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</tbody>
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INTRODUCTION

This manual is to be used for the administration of the Science assessment for students enrolled in Grade 4. 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 assessment may differ from other tests the TA has given; therefore, TAs are to become thoroughly familiar with this manual and the procedures for administering the assessment before the primary testing window (May 1 through May 5, 2017) and/or the make-up testing window (which occurs from the time of completion of the primary administration until May 12, 2017).

MAINTAIN ASSESSMENT SECURITY

District Assessment Coordinators (DAC) and School Assessment Coordinators (SAC), TAs, principals, and all other individuals who are involved in this assessment program must maintain the security of all assessment materials. Together, they share the responsibility for ensuring that all assessment 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. Except where allowed by a specific written accommodation, only those students being tested are allowed to view the content of the assessment materials.

2. No secure materials from the assessment may be copied, photographed, or recorded in any manner.

3. Student responses must not be reviewed for accuracy or completeness by anyone other than the student during the administration of the PSSA.

4. Students may not review responses at any time other than during the administration of the assessment.

Each student taking the 2017 Science Assessment will receive one test booklet and one answer booklet. These secure assessment materials must never be left unattended or in open areas. TAs must not be given access to the secure assessment materials before the administration day; however, this manual is not considered secure assessment material and must be provided to TAs for review prior to the administration of the assessment. The principal or his/her designee, such as the SAC, will make arrangements for the TA to receive the assessment materials on the day of the test, just prior to the scheduled session, and for the immediate return of assessment materials after each session. It is mandatory that school districts utilize a sign-out/sign-in sheet for distribution and collection of secure test materials. It is recommended that TAs count the number of test and answer booklets received and returned in the presence of the SAC or his/her designee.

At the end of each 2017 assessment session, all test booklets and answer booklets must be accounted for and returned to the SAC. In addition, all secure materials assigned to the TA, including any scratch paper or any other paper on which students have written during the assessment, must be returned to the SAC immediately at the end of each session.

The Pennsylvania System of School Assessment (PSSA) is a measure of individual student achievement conducted by the Pennsylvania Department of Education (PDE). Any deviation from the assessment procedures outlined in this manual (including, but not limited to, group work, teacher coaching, teaching or release of the performance tasks or test questions, use of old Pennsylvania assessments as preparation tools, etc.) is strictly prohibited and will be considered a violation of test security. Those individuals who divulge test 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

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1 This prohibition does not include the use of the PSSA Item and Scoring Samplers available on PDE's website.
Every TA/Proctor involved in the administration of the 2017 PSSA must sign and date a Test Security Certification (Test Administrator and Proctor) form. This certification must be signed and dated after completing administration of all PSSA tests to which the PSSA TA/Proctor has been assigned. The Test Security Certification certifies that all security measures for the PSSA 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.

The Test Security Certification (Test Administrator and Proctor) form is Appendix C in this manual and is in the PSSA Handbook for Assessment Coordinators. Prior to receiving any assessment materials or participating in the administration of the PSSA in any way, the TA must read and understand the Test Security Certification (Test Administrator and Proctor) form. Upon completion of the assessment administration, the form must be signed and dated and returned to the SAC.

FOLLOW THE ASSESSMENT SCHEDULE SET BY THE SCHOOL ASSESSMENT COORDINATOR

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

The assessment consists of two sections, which must be administered in the sequence in which they are printed in the booklet. It is possible to combine multiple sections as a single testing session. The SAC must discuss the schedule with the TAs at least one week prior to the assessment dates. Please note that some sections may require more time than others. See “Part II: Assessment Timing” for more information on administration and testing times.

ADVANCE CONSIDERATIONS FOR TEST ADMINISTRATION

The procedures listed below must be followed prior to administering the 2017 Science Assessment. This assessment includes procedures that students may not have encountered before.

1. The SAC will receive a PSSA Handbook for Assessment Coordinators that provides additional, detailed information about the assessment. This document is posted on these portals:
   
   https://pa.drcedirect.com [Click on ‘Documents’ under the ‘General Information’ tab.]
   
   www.education.pa.gov [Click on ‘K-12’ in the dark blue bar across the top of the page. Select ‘Assessment and Accountability’. Then click on the PSSA link that reads ‘Continue to Pennsylvania System of School Assessment (PSSA) Information’ under the paragraph titled ‘Pennsylvania System of School Assessment (PSSA)’.]

2. The entire Grade 4 Science Directions for Administration Manual (this document) must be read in advance in order to become familiar with the procedures for administering the assessment. Prior to the assessment administration, the TA shall do the following:
a. Become familiar with the assessment schedule and the procedures for allowing extended testing time.

b. Follow the direction of the SAC for maintaining assessment security.

c. Plan sufficient time for distribution and collection of materials.

d. Plan to arrange student seating to prevent student interaction during the assessment sessions.

e. Post a “Testing—Do Not Disturb” sign on the door(s) to the classroom to indicate that an assessment session is taking place.

3. Student Precode Labels are supplied for most students; however, if any student does not have a Student Precode Label, a District/School Label must be used.

4. Prior to the assessment, ensure that all answer booklets have a barcode label affixed. For those booklets that have a district/school barcode label, rather than a student-specific barcode label, ensure that the SAC or his/her designee has bubbled in all appropriate information on pages 1 and 2 (see “Directions for Barcode [District/School or Student Precode] Labels” on page 13 of this document).

5. Review and understand the Test Security Certification (Test Administrator and Proctor) form found in Appendix C (contact your SAC if you have questions or require further direction).

6. Be aware of test accommodations (“Test Administrator transcribed student responses,” “Extended time,” etc.) that are outlined in the 2017 PSSA and Keystone Accommodations Guidelines and in the 2016–17 Accommodations Guidelines for English Language Learners. These documents are posted on these portals:

   https://pa.drcedirect.com [Click on ’Documents’ under the ’General Information’ tab.]

   www.education.pa.gov [Click on ’K-12’ in the dark blue bar across the top of the page. Select ’Assessment and Accountability’. Then click on the PSSA link that reads ’Continue to Pennsylvania System of School Assessment (PSSA) Information’ under the paragraph titled ’Pennsylvania System of School Assessment (PSSA).’]

   **Note:** 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 fill in the circle labeled “Some test items/questions read aloud” under “Student used the following Presentation Accommodations” on page 3 of the student’s answer booklet. However, it is only appropriate to read all test items aloud if this practice is documented as an accommodation. If reading the entire assessment is used as an accommodation, the SAC or SAC’s designee must fill in the circle labeled “All test items/questions read aloud” under “Student used the following Presentation Accommodations” on page 3 of the student’s answer booklet.

7. A form number is on the front cover of each answer booklet and each test booklet. For the 2017 Science Assessment, there are twelve (12) forms labeled 01 through 12. Students must use an answer booklet and a test booklet with the same form number designation.

8. **If a test security violation is suspected, contact the School Assessment Coordinator or the Pennsylvania Department of Education at ra-ed-pssa-keystone@pa.gov or 844-418-1651 immediately. If you believe the School Assessment Coordinator may have involvement in the violation, immediately contact the Pennsylvania Department of Education directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651.**
PREPARE THE STUDENTS FOR THE ASSESSMENT

1. Inform students in advance of the schedule for the assessment sessions, as communicated by the SAC or his/her designee.

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

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

4. Discuss the Code of Conduct for Test Takers, Appendix B of this manual and found in the PSSA Handbook for Assessment Coordinators, with all students prior to the scheduled assessment time. It is essential that students understand the importance of each point in the Code of Conduct 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 and/or issues of concern with their parents/guardians.

5. Students may not use a dictionary or a thesaurus for any part of this assessment. Note: an exception is for English Language Learners taking any portion of the Science assessment. They may use word-to-word bilingual/translation dictionaries that translate native language to English or English to native language. Bilingual/translation dictionaries that include word definitions or pictures are not allowed. If using this accommodation, the SAC or SAC’s designee must fill in the circle labeled “Translation dictionary for ELL student” under “Student used the following Response Accommodations” on page 3 of the student’s answer booklet.

6. Students must use a No. 2 pencil; an ink pen may not be used.

7. Students may highlight, underline, and make notes or comments in the test booklet or on scratch paper, but they must write their answers in the answer booklet. All scratch paper and any other paper on which students have written must be collected and returned to the SAC. Students must not use highlighters on the answer bubbles.

8. Students should not make any extraneous marks on or near the answer bubbles (e.g., crossing out answers believed to be incorrect or marking multiple answers thought to be correct). Students should completely erase any extraneous marks.

9. The Science assessment includes questions that require students to select from four possible answers (multiple-choice questions). These multiple-choice questions and answer choices are found in the test booklet. Students will read each question and record their answers in the spaces provided in their answer booklets only. Responses written or marked in the test booklet or on scratch paper and any other paper on which students have written will not be scored.

10. The Science assessment also includes questions that require students to write a response (open-ended questions). These questions appear in the answer booklet only. Students will read each question and will write their responses in the spaces provided in the answer booklet only. Responses written or marked in the test booklet or on scratch paper and any other paper on which students have written will not be scored.
11. Students may use calculators for the Science assessment. If students do not have calculators and the school has not made them available, students can respond to the tasks successfully without them. However, if your students have access to calculators and know how to use them, using them during the assessment is permissible. **Note: Students may not share their calculators during the assessment.** For more information, see the Pennsylvania Calculator Policy, found in Appendix D of this manual. This document is also posted on these portals:
   a. [https://pa.drcedirect.com](https://pa.drcedirect.com) [Click on ‘Documents’ under the ‘General Information’ tab.]
   b. [www.education.pa.gov](http://www.education.pa.gov) [Click on ‘K-12’ in the dark blue bar across the top of the page. Select ‘Assessment and Accountability.’ Then click on the PSSA link that reads ‘Continue to Pennsylvania System of School Assessment (PSSA) Information’ under the paragraph titled ‘Pennsylvania System of School Assessment (PSSA).’]

<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 assessment.)</td>
<td>• use preprinted graphic organizers.</td>
</tr>
<tr>
<td>• highlight, underline, and make notes or comments in the answer booklet. (Students must not use highlighters to mark the answer bubbles.)</td>
<td>• possess or use unauthorized devices, including cell phones, smartphones, smartwatches, cameras, any type of computer, or any mobile device with a camera and/or Internet access (e.g., tablets, MP3 players, gaming systems, entertainment devices) at any time during the assessment.</td>
</tr>
<tr>
<td>• use a calculator on the assessment in accordance with the Pennsylvania Calculator Policy (see Appendix D).</td>
<td>• possess or use dictionaries (with the exception of ELL students), thesauri, and/or spell- or grammar-checkers at any time during the assessment.</td>
</tr>
</tbody>
</table>

**PREPARE THE CLASSROOM PRIOR TO THE ASSESSMENT**

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

Remove or cover with opaque material all classroom instructional materials or any other materials that may affect the validity of the 2017 Science Assessment.

**DO NOT DISPLAY:**
1. vocabulary words and/or definitions
2. examples of problems or answers
3. tips on how to write responses and/or solve problems

*Note: This is not an exhaustive list. These are general examples of what is not permitted.*

The Pennsylvania General Scoring Guidelines for Science Open-Ended Questions may be displayed in the classroom. (Each student will receive a copy of these scoring guidelines for personal use as a part of the secure assessment materials.) These documents are also posted on these portals:

[https://pa.drcedirect.com](https://pa.drcedirect.com) [Click on ‘Documents’ under the ‘General Information’ tab.]

[www.education.pa.gov](http://www.education.pa.gov) [Click on ‘K-12’ in the dark blue bar across the top of the page. Select ‘Assessment and Accountability.’ Then click on the PSSA link that reads ‘Continue to Pennsylvania System of School Assessment (PSSA) Information’ under the paragraph titled ‘Pennsylvania System of School Assessment (PSSA).’]
Student seating must be arranged to prevent student interaction during the assessment sessions. Disturbances must be kept to a minimum during the assessment sessions. Posting a “Testing—Do Not Disturb” sign on the door(s) to the classroom indicates that an assessment is in session. Avoid allowing students to sharpen pencils during the assessment sessions. Each student should have at least two sharpened No. 2 pencils with good erasers and some scratch paper. Extra sharpened pencils should be available for the students.

REQUIRED ASSESSMENT 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. TAs should ensure that students remove scratch paper and any other paper on which students have written from their booklets prior to collecting them. SACs must destroy scratch paper and any other paper on which students have written and lock booklets in secure, overnight storage. Note: Every answer booklet has a unique security number and barcode printed on the back cover. These security numbers should be used to track the distribution and collection of secure assessment materials. All secure assessment materials assigned to a school must be accounted for and returned to Data Recognition Corporation (DRC).

INVENTORY THE ASSESSMENT MATERIALS

For the Test Administrator:

1. One 2017 Grade 4 Science Directions for Administration Manual (this manual)
2. “Testing—Do Not Disturb” sign(s) to hang on the classroom door(s)
3. One copy of the Science Reference Sheet to use for demonstration purposes
4. One student test booklet to use for demonstration purposes
5. One student answer booklet to use for demonstration purposes

For each student taking the assessment:

1. One test booklet (There are twelve different forms labeled from 01 through 12. Students must use a test booklet and an answer booklet with the same form number designation.)
2. One answer booklet with a Student Precode Label or a District/School Barcode Label
3. One copy of the Science Reference Sheet
4. Two sharpened No. 2 pencils with good erasers
5. Scratch paper for each section
6. Optional: One calculator (Calculators are permitted but not required. The school or the students may provide the calculators. The type of calculator used should be appropriate to the grade level of the student.)
MANAGE DAMAGED ANSWER BOOKLETS

If a student receives an answer booklet with damaged or missing pages, replace it with an answer booklet of the same form number and allow the student to continue working. If the student has already begun one or more sections of the assessment, the student should start working in the new booklet at the point where the defect was discovered and use the new booklet for the remainder of the assessment. After the assessment has been completed, the SAC or his/her designee must transcribe verbatim, in the presence of a professional staff member who will sign the appropriate Test Security Certification form, all of the student’s previous responses into the undamaged answer booklet. On the new booklet, the SAC or his/her designee must affix a District/School Label. The student’s name, as it appears on the Precode Label, should be placed in the grid on the front cover of this new booklet with the circles filled in. Applicable portions of page 2 of the booklet should also be completed. Do not insert pages from one answer booklet into another. Multiple documents for one student and loose pages will not be scored.

The SAC should write “DEFECTIVE” on the damaged booklet and apply a “Do Not Score” label over the existing label on the front cover of the damaged booklet and return the damaged booklet to DRC.

TEST MANAGEMENT CONCERNS

Some circumstances during testing require that the TA consult the SAC or contact the DAC. These 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 ASSESSMENT

The Grade 4 Science Assessment consists of two sections that should be scheduled as separate assessment sessions. It is possible to combine both sections as a single assessment session; however, the sections must be administered in the sequence in which they are printed in the booklets. The SAC must discuss the schedule with the TA at least one week prior to the administration dates. Adequate time must be scheduled for the preparation of the classroom. The administration times provided below are estimates and are supplied for scheduling purposes only.

<table>
<thead>
<tr>
<th>Section</th>
<th>Multiple Choice Questions</th>
<th>Open-Ended Questions</th>
<th>Estimated Time Needed (in minutes)</th>
<th>Administrative Tasks</th>
<th>Actual Testing</th>
<th>Total Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>34</td>
<td>3</td>
<td>15–20</td>
<td>45–55</td>
<td>60–75</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>34</td>
<td>3</td>
<td>15–20</td>
<td>45–55</td>
<td>60–75</td>
<td></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 for test takers should be reviewed with all students in advance of the testing day. Prior to taking the assessment, students will be asked to darken a bubble on their answer booklet 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.

EXTENDED TESTING TIME

The 2017 Grade 4 Science Assessment is an untimed assessment. Not all students will finish the assessment sections at the same time. Students should not feel rushed while they are taking the assessment, 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 assessment. Students should close their booklets when they have finished the section of the assessment in which they had been working. Students should keep scratch paper and all other paper on which students have written separate from their booklets. When students are finished testing, rather than keeping the assessment materials closed on students’ desks, TAs must collect all test materials, including scratch paper and all other paper on which students have written.

1. Students who finish early may sit quietly or read for pleasure until all students have finished the assessment.

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 assessment situations should be arranged for these students.

3. When all students have indicated they have finished an assessment section, end the session. Students should return to regular activities, or the administration of the next section may begin.

4. Students may request extended time if they indicate they have not completed an assessment section. Such requests should be granted if the TA finds the request to be valid. Not permitting ample time for students to complete the assessment section may impact performance.
5. TAs should use the testing schedule and/or professional judgment to determine when the testing session should end and when students who have not finished should be provided an extended time setting.

When allowing extended time for an assessment session for students who have not completed the test during the scheduled time:

1. Do not allow students to attend a lunch period with other students if the lunch period occurs between the original assessment session and the extended assessment session.
2. Do not allow students to attend any classes or related activities between the original assessment session and the extended assessment session.
3. Do not allow any overnight extensions.
4. Do not allow students to return to a section after the completion of that section.

All extended assessment sessions must be monitored by a TA. It is the responsibility of a TA to monitor any extended assessment session, whether in the classroom where the administration was begun or in a separate location.

COMMUNICATE ASSESSMENT INFORMATION

During each assessment section, students are to respond to a specific set of test questions. The following test-section information must be posted on a chalkboard or dry-erase board during each individual testing session. Only information about the current testing session should be posted.

<table>
<thead>
<tr>
<th>Science Section 1</th>
<th>Science Section 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions 1–37</td>
<td>Questions 38–74</td>
</tr>
<tr>
<td>Test Booklet</td>
<td>Test Booklet</td>
</tr>
<tr>
<td>Start on page 4</td>
<td>Start on page 26</td>
</tr>
<tr>
<td>Answer Booklet</td>
<td>Answer Booklet</td>
</tr>
<tr>
<td>Start on page 4</td>
<td>Start on page 8</td>
</tr>
</tbody>
</table>

In addition, the following statement must be posted on the chalkboard or dry-erase board:

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

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

Before test administration:
1. Be sure each student has the correct test booklet and answer booklet.
2. Be sure students understand where and how to mark or write their answers.
3. Follow the directions of the School Assessment Coordinator for maintaining assessment security.
4. Help students approach the assessment in a positive manner.
5. Read and understand the Handbook for Secure Test Administration (Appendix A). This document is also posted on these portals:
   a. https://pa.drcedirect.com [Click on ‘Documents’ under the ‘General Information’ tab.]
   b. www.education.pa.gov [Click on ‘K-12’ in the dark blue bar across the top of the page. Select ‘Assessment and Accountability.’ Then click on the PSSA link that reads ‘Continue to Pennsylvania System of School Assessment (PSSA) Information’ under the paragraph titled ‘Pennsylvania System of School Assessment (PSSA).’]

During test administration:
1. Follow the directions of the School Assessment Coordinator for maintaining assessment security.
2. Encourage the class to keep trying. Clarify directions for students needing clarification. The test directions may be repeated to students as needed during the administration; however, the TA may not paraphrase or offer additional information and may not give information that provides clues concerning test questions or answer choices.

Remember: You will need a copy of a test booklet and an answer booklet during the administration for demonstration purposes. The test booklet and answer booklet must be returned to the SAC at the end of each testing session.

- In some places in this manual, the Test Administrator will be prompted to “demonstrate” to students where specific administration information (such as instruction boxes, page numbers, question numbers, etc.) can be found in the test booklet or answer booklet. To help students understand these references, the Test Administrator should hold up a copy of the test booklet or answer booklet and point to the relevant information.

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

When ready to start the assessment, the TA should begin with the next section found on the next page of this manual.
GET STARTED

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

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

Note: A form number is on the front cover of each test booklet and answer booklet. There are twelve (12) different forms labeled 01 through 12. Make certain that the form number on each test booklet matches the form number on the answer booklet distributed to each student.

Say:

Today we will begin the Pennsylvania state assessment in Science. Each of you should have a Grade 4 Science Test Booklet and Answer Booklet. Do not open your test booklet or answer booklet until I tell you to do so.

Look at the front covers of the two booklets. In the upper right-hand corner of the test booklet, there is a number from 01 through 12. Make sure that this number is the same as the number shown in the upper left-hand corner of the answer booklet. If the number in the box on your answer booklet is not the same, raise your hand, and I will give you a new test booklet.

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

Look at the front cover of your test booklet. In the box labeled “Name” at the bottom of the page, print your name—your first name, your middle initial, and then your last name.
Pause while students print their names in the box on the cover of their test booklets. The student’s name on the front of the test booklet ensures accurate distribution of the correct test booklet to each student at the beginning of each testing session. Make certain that all students have recorded their names correctly. Then say:

*Below your name on the test booklet is a box labeled “ATTENTION.” Read the entire statement in the box now.*

Pause while students read the information in the box. This statement is repeated on page 4 of the answer booklet. When all students have completed this task, say:

*Are there any questions?*

Answer all questions. When all students are ready, continue with the next section, found on the next page of this manual.
DIRECTIONS FOR BARCODE (DISTRICT/SCHOOL OR STUDENT PRECODE) LABELS

Say:

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

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

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

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

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

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

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

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

**Are there any questions?**

Answer all questions and then say to the entire class:

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

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

**Are there any questions?**

Answer all questions. Then say:

In the bottom right-hand corner of your answer booklet is a box labeled “CODE OF CONDUCT.” Read the statement inside this box silently as I read it aloud. “By marking this bubble, I verify that I understand the ‘Code of Conduct for Test Takers’ that my TA has reviewed with me.” If you understand the *Code of Conduct for Test Takers*, darken the circle inside the box now. If you have questions about the *Code of Conduct for Test Takers*, raise your hand.
Answer student questions until all understand the *Code of Conduct for Test Takers* and darken the circle inside the box. (The *Code of Conduct for Test Takers* is Appendix B of this manual.) When students are ready, continue with the next section.
ADMINISTER SECTION 1—SCIENCE

When all students are ready, say:

I will now distribute scratch paper and reference sheets.

Distribute scratch paper and Science reference sheets. When all students are ready, say:

Now we are ready to begin Section 1—Science. For some of the questions, you will choose your answer from among a set of four answer choices. For other questions, you will write your own response. You will record your response to both types of questions in your answer booklet only. Only responses recorded in your answer booklet will be scored. The PSSA is an untimed assessment. You may take as much time as you need to complete this section. Are there any questions?

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

Open your test booklet to page 3.

Pause while students find the correct page in their test booklets. The directions on page 3 of the test booklet may be repeated to students as needed during the administration of Section 1. When all students are ready, say:

Look at the directions on page 3. Read the directions silently as I read them aloud.

Directions: On the following pages are the Science questions. There are two types of questions.

Now look at the first box on page 3. It is labeled “Multiple-Choice Questions.” Read the directions in the first box silently as I read them aloud.

Some questions will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For the multiple-choice questions:
• Read each question, and choose the best answer.
• Record your choice in the answer booklet.
• Only one of the answers provided is the correct response.

Are there any questions?

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

Now look at the second box on page 3. It is labeled “Open-Ended Questions.” Read the directions in the second box silently as I read them aloud.

Other questions will require you to write your response. These questions will be found in your answer booklet.

For the open-ended questions:
• Be sure to read the directions carefully.
• If the question asks you to do two tasks, be sure to complete both tasks.
• If the question asks you to compare, be sure to compare. Also, if the question asks you to explain, describe, or identify, be sure to explain, describe, or identify.

Are there any questions?

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

Now look at the reference sheet that I passed out along with your scratch paper.
Pause while students look at the Science reference sheet. When all students are ready, say:

At the top of the page, it says General Description of Scoring Guidelines for Science Open-Ended Questions. This is an example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended science questions. You may refer to these science scoring guidelines at any time while responding to an open-ended science question. Do not write on the reference sheet, as you will use it for another section of the test. Are there any questions?

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

We are now ready to start Section 1. Turn to page 4 in your test booklet and page 4 in your answer booklet. In the bottom right-hand corner, you will see a “GO ON” arrow.

Point to the arrow in the booklet that you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the arrow.

This arrow indicates that you are not yet finished with Section 1 and you are to continue on to the next page. Follow the “GO ON” arrows and directions in both the test booklet and the answer booklet, and continue until you complete all of the multiple-choice questions and all of the open-ended questions in Section 1. At the end of Section 1, you will see a “STOP” sign in your test booklet and your answer booklet.

Point to the stop sign on page 23 of the test booklet and page 7 of the answer booklet you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the stop sign.

Remember to complete questions 1 through 37 in Section 1 and to mark only one correct answer for each question in your answer booklet. If you complete Section 1 before the testing session is over, you may check your work for questions ONLY in Section 1. Do not look ahead to Section 2. After you have checked your work, make sure you have completely erased wherever you have changed an answer or have made a stray mark in your answer booklet or written on your reference sheet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your test materials when you finish. You may sit quietly or read for pleasure until the rest of the class completes Section 1. Are there any questions?

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

You may begin.
While students are taking the assessment, 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 test directions and/or direct the student to the correct section of the test. The directions on page 3 of the test booklet may be repeated to students as needed during the administration of Section 1. Each Section has a shape or shapes in the header with the number of the Section inside the shape(s) so the Section can be easily identified. There is one circle in the header of all pages in Section 1. While students are taking the assessment, ensure that students are working in the correct section of the test.

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

The testing time for this section is estimated to be 45 to 55 minutes, but the actual administration time may vary. Collect test materials, including scratch paper and any other paper on which students have written, when students are finished testing rather than keeping booklets closed on the students’ desks. End the session when most students have completed the section and you are nearing the end of the scheduled time. Since each student is to be provided sufficient time to finish the assessment, additional time must be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment. For more information about Extended Testing Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the testing time for the group, say:

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

At the end of the scheduled time, say:

Close your test booklet and answer booklet. You will use the same booklets for the remaining section of the assessment, so make sure your name is on the front cover of each booklet. Place your answer booklet inside the test booklet. If you are finished, I will collect your booklets, scratch paper and any other paper on which you have written, and reference sheet. If you need more time, let me know, and you will be provided with an extended session and given additional direction.

1. If you are continuing the assessment at this time, now is the time to take a short break. Say:

You are going to take a short break before beginning Section 2, so I will now collect any remaining test materials.

Collect any remaining booklets, scratch paper and any other paper on which students have written, and Science reference sheets, making sure that answer booklets have been placed inside the test booklets and that each student’s name is on the test booklet. All assessment materials must remain secure at all times. Following the short break, go on to “Administer Section 2—Science,” found on page 19 of this manual.

2. If you are administering Section 2 at another time (later in the same day or on a different day), say:

You are going to take Section 2 at another time, so I will now collect any remaining test materials.

Collect any remaining booklets, scratch paper and any other paper on which students have written, and Science reference sheets, making sure that answer booklets have been placed inside the test booklets and that each student’s name is on the test booklet. Only students who have completed Section 1 may move on to Section 2. Students who need additional time should be provided an extended session setting.
Used scratch paper and any other paper on which students have written should be returned to the SAC and kept in a secure location until it can be destroyed. Return all materials (test booklets, answer booklets, used scratch paper and any other paper on which students have written, and Science reference sheets) immediately to the SAC for secure storage. **Note: Do NOT** review student responses to test questions **for any reason**. Do not review booklets for stray marks.
ADMINISTER SECTION 2—SCIENCE

Make sure all students have two sharpened No. 2 pencils with good erasers. Make sure that no student is in possession of a cell phone, camera, smartwatch, or other unauthorized electronic device. Collect all unauthorized electronic devices prior to distributing any assessment materials. Distribute booklets to students, making certain each student has the correct booklets.

Say:

Check to make sure that your name is on the front cover of both the test booklet and the answer booklet. Also, check the number in the upper right-hand corner of your test booklet and the number in the box in the upper left-hand corner of your answer booklet to make sure that they match.

When all students are ready, say:

I will now distribute scratch paper and reference sheets.

Distribute scratch paper and Science reference sheets. When all students are ready, say:

Now we are ready to begin Section 2—Science. For some of the questions, you will choose your answer from among a set of four answer choices. For other questions, you will write your own response. You will record your response to both types of questions in your answer booklet only. Only responses recorded in your booklet will be scored. The PSSA is an untimed assessment. You may take as much time as you need to complete this section. Are there any questions?

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

Open your test booklet to page 25.

Pause while students find the correct page in their test booklets. The directions on page 25 of the test booklet may be repeated to students as needed during the administration of Section 2. When all students are ready, say:

Look at the directions on page 25. Read the directions silently as I read them aloud.

Directions: On the following pages are the Science questions. There are two types of questions.

Now look at the first box on page 25. It is labeled “Multiple-Choice Questions.” Read the directions in the first box silently as I read them aloud.

Some questions will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For the multiple-choice questions:
• Read each question, and choose the best answer.
• Record your choice in the answer booklet.
• Only one of the answers provided is the correct response.

Are there any questions?
Answer all questions. When all students are ready, say:

Now look at the second box on page 25. It is labeled “Open-Ended Questions.” Read the directions in the second box silently as I read them aloud.

Other questions will require you to write your response. These questions will be found in your answer booklet.

For the open-ended questions:
• Be sure to read the directions carefully.
• If the question asks you to do two tasks, be sure to complete both tasks.
• If the question asks you to compare, be sure to compare. Also, if the question asks you to explain, describe, or identify, be sure to explain, describe, or identify.

Are there any questions?

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

Now look at the reference sheet that I passed out along with your scratch paper.

Pause while students look at the Science reference sheet. When all students are ready, say:

At the top of the page, it says General Description of Scoring Guidelines for Science Open-Ended Questions. This is an example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended science questions. You may refer to these science scoring guidelines at any time while responding to an open-ended science question. Are there any questions?

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

We are now ready to start Section 2. Turn to page 26 in your test booklet and page 8 in your answer booklet. In the bottom right-hand corner, you will see a “GO ON” arrow.

Point to the arrow in the booklet that you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the arrow.

This arrow indicates that you are not yet finished with Section 2 and you are to continue on to the next page. Follow the “GO ON” arrows and follow the directions that tell you which questions are in the test booklet and which questions are in the answer booklet. Continue until you complete all of the multiple-choice questions and all of the open-ended questions in Section 2. At the end of Section 2, you will see a “STOP” sign in your test booklet and in your answer booklet.

Point to the stop sign on page 47 of the test booklet and page 11 of the answer booklet you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the stop sign.

Remember to complete questions 38 through 74 in Section 2 and to mark only one correct answer for each question in your answer booklet. If you complete Section 2 before the testing session is over, you may check your work for questions ONLY in Section 2. Do not look back to Section 1. After you have checked your work, make sure you have completely erased wherever you have changed an answer or have made a stray mark in your answer booklet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your test materials when you finish. You may sit quietly or read for pleasure until the rest of the class completes Section 2. Are there any questions?
Answer all questions. When all students are ready, say:

**You may begin.**

While students are taking the assessment, 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 test directions and/or direct the student to the correct section of the test. The directions on page 25 of the test booklet may be repeated to students as needed during the administration of Section 2. Each Section has a shape or shapes in the header with the number of the Section inside the shape(s) so the Section can be easily identified. There are two half circles in the header of all pages in Section 2. While students are taking the assessment, ensure that students are working in the correct section of the test.

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

The testing time for this section is estimated to be 45 to 55 minutes, but the actual administration time may vary. Collect test materials, including scratch paper and any other paper on which students have written, when students are finished testing rather than keeping booklets closed on the students' desks. End the session when most students have completed the section and you are nearing the end of the scheduled time. Since each student is to be provided sufficient time to finish the assessment, additional time must be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment. For more information about Extended Testing Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the testing time for the group, say:

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

At the end of the scheduled time, say:

**This concludes the 2017 Science Assessment. Close your test booklet and answer booklet. Place your answer booklet inside the test booklet. I will now collect your booklets. If you need more time, let me know, and you will be provided with an extended session and given additional direction.**

Collect the booklets, making sure that answer booklets have been placed inside the test booklets and that each student's name is on the test booklets. Say:

**I will now collect your scratch paper and any other paper on which you have written, and your reference sheet.**

Collect scratch paper and any other paper on which students have written and Science reference sheets. Used scratch paper and any other paper on which students have written and reference sheets should be returned to the SAC and kept in a secure location until they can be destroyed. Return all materials (test booklets, answer booklets, reference sheets, and used scratch paper and any other paper on which students have written) immediately to the SAC for secure overnight storage. **Note: Do NOT review student responses to test questions for any reason.** Do not review answer booklets for stray marks.
AFTER TESTING IS COMPLETE

After testing is complete:

1. Make sure student identification information is complete and correct on all booklets. Make sure the name on the test booklet and the answer booklet correspond for each student.

2. If a student answer booklet has a barcode label with a colored stripe (a District/School Label), make sure that the SAC or his/her designee has completed the applicable portions of the front cover and page 2 of the answer booklet. (See your School Assessment Coordinator if you have questions or require further direction.)

3. If a student used any accommodation listed on page 3 of the answer booklet during the administration of the assessment, make sure that applicable portions of page 3 of the answer booklet are completed by filling in the circles. (See your School Assessment Coordinator if you have questions or require further direction.)

4. Do NOT review test booklets or student responses to test questions for any reason.

RETURN MATERIALS

Assessment materials must be kept secure. All materials, including any unused materials, related to the administration of this assessment must be returned to the SAC.

Return all assessment materials to the SAC for secure storage. This includes used and unused booklets, this manual, Science reference sheets, and used scratch paper and any other paper on which students have written. All assessment materials must be returned to the SAC immediately at the end of the assessment session.

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

Remember: Every TA involved in the administration of the 2017 Science Assessment must sign and date a Test Security Certification (Test Administrator and Proctor). When a TA signs and dates the Test Security Certification, that person certifies that all security measures have been followed for this PSSA administration. TAs should return the signed and dated Test Security Certification (Test Administrator and Proctor) to the SAC upon completion of the last testing session.

If a test security violation is suspected, contact the School Assessment Coordinator or the Pennsylvania Department of Education at ra-ed-pssa-keystone@pa.gov or 844-418-1651 immediately. If you believe the School Assessment Coordinator may have involvement in the violation, immediately contact the Pennsylvania Department of Education directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651.

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*.
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.
2017 PSSA Test 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 ___________
PENNSYLVANIA CALCULATOR POLICY

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

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

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

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