

Keystone Exam Errata Sheet for Spring 2019-2020

Materials Use in Spring 2020-2021

Handbook for Assessment Coordinators

1. The Keystone Exam Handbook for Assessment Coordinators (HAC) for 2019-2020 will be used in the **spring of 2020-2021**.
2. The Keystone Exams for 2019-2020 will be used in the **spring of 2020-2021**.
3. All Keystone Exam materials (HAC, DFAs, and secure materials) will be provided in one shipment from DRC.
4. All Keystone administrative materials (Precode labels, District/School labels, Do Not Score labels, and UPS Return Shipment labels) are new and will display 2021 Spring Keystone. The HAC, DFAs, and secure exam materials will display 2019-2020 dates.
5. The table on **page 1** was revised with the following dates:

DATE	ACTIVITY
Starting March 29, 2021	LEA staff that want copies of the DFAs or HAC before the May 3, 2021, delivery from DRC may download and print copies from the PDE website.
By May 3, 2021	All materials (HAC, DFAs, and secure test materials) arrive at districts/schools Each LEA is responsible for securely storing the materials until the tests will be administered. Materials cannot be returned to DRC for re-shipment on a later date.
May 3 to September 29, 2021	Request additional materials (if needed)
May 17 to September 30, 2021	Keystone Exam Testing Window
As soon as possible before October 6, 2021	Deadline for districts to return materials to DRC for processing As soon as the majority of students have completed testing, used answer booklets should be returned for processing. Secure materials should not be held longer than needed.

6. page 2 - Contact Information Concerning Questions

The point of contact for the **Topic or Subject “Math, Keystone Exam Algebra I and General Testing Questions”** should be **Diane Simaska – 717-346-8064**, and her email is dsimaska@pa.gov.

The email address for the **Topic or Subject “Test Security/Irregularities”** should be ra-edirregularities@pa.gov. (The same update applies to Appendix A.)

The email address to ask questions or request help (listed in the paragraph below the contact information table) should be ra-ed-pssa-keystone@pa.gov. (The same update applies to Appendix A.)

7. **page 8** - Please do not order any additional materials until after you have inventoried your secure materials. The Additional Materials Request system will be available starting on **May 3, 2021**.
8. **page 16** - Grade 11 students who are eligible to take the PASA will complete reading, mathematics, and science during the PASA testing window. **PASA information should be accessed at this website: <https://dynamiclearningmaps.org/pennsylvania>.**
9. **page 19 - First-Year English Learner**

In 2007, the USDE released guidance on participation of LEP students (ELs) in state assessments. This flexibility allows EL students whose enrollment in any public school in the United States fewer than 12 cumulative months (not consecutive) the option of taking the ELA PSSA or Literature Keystone exam. It is incumbent upon the LEA to determine a student's EL first-year status.

However, a student may use the non-participation option only one time. If the student has already used the EL first-year enrollment status to be exempted from the Keystone Literature exam during a previous administration, the student must participate.

All students, including EL students, who are enrolled in a Keystone related course are required to participate in the Algebra I and Biology assessments. If the first-year EL student is in Grade 11, his/her participation will only be used for accountability purposes.
10. **page 20** - Note: All Keystone administrative materials (Precode labels, District/School labels, Do Not Score labels, and UPS Return Shipment labels) are new and will display 2021 Spring Keystone.
11. **page 27 - Local Student ID Grid, Optional Field, Supplemental Data Field Grid, and TA Initial Grid**
 - f. An "Opportunity to Learn Student Survey" has been included as part of the spring 2021 Keystone Exams.
 - PDE is requiring that schools administer the survey to all students taking the Algebra I, Biology, and Literature assessments.
 - For students taking the assessment via paper, school personnel must access the survey and instructions from either the PDE or DRC website (the survey is not included with the test materials). Schools have the flexibility to administer the survey through printed copies, a projected image, or read aloud. All test administrators are expected to administer the survey as determined by the school.
 - Students will be asked to respond to the survey by filling in the supplemental data field on page 3 of the answer booklet. Because these are not secure test items, test administrators may provide as much assistance as needed to ensure students are able to understand and complete the survey.
 - For students taking the assessment online, the "Opportunity to Learn Student Survey" will be presented through the online test engine.

12. **page 30** - District Assessment Coordinator's Checklist in the tables below:

District Assessment Coordinator's Checklist		
_____	Receive Shipment - (manuals, handbooks, and secure testing materials) from DRC. Secure test materials will be stored in a locked location.	By May 3, 2021 Each LEA is responsible for securely storing the materials until the tests will be administered. Materials cannot be returned to DRC for re-shipment on a later date.
_____	Distribute manuals to School Assessment Coordinators	At least two weeks prior to the start of test administration
_____	Read the <i>Handbook for Assessment Coordinators</i>	At least two weeks prior to the start of test administration
_____	Distribute parent/guardian flyers in newsletter or mail A revised copy was placed on the PDE website and on the DRC INSIGHT Portal	At least a week and one-half prior to the start of test administration
_____	Conduct training session for School Assessment Coordinators	At least a week and one-half prior to the start of test administration
_____	Request additional materials (if needed)	May 3 to September 29, 2021
_____	Keystone Exam Testing Window	May 17 to September 30, 2021
_____	Inventory materials returned by schools	Within one day of receipt
_____	Return materials to DRC and confirm that all secure materials have been returned	As soon as possible prior to October 6, 2021 Materials can start being returned as soon as a majority of students have completed testing

13. **page 31** - School Assessment Coordinator's Checklist in the tables below:

School Assessment Coordinator's Checklist		
_____	Receive and inventory all materials shipped from DRC	May 3, 2021
_____	Distribute the <i>Directions for Administration Manuals</i> (DFA)	At least two weeks prior to the start of test administration
_____	Distribute parent/guardian flyers in newsletter or mail A revised copy was placed on the PDE website and on the DRC INSIGHT Portal	At least a week and one-half prior to the start of test administration
_____	Read the <i>Handbook for Assessment Coordinators</i> and the DFA Manuals	At least a week and one-half prior to the start of test administration
_____	Attend School Assessment Coordinator training	At least a week and one-half prior to the start of test administration
_____	Request additional materials (if needed)	May 3 to September 29, 2021
_____	Conduct training session for Test Administrators	At least a week prior to the start of test administration
_____	Assist and supervise Test Administrators during the assessments	May 17 to September 30, 2021
_____	Inventory, package, and return materials to the District Assessment Coordinator	Within one day after students have completed testing
_____	Destroy scratch paper and any other paper on which students have written	Within two days of returning materials

14. **page 31** - The shipment from DRC contains the manuals, handbooks, secure assessment booklets, precode labels, and all accommodated materials. If this shipment is not received by May 3, 2021, the DAC (or SAC at ship-to-school sites) should contact DRC Customer Service at 1-800-451-7849.

15. **Pages 69 and 70 Appendix D** - The graduation requirement date was changed from 2021-2022 to 2022-2023. The address to report testing irregularities is ra-dirregularities@pa.gov.