exam includes questions that require students to type their responses. The constructed-response questions and corresponding response spaces are displayed on the computer screen. Students will read each question and record their response using a mouse, key commands, and/or a combination of online tools.

<table>
<thead>
<tr>
<th>Students are permitted to</th>
<th>Students are NOT permitted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>• use scratch paper. (Students may use it to create their own graphic organizers, etc., during the exam.)</td>
<td>• use preprinted graphic organizers.</td>
</tr>
<tr>
<td>• highlight and make notes or comments using the features available online.</td>
<td>• possess or use unauthorized electronic devices, including cell phones, smartphones, smartwatches, cameras, any type of unauthorized computer, or any mobile device with a camera and/or Internet access (e.g., tablets, MP3 players, gaming systems, entertainment devices) when responding to any part of the exam.</td>
</tr>
<tr>
<td></td>
<td>• possess or use dictionaries, thesauri, and spell- or grammar checkers when responding to any part of the exam.</td>
</tr>
</tbody>
</table>

**PREPARE THE CLASSROOM OR COMPUTER LAB PRIOR TO THE EXAM**

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

1. Make certain that the testing software has been installed on all computers being used during testing.
2. Make certain that all monitoring capabilities have been disabled on all computers being used during testing. Students’ computers and screens may not be monitored via software by the Test Administrators. Please see the SAC if you have any questions.
3. Remove or cover with opaque material all classroom instructional materials or any other materials that may affect the validity of the Keystone Online Exam.

**DO NOT DISPLAY:**
1. literary terms and/or definitions
2. examples of genres
3. illustrations of literary organization

*Note: This is not an exhaustive list. These are general examples of what is not permitted. Any materials that may contain content that could be tested must be removed or covered.*
The Literature Constructed-Response Scoring Guidelines used for Literature constructed-response questions may be displayed in the classroom. (The scoring guidelines are contained in Appendix E of this document and may be provided to each student for personal use during the exam.) They are also available online during testing within the Online Assessment Software. This document is also posted on these portals:

https://pa.drcedirect.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.”]

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

REQUIRED EXAM MATERIALS

The SAC will provide the TA with the appropriate materials on each administration day. After each administration, all assessment materials, including scratch paper and any other paper on which students have written, must be returned immediately to the SAC.

The testing software should be installed on all computers prior to the start of testing. (Contact the SAC for more information.) Each student taking the assessment requires a Student Login Ticket (Test Ticket). These Test Tickets will be provided immediately prior to the test administration. There are no other preprinted student test materials used with any Keystone Online Exam. After each administration, immediately return the Test Tickets to the SAC. Note that every Test Ticket has a unique Username and a unique Password. The Username is the student’s PAsecureID. Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix D and may be copied from this book and reproduced as necessary. If distributed to students, the shortcuts must be collected at the end of the module, similar to scratch paper being collected at the end of each module, and returned to the SAC. Shortcuts on which students have written should be destroyed similar to the procedure for destroying scratch/grid paper.
ORGANIZE THE EXAM MATERIALS

The person administering the assessment should have:

- One Literature Spring 2017 Keystone Exam Directions for Online Administration (this manual)
- “Testing—Do Not Disturb” sign(s) to hang on the door(s)
- Extra sharpened pencils for students to use on their scratch paper
- A Student Login Roster (includes a Test Ticket for each student taking a Keystone Online Exam)

Each student being tested should have:

- A computer or computer terminal with the testing software installed
- Scratch paper for each module
- Sharpened pencils for use on the scratch paper
- A Student Login Ticket (Test Ticket)

The following materials are optional for each student being tested:

- A copy of the Keyboard Shortcuts for System (see Appendix D)
- A copy of the Literature Constructed-Response Scoring Guidelines (see Appendix E)

STUDENT LOGIN TICKETS (TEST TICKETS) AND THE STUDENT LOGIN ROSTER

A Test Ticket contains unique login credentials used by the student to access the testing software. An individual Test Ticket is required to use the online testing system. These Test Tickets are secure materials and must be treated appropriately. The Test Tickets for a given testing session are part of the Student Login Roster. The roster is printed by the SAC and distributed on the day of the test. The roster summarizes test session information such as the administration name, test session name, and the name of the test. In addition, it provides a list of students who are registered as part of a specific test session to participate in a specific test. The Student Login Roster contains a list of tasks that the TA will perform prior to testing. These Student Login Tasks are included in Appendix H.

Note: The Username on the login ticket is the student’s PAsecureID and can be used to verify that each student receives the correct Test Ticket prior to student testing.
TEST MANAGEMENT CONCERNS

Some circumstances during testing require that the TA consult the SAC or contact the DAC. Those instances include, but are not limited to, the following:

1. a student cheating
2. test security violation
3. improper test administration
4. student illness (during testing)
GENERAL ORGANIZATION OF THE EXAM

The Literature Spring 2017 Keystone Online Exam consists of two modules, and each module must be scheduled as a separate exam session. The SAC must discuss the schedule with the TA at least one week prior to the exam dates. Enough time must be scheduled for the preparation of the computers and testing space. Each module is designed to be completed in the same amount of administration time. The following administration times are estimates and are supplied for scheduling purposes only.

<table>
<thead>
<tr>
<th>Course</th>
<th>Module</th>
<th>Multiple Choice Questions</th>
<th>Constructed-Response Questions</th>
<th>Estimated Time Needed (in minutes)</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Administrative Tasks</td>
</tr>
<tr>
<td>Literature</td>
<td>1</td>
<td>23</td>
<td>4</td>
<td>10–15</td>
</tr>
<tr>
<td>Literature</td>
<td>2</td>
<td>23</td>
<td>4</td>
<td>10–15</td>
</tr>
</tbody>
</table>

CODE OF CONDUCT FOR TEST TAKERS

The Code of Conduct for Test Takers (Appendix B) provides students with guidelines that students should follow before, during, and after each assessment. This code of conduct should be reviewed with all students in advance of the testing day. Prior to taking the exam, students will be asked to indicate that they understand the Code of Conduct for Test Takers that has been reviewed with them by their TA (or other school employee). Students should be assured that they may discuss the testing process and/or issues of concern with their parents/guardians. 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.

COMMUNICATE EXAM INFORMATION

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

**Literature Online Exam**

![Literature Module 1](Exam Questions 1–27) ![Literature Module 2](Exam Questions 1–27)

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

The Literature Spring 2017 Keystone Online Exam is an untimed assessment. Not all students will finish the exam modules at the same time. Students should not feel rushed while they are taking the exam, and no student should be penalized because he or she works slowly. It is equally important, however, to encourage students to work in a timely manner to finish the exam. Students should select the Review/End Test button and follow the onscreen directions when they have finished the module of the exam that they have been assigned.

1. Students who finish early may sit quietly or read for pleasure until all students have finished the exam.
2. 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.
3. When all students have indicated they have finished an exam module, end the testing session. Students should then return to regular activities.
4. Any student may request extended time if they indicate they have not completed an exam module. Such requests should be granted if the TA finds the request to be educationally valid. Not permitting ample time for students to complete the exam module may impact performance.
5. TAs should use professional judgment to determine when the exam session should end and when students who have not finished should be provided an extended time setting.

If a student needs to move to a new location to continue the exam, the student should select the Pause button located at the bottom of the screen. As the student has not completed the assessment, he or she should not select End Test. For more information, see Appendix G of this manual.

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

1. All students should complete a module within one school day, and modules must be scheduled so that there is enough time to complete the module within the school day.

In rare circumstances (e.g., illness, emergency, etc.), students may be required to complete the module the next day. If a student must continue the module the next day, he or she may use the same Student Login Ticket (Test Ticket) to sign in to the test. However, the Student Login Ticket (Test Ticket) must be Unlocked before the student will have access to the test.

1. Contact the SAC for more information if these circumstances occur.
2. Students completing the module the next day must be monitored closely to ensure that no previous answers are changed.

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

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

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

When allowing extended time for an exam session 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 exam session and the extended exam session.
2. **Do not** allow students to attend any classes or related activities between the original exam session and the extended exam session.
3. **Do not** allow any overnight extensions.
4. **Do not** allow students to return to a module after the completion of that module.

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

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

1. The Student Tutorials can be accessed directly from students’ computer desktops by double-clicking on the DRC INSIGHT Online Assessment Tutorials icon or from the PA eDIRECT Web site (https://pa.drcedirect.com under All Applications / General Information / Test Tutorials). Students should choose the tutorial that relates to the intended exam.

2. The tutorial must be viewed at least once by all TAs who will supervise any of the Keystone Online Exam administrations.

3. The tutorial must be viewed at least once by students in advance of their testing day. Allow students to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools.

4. The narration within the tutorials is included both as spoken audio and as printed captioning displayed directly on the screen, allowing the student to be able to read along as the script is read aloud. It is recommended that headphones be provided for those students who might be going through the tutorial in close quarters.

5. Students are encouraged to revisit the tutorials to review specific functionality. They can select specific topics or concepts within a tutorial using the links to specific tools and functions. Overview videos are also available, so students can review an entire grouping of topics.

6. TAs are encouraged to explore the overview videos (groupings of topics) and to review specific functionality within the tutorial environment.

7. The tutorial should be viewed by a student first, and then the Online Tools Training should occur. (See the next page of this document for more information about the Online Tools Training.) Many schools schedule a tutorial session for students and then immediately have the students do the Online Tools Training. This training should be completed before the scheduled test administration day. Experience with and awareness of the Keystone online assessment format are essential for a fair and valid student assessment.

8. TAs should review the Test Directions that students will have access to during the administration of the assessment. See Appendix F for more information.

9. TAs should review Appendix G and become familiar with the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

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

The Online Tools Training (OTT) is designed to provide an introductory experience in preparation for taking a Keystone Online Exam. The purpose of the OTT is for the students to observe and try out features of the DRC INSIGHT Online Assessment Software prior to an actual administration. Although the exam questions used for illustration purposes are indicative of the content of a given exam, the OTT is not a practice test. That is, the OTT is not designed to demonstrate complete coverage of the tested content, and it is not scored. Exam questions have been chosen to demonstrate the features and tools of online testing. The goal is instruction on the use of the computer and the online assessment software and not the testing of skill acquisition within any subject. Remind students that the OTT is designed to allow students to experience taking an exam on a computer and to experiment with the features available to them during an actual exam.

1. Both TAs and students should experience the Online Tools Training before students begin the online exam administration.

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

![Sample Sign-In Screen for the Literature Exam OTT](image)

   a. The Username is “OTTLit”¹
   b. The Password for each OTT is “ott2468.”¹

3. TAs should encourage students to learn to use the testing tools while answering the practice questions. Practice Hints are provided with some test questions. The Practice Hints are a guide to focus student exploration on key tools and features. Practice Hints do not appear in actual exams.

4. TAs should review
   a. the Test Directions that students will have access to during the exam. See Appendix F for more information.
   b. the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix G for more information.

5. Remember: The Online Tools Training is provided so that students can practice using the tools and features of online assessments within the format of the actual assessment. The DRC INSIGHT Online Assessment will allow the student to finish the test without answering all of the questions.

TAs may help students with questions concerning the Online Tools Training or show them how to use the tools on the Online Tools Training.

¹ Username and Password for all OTT are displayed on the sign-in screen.
LITERATURE EXAM ADMINISTRATION REMINDERS

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

Before exam administration:
1. Be sure students have explored the Student Tutorial, have taken the Online Tools Training, and know how to use the tools within the online system—including where and how to mark their answers.
2. Follow the directions of the SAC for maintaining assessment security.
3. Help students approach the assessment in a positive manner.
4. Read and understand the Handbook for Secure Test Administration (Appendix A).
5. Review the roster contained within the Student Login Summary, and make certain that all students intended for testing are on the roster. Notify the SAC if there are errors on the roster.
6. Make certain that a Student Login Ticket (Test Ticket) is ready for each student taking the exam. Notify the SAC if any Student Login Tickets are missing.
7. Be sure each student has the correct Student Login Ticket (Test Ticket).
8. Review the Test Directions that students will have access to during the assessment. See Appendix F for more information.
9. Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix G for more information.
10. Optional: Prepare copies of the Keyboard Shortcuts for System (see Appendix D) and the Literature Constructed-Response Scoring Guidelines used for Literature constructed-response questions (see Appendix E).

During exam administration:
1. Follow the directions of the SAC for maintaining exam security.
2. Be sure that all classroom instructional materials are removed or covered with opaque material.
3. Help students approach the assessment in a positive manner.
4. Encourage students to keep trying.
5. Help students understand where and how to mark their answers, and clarify directions for students having difficulty. The Test Directions (as they appear online) are printed in Appendix F of this manual. They may be repeated to students as needed during the administration; however, the TA may not paraphrase, offer additional information, or give information that provides clues concerning test questions or answer choices.
6. For issues associated with the software tools and features of the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity, refer to Appendix G.

• In some places in this manual the TA will be prompted to reference where specific administration information can be found within the online testing system. You may need to pause to show individual students how to find onscreen information.
• Students are not permitted to assist other students with operating the computer or the online tools during the online exam.
• For the remainder of this manual, indented text in bold type is to be read aloud to students exactly as written. All other text is information for the TA.
• Screen captures included in this manual are intended to help TAs confirm that students are on the correct screen within the online assessment.

When ready to start the exam, the TA should begin with the section titled “Start the Exam—Code of Conduct for Test Takers” found on the next page of this manual.
START THE EXAM—CODE OF CONDUCT FOR TEST TAKERS

Make sure that each student is sitting at a separate computer, and make sure that each computer is turned on and the desktop of the computer is visible. Make sure that no student is in possession of a cell phone, camera, smartphone, smartwatch, or other unapproved electronic device. Collect all unapproved electronic devices prior to the start of testing.

Say:

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

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

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

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

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

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

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

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.
Note: If any Test Ticket has an error on it, please contact the SAC. However, in some cases the student should continue using the same Test Ticket. For example:

If the Test Ticket shows a nickname or informal name rather than a given name (e.g., Dave rather than David), as long as the PAsecureID is correct, the student should continue with the same Test Ticket. When all students are ready, say:

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

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

Look at the information on the “Welcome” screen and make sure that the following facts about you are correct:

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

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

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

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

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

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

The test session is identified in the upper-left corner of the “General Test Directions” screen. Check the screens of all devices to confirm that all students are on the Code of Conduct for Test Takers. If a student has selected a Module, select ‘Exit,’ then confirm you want to exit on the next screen to return to the “Test Sign-In” screen to log back in to the exam. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected session.
Pause to assist students as necessary. When all students are ready, say:

**At the top of the screen is a box labeled “ATTENTION.”** Read the paragraph inside the box now.

Pause for students to read the paragraph. When all students are ready, say:

**Are there any questions about this paragraph?**

Answer all questions. When students are ready, say:

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

**General Test Directions**

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

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

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

**Helpful Hints**

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

**Are there any questions about the Helpful Hints?**
Answer all questions. When all students are ready, say:

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

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

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

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

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

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

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

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

When all students have finished, say:

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

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

You are now going to take Module 1.

Continue with the next section found on the next page of this manual.
ADMINISTER THE LITERATURE EXAM—MODULE 1

Make sure that each student is sitting at a separate computer, and make sure that each computer is turned on and the “Test Sign-In” screen is visible. Make sure that no student is in possession of a cell phone, camera, smartwatch, or other unapproved electronic device. Collect all unapproved electronic devices prior to distributing any exam materials. Students will have an opportunity to do some work on scratch paper, so make sure that all students have a pencil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

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

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

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

There are two types of questions in each module.

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

- Read the question carefully.
- Choose the correct answer and record your choice.
- Only one of the answers provided is the correct response.

Constructed-response questions require that you type 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 the 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 typed in the appropriate response box.

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

Distribute scratch paper. When you are ready, say:

Now we are ready to begin.

You should see the “Test Sign-In” screen. Is there anyone who does not see the “Test Sign-In” screen?
Pause to assist students as necessary. Check to make sure that the “Test Sign-In” screen includes the Keystone Exams logo. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

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

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

**Note:** If any Test Ticket has an error, please contact the SAC. However, in some cases the student should continue using the same Test Ticket. For example:

If the Test Ticket shows a nickname or informal name rather than a given name (e.g., Dave rather than David), as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

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

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

**Look at the information on the “Welcome” screen and make sure that the following facts about you are correct:**
- Your name
- Your test name
- Your test session
- Your school name
- Your PAsecureID

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

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

**After you have selected the ‘Continue’ button, the “Test Selection” screen will open. Is there anyone who does not see the “Test Selection” screen?**
Pause to assist students as necessary. When all students are ready, say:

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

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

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

At the top of the screen is a box labeled “ATTENTION.” Read the paragraph inside the box now.

Pause for students to read the paragraph. When all students are ready, say:

Are there any questions about this paragraph?

Answer all questions. When students are ready, say:

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

General Test Directions

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

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

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

Helpful Hints

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

Are there any questions about the Helpful Hints?
Part IV: Directions for the Administration of the Online Literature Exam

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

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

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

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

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

Test Directions

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

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

Answering Questions

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

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

2. For constructed-response questions, use the keyboard to type your response in the area provided.
   ○ An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by clicking on the ‘?’ [Help] button and choosing the ‘Scoring’ tab. You may refer to the “Scoring Guidelines” at any time while responding to constructed-response questions.

3. Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
Continue reading aloud:

**Navigation**

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

**Are there any questions about the “Test Directions”?**

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

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

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

**Are there any questions?**

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

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

You may begin.

While students are taking the exam, be available as a resource. Do not give any individual or group help that might suggest the correct answer to a question. Do not communicate to a student that the student should “check” an answer or that the student has answered an item incorrectly. You may, however, provide clarification of directions and assist students to functionally operate their computers. The Test Directions (as they appear online) are in Appendix F of this manual. They may be repeated to students as needed during the administration.

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

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

Encourage students to try all of the tasks and to complete the assessment. An incorrect answer is scored the same as a blank answer.

Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix D and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the SAC for secure storage and destruction.
PART IV: Directions for the Administration of the Online Literature Exam

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

The testing time for this module is estimated to be 73 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the exam, additional time must 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.

Collect test materials, including scratch, any other paper on which students have written, and optional materials, when students are finished testing rather than keeping them at student workstations.

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

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

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

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

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

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

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

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

Collect all Test Tickets and scratch paper and any other paper on which students have written at this time. If students used optional materials like the keyboard shortcuts or the Literature scoring guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, any other paper on which students have written, and all optional materials must be returned to the SAC.
If you are administering Module 2 later in the same day, say:

You are going to take Module 2 later today.

If you are administering Module 2 on a different day [you may specify the day], say:

You are going to take Module 2 on [a different day or say the name of the day].

Return all materials (Test Tickets, used scratch paper, any other paper on which the student wrote, and any optional materials) immediately to the SAC for secure storage or destruction.
ADMINISTER THE LITERATURE EXAM—MODULE 2

Make sure that each student is sitting at a separate computer, and make sure that each computer is turned on and the “Test Sign-In” screen is visible. Make sure that no student is in possession of a cell phone, camera, smartwatch, or other unapproved electronic device. **Collect all unapproved electronic devices prior to distributing any exam materials.** Students will have an opportunity to do some work on scratch paper, so make sure that all students have a pencil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

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

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

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

*There are two types of questions in each module.*

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

  - Read the question carefully.
  - Choose the correct answer and record your choice.
  - Only one of the answers provided is the correct response.

*Constructed-response questions require that you type 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 the 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 typed in the appropriate response box.

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

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

*Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.*
Correct any ticket distribution errors. When you are ready, say:

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

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

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

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

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

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

**Note:** If any Test Ticket has an error, please contact the SAC. However, in some cases the student should continue using the same Test Ticket. For example:

If the Test Ticket shows a nickname or informal name rather than a given name (e.g., Dave rather than David), as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

**When you have selected the ‘Sign In’ button, a second “Welcome” screen opens. Is there anyone who does not see the second “Welcome” screen?**
Pause to assist students as necessary. When all students are ready, say:

**Look at the information on the “Welcome” screen and make sure that the following facts about you are correct:**
- Your name
- Your test name
- Your test session
- Your school name
- Your PAsecureID

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

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

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

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

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

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

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

**At the top of the screen is a box labeled “ATTENTION.” Read the paragraph inside the box now.**

Pause for students to read the paragraph. When all students are ready, say:

**Are there any questions about this paragraph?**
PART IV: Directions for the Administration of the Online Literature Exam

Answer all questions. When students are ready, say:

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

General Test Directions

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

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

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

Helpful Hints

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

Are there any questions about the Helpful Hints?

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

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

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

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

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

Test Directions

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

Sample of a Test Directions Screen
Continue reading aloud:

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

Answering Questions

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

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

2. For constructed-response questions, use the keyboard to type your response in the area provided.
   - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by selecting the ‘?’ [Help] button and choosing the ‘Scoring’ tab. You may refer to the “Scoring Guidelines“ at any time while responding to constructed-response questions.

3. Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.

Navigation

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

Are there any questions about the “Test Directions”?

Note: The “Test Directions” (as they appear online) are printed in Appendix F of this manual. If asked, refer to this appendix to repeat any portion of these “Test Directions” to students during the test administration.
Answer all questions. When all students are ready, say:

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

Are there any questions?

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

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

You may begin.

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 has answered an item incorrectly. You may, however, provide clarification of directions and assist students to functionally operate their computers. The “Test Directions” (as they appear online) are printed in Appendix F of this manual. They may be repeated to students as needed during the administration.

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

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

Encourage students to try all of the tasks and to complete the assessment. An incorrect answer is scored the same as a blank answer.

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

Note: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the test. If the problem persists, consult the SAC.
The testing time for this module is estimated to be 73 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the exam, additional time must 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 testing time for the group not yet finished with this exam module, say:

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

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

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

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

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

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

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

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

This concludes the Literature Online Keystone Exam.

Go on to read the section labeled “After Exam Administration” found on the next page of this manual.
CLOSING OUT THE EXAM

After testing is complete:

1. Make sure all students have closed out their testing session by
   a. selecting ‘Review/End Test’ (to open the Test Review Screen), followed by
   b. selecting ‘End Test’ (to open the test submission dialog box), then
   c. selecting ‘Submit’ (to complete the test, confirming that once the test is ended the student is unable to
      change his or her answers), and then
   d. selecting ‘Exit’ (to close the Test Session).

2. Collect Test Tickets, any scratch paper, any other paper on which students have written, and optional materials.
   Return them to the SAC.

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

RETURN MATERIALS

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

1. Return all materials to the SAC for secure storage or destruction, including the following:
   a. Used Student Login Tickets
   b. Unused Student Login Tickets
   c. Student Login Rosters
   d. Copies of the Keyboard Shortcuts for System (Appendix D)
   e. Copies of the General Description of Scoring Guidelines (Appendix E)
   f. This manual
   g. Used scratch paper and any other paper on which students have written

2. Return all assessment materials to the SAC immediately at the end of each exam session.

3. Consult the SAC if there are any questions regarding the return of assessment materials.

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

NOTE: If an assessment security violation is suspected, contact the SAC or the Pennsylvania Department
of Education at 844-418-1651 or ra-ed-pssa-keystone@pa.gov immediately. If you believe the SAC may
have involvement in the violation, immediately contact the Pennsylvania Department of Education at
844-418-1651 or ra-ed-pssa-keystone@pa.gov.

NOTE: The SAC has all information on returning assessment materials to Data Recognition Corporation
(DRC).
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 attending training provided by PDE. 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. 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.

The SAC receives training from the DAC. 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 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 each role has in test administration. In some cases responsibilities may overlap between or among roles. 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: 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

Attend PDE annual trainings for the administration of the assessments, including the *Accommodations Guidelines* training, in order to be properly informed of the procedures to follow. This training includes understanding test security and the confidential and proprietary nature of the assessment materials.

Update *edirect* accounts for LEA and school users.

Upload documents to the Test Administration Management System (TAMS) if participating in the online monitoring program.

Review the *Handbook for Assessment Coordinators, 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 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. (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 received instruction regarding test security protocols and procedures.

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

Ensure that 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, are to be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*.

Ensure that SACs fully understand the policy regarding electronic devices, including cell phones.

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 what 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 fully understand the policy regarding electronic devices, including cell phones.

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.

Receive and inventory tests 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**

Visit testing sites to ensure successful administration of the assessments.

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

Minimize distractions, including intercom announcements.

Immediately report testing irregularities/security breaches to the Pennsylvania Department of Education.

**After Test Administration**

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

Inventory, package, complete the Materials Accountability Form and return materials to 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.

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 (District Assessment Coordinator).

**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

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

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 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 an agenda and train Test Administrators, Proctors and other building level personnel (see 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 receives instruction regarding test security protocols and procedures.

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

Ensure that any individual who will administer and/or proctor the assessment completes the Pennsylvania State Test Administration Training (PSTAT). SACs should also complete this training.

Ensure that all individuals involved in the handling and/or administration of the assessment receives 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 all TAs/Proctors fully understand the policy regarding electronic devices including cell phones.

Ensure that all individuals who assist in the administration of the assessment and all individuals who have access to the secure assessment materials are 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.

Create and maintain a PA Secure ID master list (see 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 that models the testing mode (online) and its tools.

Maintain a contingency plan for unexpected disruptions during testing.

Ensure monitoring software (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 has appropriate lighting.

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

Provide the appropriate testing environment for each student who requires an accommodation.

Inventory tests needed 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 mistakes immediately.

Create Test Sessions in eDIRECT (if testing online).

Put labels on test booklets (Do not open test booklets while doing this!)

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

**During Test Administration**

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 protocol.

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.

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

Minimize distractions, including intercom announcements.

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

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

Report testing irregularities/security breaches immediately to the DAC.

**After Each Testing Session**

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 only scratch/grid paper and rough drafts.

**After Test Administration**

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 or look into answer booklets or test booklets.
In ship-to-school, 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. Please keep the number(s) for future reference to document the materials 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.

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**

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

Complete the PSTAT.

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

Read and understand the Test Security Certification.

Cover or remove from classrooms or hallways all instructional materials that could aid students in answering test items.

Make sure the testing environment is secure and has appropriate lighting.

Review the *Code of Conduct for Test Takers* with students.

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 Language 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**

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 correct workstation (online test).

Appropriately implement required accommodations.

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

Actively monitor testing.

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. 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**

Return all scratch/grid paper or rough drafts 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 after each testing session.

**After Test Administration**

Sign the Test Security Certification (Test Administrator/Proctor).

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 content 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 secure copyrighted tests to anyone.

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.

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

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 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 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 Keystone Exam.

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 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 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 section.

**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.

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 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.

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

**DO:**

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

Sign the Test Security Certification (General).
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 unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, 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. (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.
Spring 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 ____________________________
KEYBOARD SHORTCUTS FOR SYSTEM

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

### SYSTEM SHORTCUTS

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

<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Accommodations Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>F7</td>
<td>Activates “Start Points” (audio tracks) button when Audio is active (on a Mac use FUNC F7).</td>
</tr>
<tr>
<td>F8</td>
<td>Activates the Play/Pause button when Audio is active (on a Mac use FUNC F8).</td>
</tr>
<tr>
<td>F9</td>
<td>Activates the Stop button when Audio is active (on a Mac use FUNC F9).</td>
</tr>
<tr>
<td>Alt—O</td>
<td>Activates the Options button and opens or closes the Color Chooser selection pop-up window.</td>
</tr>
</tbody>
</table>
LITERATURE CONSTRUCTED-RESPONSE QUESTIONS

GENERAL DESCRIPTION OF SCORING GUIDELINES

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

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

1 Point
• The response provides a minimal answer to the task.
• The response provides little or no information from the passage and may include inaccuracies.
  OR
• The response relates minimally to the task.

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

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

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

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

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

Answering Questions

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

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

2. For constructed-response questions, use the keyboard to type your response in the area provided.
   - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by clicking on the ? [Help] button and choosing the Scoring tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.

3. Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.

Navigation

1. Use the Next and Back buttons to move from question to question.

2. Finally, when you have answered all the questions, click on the Review/End Test button at the bottom of the screen.
   - You may check your work by selecting questions from the list that appears on the screen.
   - When you have finished and have checked your answers, follow the directions on the screen to exit.
SOFTWARE TOOLS AND FEATURES FOR TEST ADMINISTRATORS

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

PAUSE/EXIT FUNCTION

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

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

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

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

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

INTERRUPTED TESTING

Generally, the only reason that a student should be interrupted during testing would be if the Internet connectivity for that computer is lost. When a student’s workstation has been configured to utilize a Local Caching Service (LCS), the student will be able to continue testing and will not be aware of the loss of Internet connectivity until the student attempts to exit the assessment or attempts to submit the assessment for scoring. If Internet connectivity is not present at that time, a warning message will be displayed. If this happens, the LCS will store the student’s responses and will transmit them for scoring when the Internet connection for the LCS is restored. If a student’s workstation is not configured to utilize the LCS and the Internet connection is lost, a message will be displayed and the test session will close. The student may then log in to any computer with an available Internet connection to continue testing.
Otherwise, if an unforeseen emergency occurs during testing (e.g., a fire drill, electrical outage), the TA must notify the SAC, District Coordinator, or District Technology Coordinator. You may also contact Data Recognition Corporation’s Pennsylvania Customer Service Team at (800) 451-7849 or by email at PAcustomerservice@datarecognitioncorp.com. Under emergency circumstances, the Pennsylvania Department of Education will provide additional instructions on how to proceed.

**UNPLANNED TEST INACTIVITY**

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

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

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

- If students will not return within 20 MINUTES, instruct all students to EXIT the test (select PAUSE and then EXIT) or the TA may EXIT the tests for them.

- If it is uncertain whether students will return within 20 MINUTES, instruct all students to PAUSE their tests or the TA may PAUSE their tests for them.

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

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

PRIOR TO TESTING

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

WHEN STUDENTS ARE AT THEIR COMPUTER STATIONS

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

WHEN STUDENTS ARE FINISHED TESTING

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

NOTE: The Username on the Student Login Ticket is the student’s PAsecureID and can be used to verify that students receive the correct Student Login Ticket.
Acknowledgements for passages used with this online assessment are available upon request.