



pennsylvania
DEPARTMENT OF EDUCATION



LITERATURE
WINTER 2016/2017 ONLINE EXAM
ONLINE DIRECTIONS FOR ADMINISTRATION MANUAL

DECEMBER 2016/
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Pennsylvania Keystone Exams

Winter 2016/2017 Online Exam

Literature

Exam Security Reminder

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

General Responsibility Summary for the Test Administrator (TA)

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

- taking the Pennsylvania State Test Administration Training (PSTAT) online module
- becoming familiar with the online test administration procedures and online testing tools provided in the *Online Directions for Administration Manual*
- receiving Student Login Tickets (Test Tickets) from the School Assessment Coordinator on the scheduled test day
- verifying that student demographic information is correct on the Student Login Roster
- alerting the School Assessment Coordinator if any student demographic information is incorrect and needs to be changed
- distributing the Test Tickets to the students at the time of the test
- monitoring the testing environment during the scheduled testing time
- collecting, accounting for, and returning all Test Tickets, as well as scratch paper, to the School Assessment Coordinator
- reviewing and understanding the *Test Administrator/Proctor Test Security Certification* and returning the signed form to the School Assessment Coordinator after the administration of any Keystone Exam

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INTRODUCTION

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

MAINTAIN EXAM SECURITY

District and School Assessment Coordinators, Test Administrators, principals, and all other individuals who are involved in this assessment program must maintain the security of all exam materials. Together, they share the responsibility for ensuring that all 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:

- **Online exams are not to be viewed by anyone, including Test Administrators or Proctors, prior to the exam sessions.**
- **Except where allowed by a specific written accommodation, only students being tested are allowed to view the content of the online exam materials.**
- **No materials from the online exam may be copied, photographed, or recorded in any manner.**
- **The student may not review responses at any time other than during the administration of the exam.**

Each student taking the Keystone Exam online will receive a **Student Login Ticket (Test Ticket)**. This ticket provides the secure login credentials (i.e., username and password) required for a student to use the testing software. The Test Tickets must be kept in a predetermined, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas. Test Administrators must not be given access to the **secure** test materials before the administration day; however, this manual is not considered secure test material and should be provided to Test Administrators for review prior to the exam administration. The principal or his/her designee (known as the School Assessment Coordinator [SAC]) will make arrangements for the Test Administrator to receive the Test Tickets on the day of the exam, just prior to the scheduled test session, and for the immediate return of exam materials (see Part V of this document for a complete list of materials) after the session. At the end of the testing window, all Test Tickets must be accounted for and returned to the School Assessment Coordinator. In addition, all other materials assigned to the Test Administrator, including any scratch paper used during the assessments, must be returned to the School Assessment Coordinator immediately at the end of 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 tickets received and returned in the presence of the SAC or his/her designee.

The Pennsylvania Keystone Exams are a measure of individual student achievement conducted by the Pennsylvania Department of Education (PDE). Any deviation from the exam procedures outlined in this manual (including, but not limited to, group work, teacher coaching, teaching or release of the performance tasks or exam questions, use of old Pennsylvania assessments as preparation tools, etc.) is strictly prohibited and will be considered a violation of exam security.¹ Those individuals who divulge exam questions, falsify student scores, or compromise the integrity of the state assessment system in any manner will be subject to professional disciplinary action under the Professional Educator Discipline Act, 24 P.S. § 2070.1a *et seq*, including a private reprimand, a public reprimand, a suspension of their teaching certificate(s), a revocation of their teaching certificate(s), and/or a suspension or prohibition from being employed by a charter school. In this regard, an educator is any individual who holds public

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

or private academic school certification and all charter and cyber charter school staff members and contracted educational providers who would be required to hold certification if they served in a traditional public school. For more information regarding guidelines to ensure that the integrity of the assessment remains above reproach, see the *Ethical Standards of Test Preparation Administration*, found in Appendix A of this manual and in the *Keystone Exams Handbook for Assessment Coordinators*.

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

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

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

FOLLOW THE EXAM SCHEDULE SET BY THE SCHOOL ASSESSMENT COORDINATOR

The Keystone Literature Winter 2016/2017 Online Exam must be administered within the PDE-designated testing window on the dates assigned. Appropriate exam conditions optimize the chance for greater accuracy of the scores. Since this exam is to be administered online, the classroom or computer lab settings must include an adequate number of computer terminals. Other settings may be used according to local needs and available facilities. However, exam situations created to inflate assessment scores are a violation of exam-security practices.

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

ADVANCE CONSIDERATIONS FOR EXAM ADMINISTRATION

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

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

- The entire *Online Directions for Administration Manual* (this document) must be read in advance in order to become familiar with the procedures for administering the online exam. Just prior to the exam session on the day of the administration, the School Assessment Coordinator will allow the Test Administrator to review the Keystone Test Ticket information. Prior to the exam administration, the Test Administrator must do the following:
 - Become familiar with the exam schedule and the procedures for allowing extended exam time.
 - Follow the directions of the School Assessment Coordinator for maintaining exam security.
 - Plan sufficient time for distribution and collection of materials.
 - Post a “**Testing—Do Not Disturb**” sign on the door(s) to the classroom to indicate that an exam session is taking place. A quiet, calm atmosphere is essential for concentration on the task.
 - Plan to arrange student seating to prevent student interaction during the exam sessions. The location of existing computer stations may require repositioning some workstations to avoid this interaction, as well as to minimize potential security concerns.
 - **Optional:** Prepare copies of the *Keyboard Shortcuts for System* (see Appendix H) and the *Literature Constructed-Response Scoring Guidelines* (see Appendix E) for those students that may want them.
- View the Student Tutorial and take the Online Tools Training to become familiar with the online testing tools and functionality. See Part III of this document for more information.
- Review the Exam Directions that students will have access to during the exam administration. See Appendix D for more information.
- Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix F for more information.
- Prior to the first scheduled exam session, confirm that PA Online Assessment software is installed on computers to be used for testing. Contact the School Assessment Coordinator for more information.

Remember:

- Test Tickets are supplied for each student; however, if any student does not have a Test Ticket, notify the School Assessment Coordinator.
- Review and understand the *Test Administrator/Proctor Test Security Certification* found in Appendix C (contact your School Assessment Coordinator for more information).
- This exam includes multiple test forms. One of these forms will be assigned to each student when he or she successfully signs in to the online testing engine.
- Be aware of test accommodations (“Test Administrator transcribed student responses,” “Extended time,” etc.) that are outlined in the *2016 PSSA and Keystone Accommodations Guidelines* and in the *2015–16 Accommodations Guidelines for English Language Learners*. These documents are posted on these portals:
 - <https://pa.drceirect.com> [Click on “All Applications.” Then click on “Documents” under the “General Information” tab.]
 - www.education.pa.gov [Roll over K-12 in the dark blue bar across the top of the page. Select “Assessment and Accountability.” Then click on the link that reads “Continue to Keystone Exams Information” under the paragraph titled “Keystone Exams.”]
- **If an exam security violation is suspected, contact the School Assessment Coordinator or the Pennsylvania Department of Education 844-418-1651 or ra-ed-pssa-keystone@pa.gov immediately.**

PREPARE THE STUDENTS FOR THE EXAM

- Inform students in advance of the schedule for the exam sessions, as communicated by the School Assessment Coordinator or his/her designee.
 - Explain to students that they will have the opportunity to become familiar with features of the online test by taking a Test Tutorial and by completing the Online Tools Training.
- Each student should know his or her PAsecureID. Students are asked to confirm their PAsecureID when logging in to the online testing system. For more information on PAsecureID, contact the School Assessment Coordinator.
- Students will not be permitted to have cell phones, cameras, smart watches, or any other electronic devices in their possession during the administration of the exam. Students **must** be informed of this policy in advance and encouraged to leave such items at home on exam days. **The Test Administrator must collect all such devices prior to distributing assessment materials and shall return them upon completion of the day's testing session.**
- In addition, PDE encourages school districts and schools to inform students before testing of the locally determined ramifications/sanctions for student misconduct during the Keystone Exams. This includes, but is not limited to, sanctions associated with cheating, sharing, and/or reproduction of test content.
- Discuss the *Code of Conduct for Test Takers*, found in Appendix B of this manual and in the *Keystone Exams Handbook for Assessment Coordinators*, with all students prior to the scheduled exam time. It is essential that students understand the importance of each point in the code of conduct before testing begins. Prior to the administration, students must indicate that they understand the *Code of Conduct for Test Takers* that has been reviewed with them. Test Administrators should answer any questions that students have to ensure that all students understand this code of conduct. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.
- Students may **not** use a dictionary or a thesaurus for any part of this exam. *Bilingual/translation dictionaries may not be used for any portion of this assessment.*
- Students must use the online test to respond to the test questions. There is no printed test booklet or answer booklet used with any Keystone Online Exam. Students may highlight or make notes or comments using the features available with the Keystone Online Assessment Software. They may also use scratch paper, but they must record their answers online. All scratch paper must be collected and returned to the School Assessment Coordinator at the conclusion of each module.
- This exam includes questions that require students to select from four possible answers. These multiple-choice questions and answer options are displayed on the computer screen. Students will read the questions and record their answers using a mouse or key commands to select answer options.
- This exam includes questions that require students to type their responses. The constructed-response questions and corresponding response spaces are displayed on the computer screen. Students will read each question and record their response using a mouse, key commands, and a combination of online tools.

Students are permitted to	Students are NOT permitted to
<ul style="list-style-type: none"> • use scratch paper. (Students may use it to create their own graphic organizers, etc., during the exam.) • highlight and make notes or comments using the features available online. 	<ul style="list-style-type: none"> • use preprinted graphic organizers. • possess or use cell phones, smart phones, cameras, any type of unauthorized computer, or any mobile device with a camera and/or Internet access (e.g., tablets, MP3 players, gaming systems, entertainment devices, smart watches) when responding to any part of the exam. • possess or use dictionaries, thesauri, and spell- or grammar checkers when responding to any part of the exam.

PREPARE THE CLASSROOM OR COMPUTER LAB PRIOR TO THE EXAM

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

- Make certain that the testing software has been installed on all computers being used during testing.
- Make certain that all monitoring capabilities have been disabled on all computers being used during testing. Please see the School Assessment Coordinator if you have any questions.
- Remove or cover all classroom instructional materials or any other materials that may affect the validity of the Keystone Online Exam.

DO NOT DISPLAY:

- literary terms and/or definitions
- examples of genres
- illustrations of literary organization

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

The *Literature Constructed-Response Scoring Guidelines* used for Literature constructed-response questions may be displayed in the classroom. (The scoring guidelines are contained in Appendix E of this document and may be provided to each student for personal use during the exam.) They are also available online during testing within the Online Assessment Software. This document is also posted on these portals:

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

A quiet, calm atmosphere is essential for concentration on the exam. Student seating must be arranged to prevent student interaction during the exam sessions. Disturbances must be kept to a minimum during the exam sessions. Posting a "**Testing—Do Not Disturb**" sign on the door(s) to the classroom indicates that an exam is in session. Students must not be permitted to sharpen pencils during the exam sessions. Extra pencils must be available for the students.

REQUIRED EXAM MATERIALS

The testing software should be installed on all computers prior to the start of testing. (Contact the School Assessment Coordinator for more information.) Each student taking the assessment requires a Student Login Ticket (Test Ticket). These Test Tickets will be provided prior to the test administration. There are no other preprinted student test materials used with any Keystone Online Exam. After each administration, return the Test Tickets to the School Assessment Coordinator. Note that every Test Ticket has a unique Username and a unique Password. The Username is the student's PAsecureID.

Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix H and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the School Assessment Coordinator for secure storage and destruction upon completion of the online exam.

ORGANIZE THE EXAM MATERIALS

For the person administering the assessment:

- One *Online Directions for Administration Manual* (this manual)
- Testing—Do Not Disturb** sign(s) to hang on the door(s)
- A Student Login Roster (includes a Test Ticket for each student taking a Keystone Online Exam)

For each student being tested:

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

Optional materials for each student being tested:

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

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

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

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

TEST MANAGEMENT CONCERNS

Some circumstances during testing require that the Test Administrator consult the School Assessment Coordinator (SAC) or contact the District Assessment Coordinator (DAC). Those instances include, but are not limited to, the following:

- **a student cheating**
- **test security violation**
- **improper test administration**
- **student illness (during testing)**

GENERAL ORGANIZATION OF THE EXAM

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

Course	Module	Multiple Choice Questions	Constructed-Response Questions	Estimated Time Needed (in minutes)		
				Administrative Tasks	Actual Exam	Total Administration
Literature	1	23	4	10–15	73	83–88
Literature	2	23	4	10–15	73	83–88

CODE OF CONDUCT FOR TEST TAKERS

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

COMMUNICATE EXAM INFORMATION

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

Literature Online Exam

Literature Module 1
Exam Questions 1–27

Literature Module 2
Exam Questions 1–27

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

EXTENDED EXAM TIME

This Keystone Online Exam is an untimed assessment. Not all students will finish the exam at the same time. Students should not feel rushed while they are taking the exam, and no student should be penalized because he or she works slowly. It is equally important, however, to encourage students to work in a timely manner to finish the exam. Students should select the Review/End Test button and follow the onscreen directions when they have finished the assessment. Students who finish early may sit quietly or read for pleasure until all students have finished. Students with special requirements and/or disabilities (i.e., physical, visual, auditory, or learning disabilities as defined by their IEP or service contracts) and students who just work slowly may require extended time. Special exam situations should be arranged for these students. Test Administrators should use professional judgment to determine when students who are still testing should be moved to a setting for extended time. When all students have indicated they have finished an exam module, end the module. Students should then return to regular activities.

Students may request extended time if they indicate they have not completed an exam module. Such requests should be granted if the Test Administrator finds the request to be educationally valid. Not permitting ample time for students to complete the exam module may impact performance.

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

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

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

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

- Contact the School Assessment Coordinator for more information if these circumstances occur.
- Students completing the module the next day must be monitored closely to ensure that no previous answers are changed.

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

For example, do not schedule both Module 1 and Module 2 testing events to occur during the same morning. Rather, schedule Module 1 testing for a morning and schedule Module 2 testing either the afternoon of the same day or sometime the following day.

Important Reminder: There are certain scenarios for which a student will need to Pause and Exit the test during a session. The most common reason is that a student requires extended testing time and needs to be moved to a different room and computer to finish a session. The only other reasons for students to Pause and Exit are for approved absences from the testing room that span longer than the timeout for test inactivity (e.g., nurse's office for illness/medical attention, unexpected fire drill). The Pause and Exit action must be strictly limited to situations that cannot be avoided or are educationally valid.

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

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

When allowing extended time for an exam session for a portion of the student population:

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

Do not allow the extended exam session to be administered without monitoring. It is the responsibility of a Test Administrator to monitor any extended exam session, wherever that session is held.

KEYSTONE EXAMS STUDENT TUTORIALS

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

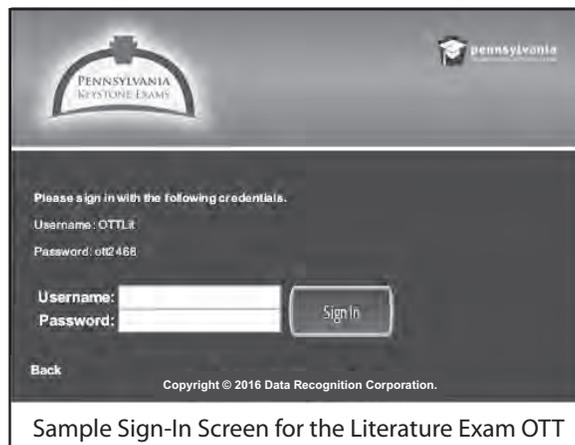
- The Student Tutorials can be accessed directly from students' computer desktops by double-clicking on the DRC INSIGHT Online Assessment Tutorials icon or from the PA eDIRECT Web site (<https://pa.drceirect.com> under Test Setup / General Information / Test Tutorials). Students should choose the tutorial that relates to the intended exam.
- The tutorial **must** be viewed at least once by all Test Administrators who will supervise any of the Keystone Online Exam administrations.
- The tutorial **must** be viewed at least once by students in advance of their testing day. Allow students to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools.
- The narration within the tutorials is included both as spoken audio and as printed captioning displayed directly on the screen, allowing the student to be able to read along as the script is read aloud. It is recommended that headphones be provided for those students who might be going through the tutorial in close quarters.
- Students are encouraged to revisit the tutorials to review specific functionality. They can select specific topics or concepts within a tutorial using the links to specific tools and functions. Overview videos are also available, so students can review an entire grouping of topics.
- Test Administrators are encouraged to explore the overview videos (groupings of topics) and to review specific functionality within the tutorial environment.
- The tutorial should be viewed by a student first, and then the Online Tools Training should occur. (*See the next page of this document for more information about the Online Tools Training.*) Many schools schedule a tutorial session for students and then immediately have the students do the Online Tools Training. This training should be completed before the scheduled test administration day. Experience with and awareness of the Keystone computerized assessment format are essential for a fair and valid student assessment.
- Test Administrators should review the Test Directions that students will have access to during the administration of the assessment. See Appendix D for more information.
- Test Administrators should review Appendix F and become familiar with the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

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

KEYSTONE EXAMS ONLINE TOOLS TRAINING

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

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



The image shows a sample sign-in screen for the Literature Exam OTT. At the top, there is a logo for Pennsylvania Keystone Exams and the Pennsylvania Department of Education logo. Below the logos, the text reads: "Please sign in with the following credentials." The Username is "OTTLit" and the Password is "ott2468". There are input fields for Username and Password, and a "Sign In" button. At the bottom, there is a "Back" link and a copyright notice: "Copyright © 2016 Data Recognition Corporation." The caption below the image reads: "Sample Sign-In Screen for the Literature Exam OTT".

- The Username is "OTTLit."¹
- The Password for each OTT is "ott2468."¹
- Test Administrators should encourage students to learn to use the testing tools while answering the practice questions. Practice Hints are provided with some test questions. The Practice Hints are a guide to focus student exploration on key tools and features. Practice Hints do not appear in actual exams.
- Test Administrators should review
 - the Test Directions that students will have access to during the exam. See Appendix D for more information.
 - the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix F for more information.
- **Remember:** The Online Tools Training is provided so that students can practice using the tools and features of online assessments within the format of the actual assessment. The DRC INSIGHT Online Assessment will allow the student to finish the test without answering all of the questions.

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

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

LITERATURE EXAM ADMINISTRATION REMINDERS

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

Before exam administration:

- Be sure students have explored the Student Tutorial, have taken the Online Tools Training, and know how to use the tools within the online system—including where and how to mark their answers.
- Review the roster contained within the Student Login Summary, and make certain that all students intended for testing are on the roster. Notify the School Assessment Coordinator if there are errors on the roster.
- Make certain that a Student Login Ticket (Test Ticket) is ready for each student taking the exam. Notify the School Assessment Coordinator if any Student Login Tickets are missing.
- Be sure each student has the correct Student Login Ticket (Test Ticket).
- Review the Test Directions that students will have access to during the assessment. See Appendix D for more information.
- Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix F for more information.
- **Optional:** Prepare copies of the *Keyboard Shortcuts for System* (see Appendix H) and the *Literature Constructed-Response Scoring Guidelines* used for Literature constructed-response questions (see Appendix E).

During exam administration:

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

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

When ready to start the exam, the Test Administrator should begin with the section titled “Start the Exam—Code of Conduct for Test Takers” found on the next page of this manual.

START THE EXAM—CODE OF CONDUCT FOR TEST TAKERS

Make sure that each student is sitting at a separate computer, and make sure that each computer is turned on and ready at the desktop. Make sure that no student is in possession of a cell phone, camera, smart watch, or other electronic device. **Collect all electronic devices prior to distributing any exam materials.**

Say:

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

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

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

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

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

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

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

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

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

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



Note: If any Test Ticket has an error on it, please contact the School Assessment Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

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

When all students are ready, say:

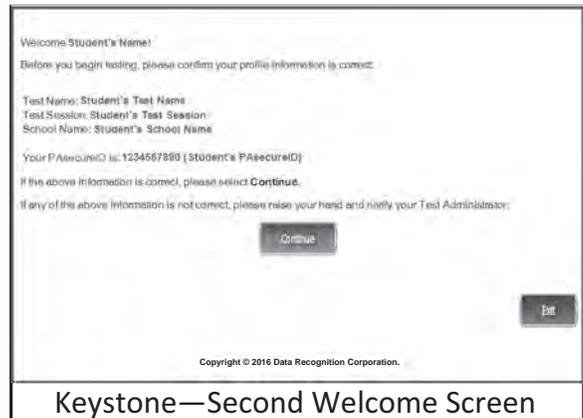
When you have selected the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?

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

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

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

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



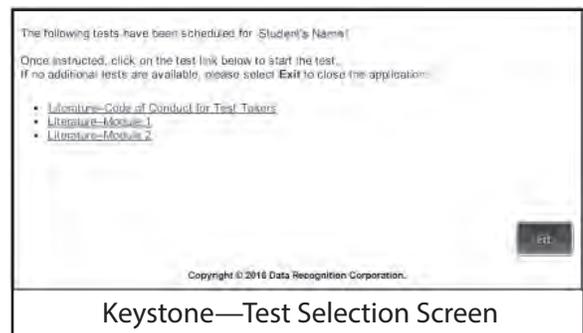
Keystone—Second Welcome Screen

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

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

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

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



Keystone—Test Selection Screen

The test session is identified in the upper-left corner of the General Test Directions screen. Check the screens of all devices to confirm that all students are on the Code of Conduct for Test Takers. If a student has selected a Module, choose **Pause** and then select **Exit** to return to the Test Sign-In screen to log back in to the exam. Contact the School Assessment Coordinator for guidance on how to allow the student later access to the incorrectly selected session.

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

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

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

Are there any questions about this paragraph?

Answer all questions. When students are ready, say:

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

General Test Directions

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

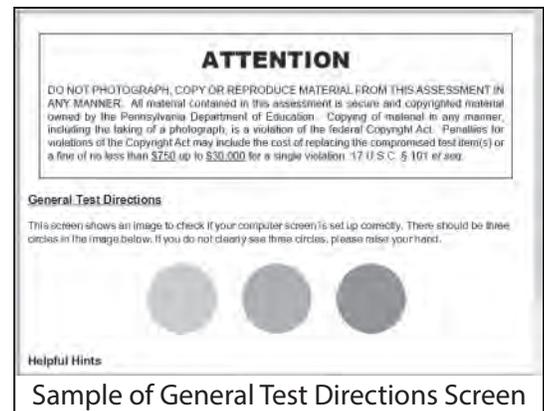
Pause to assist students as necessary. Contact the School Assessment Coordinator if a student does not see the three circles. Then say:

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

Helpful Hints

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

Are there any questions about the Helpful Hints?



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

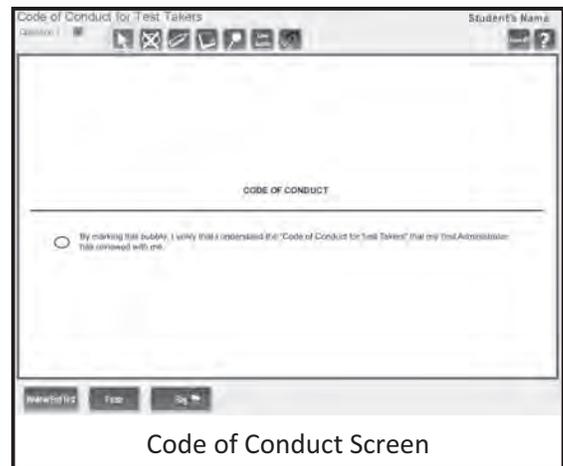
Select the Begin The Test button at the bottom of the screen.

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

Read the statement on your screen as I read it aloud.

“By marking this bubble, I verify that I understand the *Code of Conduct for Test Takers* that my Test Administrator has reviewed with me.”

If you understand the *Code of Conduct for Test Takers*, select the bubble now. If you have questions about the *Code of Conduct for Test Takers*, raise your hand.



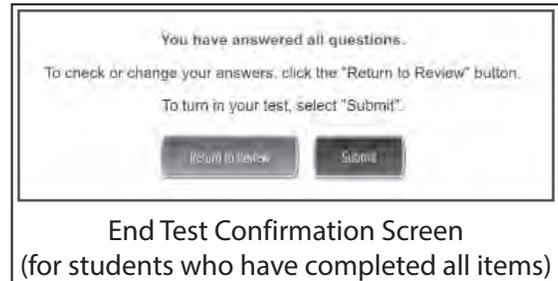
Code of Conduct Screen

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

Answer student questions until all understand the *Code of Conduct for Test Takers* and select the bubble. When students are ready, say:

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

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



End Test Confirmation Screen
(for students who have completed all items)

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

When all students have finished, say:

When you have selected the Submit button, a confirmation screen opens indicating you have completed this test section. Select OK to return to the Test Sign-In screen. Is there anyone who does not see the Test Sign-In screen?

Allow time for students to click through to reach the Test Sign-In screen. Say:

You are now going to take Module 1.

Continue with the next section found on the next page of this manual.

ADMINISTER THE LITERATURE EXAM—MODULE 1

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

Say:

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

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

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

There are two types of questions in each module.

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

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

Constructed-response questions require that you type your response.

- **Be sure to read the directions carefully.**
- **You cannot receive the highest score for a constructed-response question without following all directions.**
- **If the question asks you to do multiple tasks, be sure to complete all the tasks.**
- **If the question asks you to explain, be sure to explain. If the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.**
- **All responses must be typed in the appropriate response box.**

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

Distribute scratch paper. When you are ready, say:

Now we are ready to begin.

You should see the Sign-In screen. Is there anyone who does not see the Sign-In screen?

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

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



Keystone—Test Sign-In Screen

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

Note: If any Test Ticket has an error on it, please contact the School Assessment Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

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

When all students are ready, say:

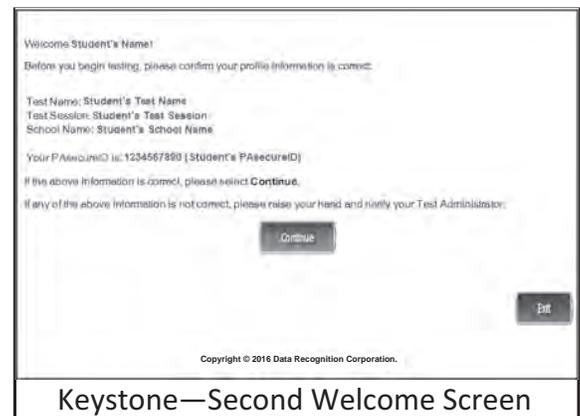
When you have selected the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?

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

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

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

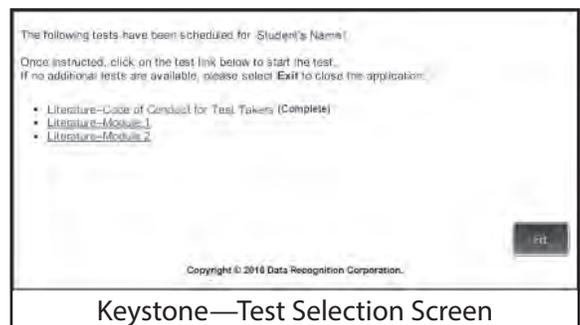
If the information about you is correct, select the Continue button. If the information is not correct, raise your hand.



Keystone—Second Welcome Screen

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

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



Keystone—Test Selection Screen

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

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

The module number appears in the upper-left corner of the Test Directions screen. Check the screens of all devices to confirm that all students are on Module 1. If a student has selected Module 2, choose **Pause** and then select **Exit** to return to the Test Sign-In screen to log back in to the exam. Contact the School Assessment Coordinator for guidance on how to allow the student later access to the incorrectly selected module.

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

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

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

Are there any questions about this paragraph?

Answer all questions. When students are ready, say:

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

General Test Directions

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

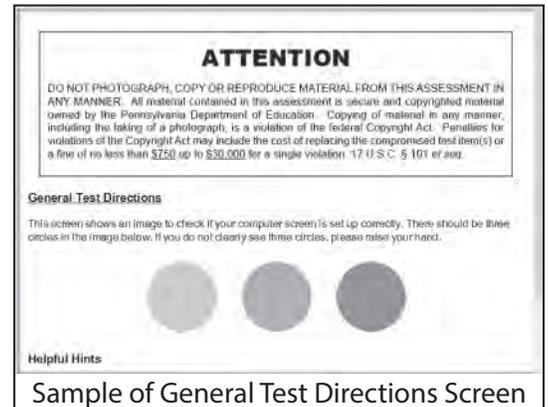
Pause to assist students as necessary. Contact the School Assessment Coordinator if a student does not see the three circles. Then say:

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

Helpful Hints

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

Are there any questions about the Helpful Hints?



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

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

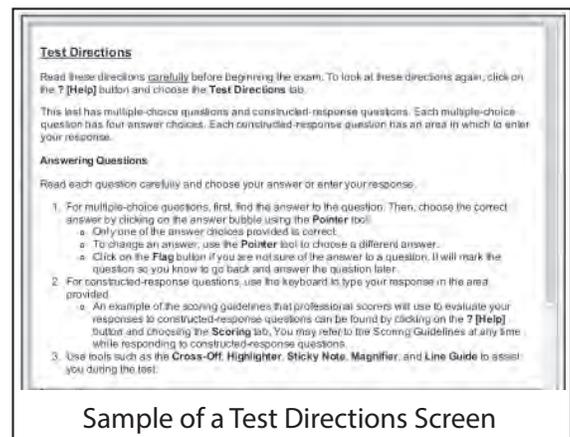
Select the Next button at the bottom of the screen.

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

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

Test Directions

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



Sample of a Test Directions Screen

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

Answering Questions

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

- 1. For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.**
 - Only one of the answer choices provided is correct.
 - To change an answer, use the Pointer tool to choose a different answer.
 - Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- 2. For constructed-response questions, use the keyboard to type your response in the area provided.**
 - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by clicking on the ? [Help] button and choosing the Scoring tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.
- 3. Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.**

Continue reading aloud:

Navigation

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

Are there any questions about the Test Directions?

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

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

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

Are there any questions?

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

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

You may begin.

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

Reminder about *Software Tools and Features for Test Administrators* (see Appendix F) that you may need to use during the test administration:

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

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

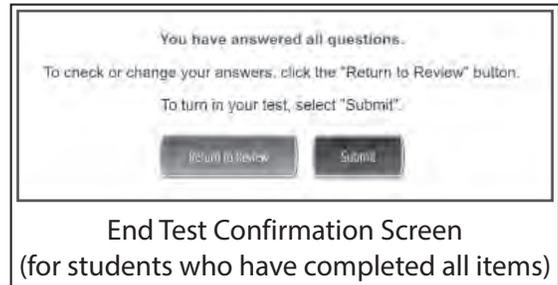
Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix H and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the School Assessment Coordinator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

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

The testing time for this module is estimated at 73 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. End the session only when all students have completed all questions or when you determine that additional time is not necessary. For more information about Extended Exam Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the scheduled testing time for the group not yet finished with this exam module, say:

You have about five minutes to complete Module 1. Be sure to select the Review/End Test button in the bottom-left corner of the screen.

Then select the End Test button to finish the test. You will be asked to confirm that you are done. If you have flagged any test questions, be sure to complete your review of those questions before you select End Test. If you think you might need more than five minutes, raise your hand.



Note: Once the student has chosen the End Test button, the student must provide a confirmation that he or she is finished. If the student has left one or more items incomplete, the End Test Confirmation Screen will read "Are you done with your test? Be sure you have answered all the questions. To continue testing, select "Return to Review." To turn in your test, select "Submit." Once the student has clicked through, the student cannot go back in to the test to review or answer test questions.

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

This ends Module 1 of the Literature Online Keystone Exam. If you have not done so already, select Review/End Test and select End Test. Then select Submit, confirming that you are done. Then select OK on the last screen to close the test.

Allow time for students to click through to finish the test. When all students are ready, say:

I will now collect your Test Ticket and your scratch paper.

Collect all Test Tickets and scratch paper at this time. If students used optional materials like the keyboard shortcuts or the Literature scoring guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials must be returned to the School Assessment Coordinator.

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

You are going to take Module 2 later today.

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

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

Return all materials (Test Tickets, used scratch paper, and any optional materials) immediately to the School Assessment Coordinator for secure storage.

ADMINISTER THE LITERATURE EXAM—MODULE 2

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

Say:

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

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

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

There are two types of questions in each module.

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

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

Constructed-response questions require that you type your response.

- **Be sure to read the directions carefully.**
- **You cannot receive the highest score for a constructed-response question without following all directions.**
- **If the question asks you to do multiple tasks, be sure to complete all the tasks.**
- **If the question asks you to explain, be sure to explain. If the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.**
- **All responses must be typed in the appropriate response box.**

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

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

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

Correct any ticket distribution errors. When you are ready, say:
Now we are ready to begin. Select the DRC INSIGHT Online Assessment icon on your desktop. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?

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

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



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

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

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



Note: If any Test Ticket has an error on it, please contact the School Assessment Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

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

When all students are ready, say:

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

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

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

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

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



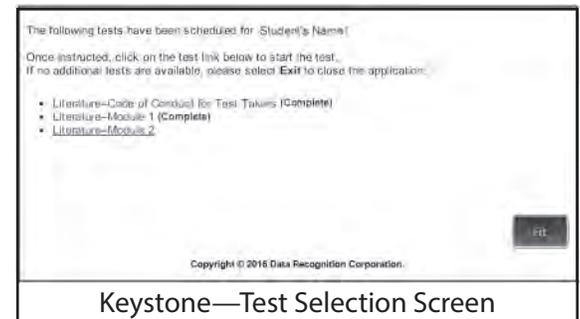
Keystone—Second Welcome Screen

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

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

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

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



Keystone—Test Selection Screen

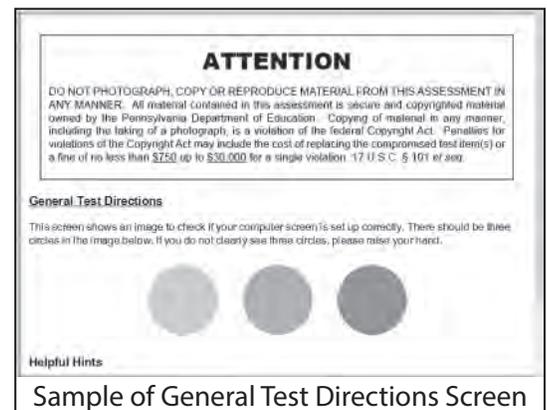
The module number appears in the upper-left corner of the Test Directions screen. Check the screens of all devices to confirm that all students are on Module 2. If a student has selected Module 1, choose **Pause** and then select **Exit** to return to the Test Sign-In screen to log back in to the exam. Contact the School Assessment Coordinator for guidance on how to allow the student later access to the incorrectly selected module.

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

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

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

Are there any questions about this paragraph?



Sample of General Test Directions Screen

Answer all questions. When students are ready, say:

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

General Test Directions

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

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

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

Helpful Hints

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

Are there any questions about the Helpful Hints?

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

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

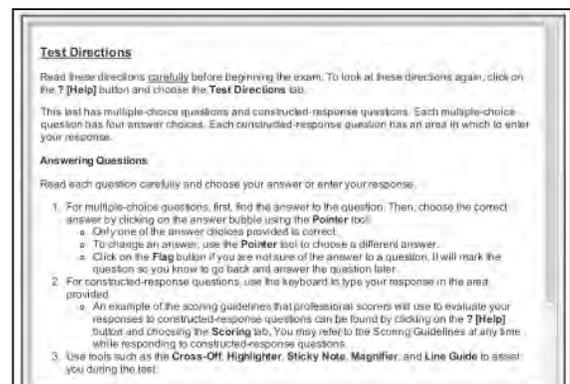
Select the Next button at the bottom of the screen.

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

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

Test Directions

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



Sample of a Test Directions Screen

Continue reading aloud:

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

Answering Questions

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

1. For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.
 - Only one of the answer choices provided is correct.
 - To change an answer, use the Pointer tool to choose a different answer.
 - Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
2. For constructed-response questions, use the keyboard to type your response in the area provided.
 - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by clicking on the ? [Help] button and choosing the Scoring tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.
3. Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.

Navigation

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

Are there any questions about the Test Directions?

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

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

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

Are there any questions?

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

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

You may begin.

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

Reminder about *Software Tools and Features for Test Administrators* (see Appendix F) that you may need to use during the test administration:

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

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

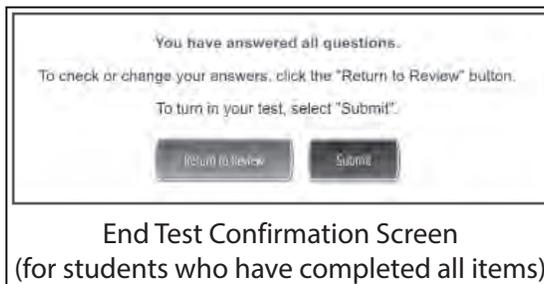
Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix H and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the School Assessment Coordinator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

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

The testing time for this module is estimated at 73 minutes, but the actual administration time may vary. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. End the session only when all students have completed all questions or when you determine that additional time is not necessary. For more information about Extended Exam Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the scheduled testing time for the group not yet finished with this exam module, say:

You have about five minutes to complete Module 2. Be sure to select the Review/End Test button in the bottom-left corner of the screen.

Then select the End Test button to finish the test. You will be asked to confirm that you are done. If you have flagged any test questions, be sure to complete your review of those questions before you select End Test. If you think you might need more than five minutes, raise your hand.



Note: Once the student has chosen the End Test button, the student must provide a confirmation that he or she is finished. If the student has left one or more items incomplete, the End Test Confirmation Screen will read "Are you done with your test? Be sure you have answered all the questions. To continue testing, select "Return to Review." To turn in your test, select "Submit." Once the student has clicked through, the student cannot go back into the test to review or answer test questions.

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

This ends Module 2 of the Literature Online Keystone Exam. If you have not done so already, select Review/End Test and select End Test. Then select on Submit, confirming that you are done. Then select OK on the last screen to close the test.

Allow time for students to click through to finish the test. When all students are ready, say:

I will now collect your Test Ticket and your scratch paper.

Collect all Test Tickets and scratch paper at this time. If students used optional materials like the keyboard shortcuts or the Literature scoring guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials must be returned to the School Assessment Coordinator. Say:

This concludes the Literature Online Keystone Exam.

Go on to read the section labeled "After Exam Administration" found on the [next page of this manual](#).

CLOSING OUT THE EXAM

After testing is complete:

- Make sure all students have closed out their testing session by
 1. selecting “Review/End Test” (to open the Test Review Screen), followed by
 2. selecting “End Test” (to open the test submission dialog box), then
 3. selecting “End Test” [again] (to complete the test, confirming that once the test is ended the student is unable to change his or her answers), and then
 4. selecting “OK” (to close the Test Session).
- Collect Test Tickets and any scratch paper or optional materials. Return them to the School Assessment Coordinator.

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

RETURN MATERIALS

Test materials must be kept secure. The Student Login Tickets (Test Tickets) (including any unused Test Tickets) and the Student Login Roster must be returned to the School Assessment Coordinator. In addition, all used scratch paper and any copies of the keyboard shortcuts must be returned to the School Assessment Coordinator.

- Return all materials to the School Assessment Coordinator for secure storage, including the following:
 - Used Student Login Tickets
 - Unused Student Login Tickets
 - Student Login Rosters
 - Copies of the *Keyboard Shortcuts for System* (Appendix H)
 - Copies of the *General Description of Scoring Guidelines* (Appendix E)
 - This manual
 - Used scratch paper
- Return all assessment materials to the School Assessment Coordinator immediately at the end of each exam session.
- Consult the School Assessment Coordinator if there are any questions regarding the return of assessment materials.

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

NOTE: If an assessment security violation is suspected, contact the School Assessment Coordinator or the Pennsylvania Department of Education 844-418-1651 or ra-ed-pssa-keystone@pa.gov immediately.

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



ETHICAL STANDARDS OF TEST PREPARATION AND ADMINISTRATION

Before Test Administration:

DO...

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

**DO NOT...**

- Instruct students to use a test-taking technique that would require them to bubble or strike through more than one response to a test question and then return and erase all but one response.
- Review student test booklets except for purposes as stated in the *Directions for Administration Manual* and any of the accommodations guidelines documents. Knowledge or review of test content is not necessary for valid test administration and is prohibited.
Note: Interpreters may have secure access to test materials in the school three days prior to test administration to prepare for accurate interpretation of the test.
- Reveal any part of secure copyrighted tests to students.
- Copy or otherwise reproduce any part of secure tests.
- Review and/or provide answers to test questions to students.
- Possess unauthorized copies of state tests or any parts thereof.
- Assist in, direct, aid, counsel, encourage, or fail to report immediately any of the actions prohibited in this section.

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

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

**DO NOT...**

- Leave students unattended with testing materials or permit any student to leave the testing site with testing materials for any reason.
- Permit students to look ahead to another section or module of the test before being instructed to do so, or allow students to look back in a test booklet once a test section or module has been completed.
- Discuss, disseminate, or otherwise reveal contents of the test to anyone.
- Possess secure test materials at any time other than during the actual administration of the test. NOTE: Test Administrators should only have possession of the secure test materials immediately prior to the administration of the test and during the administration of the test, and the materials should be collected and counted by the School Assessment Coordinator immediately after testing. When materials are exchanged between the SAC and TA, materials must be counted to ensure all materials are accounted for.
- Coach or provide feedback to students (e.g., answer any questions pertaining to the content of the test, review rough drafts, or give feedback of any kind including indicating to students any items that need a second look). This prohibition includes, but is not limited to, a Personal Care Aid (PCA), Therapeutic Support Staff (TSS), or any other one-on-one aide who is assigned to a student.
- Define or clarify a word in a test item.
- Read aloud any portion of the Literature Assessment.
- Read aloud the passages, multiple-choice questions or answer choices, or short-answer questions in Sections 2, 3, or 4 of the PSSA English Language Arts (ELA) assessment.
- Read aloud any part of a mathematics item that will cue the correct answer or provide a hint for the test taker.
- Return a test booklet to any student after it has been turned in to the Test Administrator except for make-up sessions for absences and for students who go to another testing site for extended time.
- Alter, influence, or interfere with a test response in any way, fill in any unanswered item, or instruct the student to do so.
- Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this section.

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

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

**DO NOT...**

- Discuss, disseminate, or otherwise reveal the contents of the test to anyone.
- Keep/save, copy, reproduce, or use any test, test item, specific test content, or examinee responses to any item or any section of a secure test in any manner inconsistent with the instructions provided by and through the Pennsylvania Department of Education.
- Review student responses in the answer booklet.
- Review test booklets containing the test items.
- Alter, influence, or interfere with a test response in any way, fill in any unanswered item, or instruct the student to do so.
- Discuss or provide feedback regarding test items.
- Copy or reproduce any portion of the secure test materials or provide answer keys.
- Erase or change student answers.
- Make false or misleading statements about assessment results, including inappropriate interpretations, inaccurate reports, or unsubstantiated claims.
- Erase anything in the answer booklet or darken bubbles.
- Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this section.



CODE OF CONDUCT FOR TEST TAKERS

DO...

- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the “best answer.” Also, be sure to read any open-ended items and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

DO NOT...

- Bring notes with you to the test.
- Bring any electronic devices (e.g., cell phones, 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. (Be assured that you may discuss the testing process or issues of concern with your 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.



Winter 2016/2017 Keystone Exam Security Certification

(Test Administrator and Proctor)

District: _____

School: _____

AUN: _____

Maintaining the security and integrity of all assessment materials, preventing any dishonest or fraudulent behavior in the administration and handling of the assessment, and promoting a fair and equitable testing environment are essential in order to obtain reliable and valid student scores. In that regard, I certify the following:

Prior to the administration of the assessment, I completed the Pennsylvania State Test Administration Training, and I understand that the assessment materials are secure, confidential, and proprietary documents owned by the Pennsylvania Department of Education.

I have not reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone. I have not removed any assessment materials from the school building unless I was specifically authorized to administer the assessment to a student on homebound instruction. I have not kept, copied, reproduced, released, or used any assessment, assessment question, specific assessment content, or examinee response to any item or any section of the secure assessment in any manner that is inconsistent with the instructions provided by or through the Pennsylvania Department of Education. I have not provided any examinee with an answer to an assessment question or in any way influenced an examinee's response to any assessment question. I have not in any manner altered or caused the alteration of any examinee response, assessment booklet, or papers used by examinees.

I understand that any breach in assessment security could result in the invalidation of assessment results, professional discipline, and/or criminal prosecution.

I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904.

Administrator/Proctor Name

Administrator/Proctor Signature

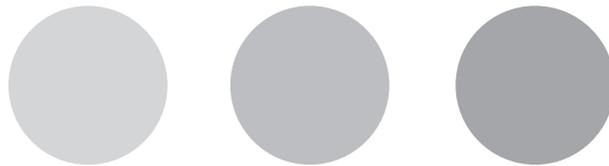
Date of Signature

ATTENTION

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

General Test Directions

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

**Helpful Hints**

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

Test Directions

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

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

Answering Questions

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

1. For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the **Pointer** tool.
 - Only one of the answer choices provided is correct.
 - To change an answer, use the **Pointer** tool to choose a different answer.
 - Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
2. For constructed-response questions, use the keyboard to type your response in the area provided.
 - An example of the scoring guidelines that professional scorers will use to evaluate your responses to constructed-response questions can be found by clicking on the ? **[Help]** button and choosing the **Scoring** tab. You may refer to the Scoring Guidelines at any time while responding to constructed-response questions.
3. Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to assist you during the test.

Navigation

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

LITERATURE CONSTRUCTED-RESPONSE QUESTIONS

GENERAL DESCRIPTION OF SCORING GUIDELINES

3 Points

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

2 Points

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

1 Point

- The response provides a minimal answer to the task.
- The response provides little or no information from the passage and may include inaccuracies.

OR

- The response relates minimally to the task.

0 Points

- The response is totally incorrect or irrelevant or contains insufficient information to demonstrate comprehension.

SOFTWARE TOOLS AND FEATURES FOR TEST ADMINISTRATORS

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

PAUSE/EXIT FUNCTION

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

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

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

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

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

INTERRUPTED TESTING

Generally, the only reason that a student should be interrupted during testing would be if the Internet connectivity for that computer is lost. When a student's workstation has been configured to utilize a Local Caching Service (LCS), the student will be able to continue testing and will not be aware of the loss of Internet connectivity until the student attempts to exit the assessment or attempts to submit the assessment for scoring. If Internet connectivity is not present at that time, a warning message will be displayed. If this happens, the LCS will store the student's responses and will transmit them for scoring when the Internet connection for the LCS is restored. If a student's workstation is not configured to utilize the LCS and the Internet connection is lost, a message will be displayed and the test session will close. The student may then log in to any computer with an available Internet connection to continue testing.

Otherwise, if an unforeseen emergency occurs during testing (e.g., a fire drill, electrical outage), the Test Administrator must notify the School Assessment Coordinator, District Coordinator, or District Technology Coordinator. You may also contact Data Recognition Corporation's Pennsylvania Customer Service Team at (800) 451-7849 or by email at PAcustomerservice@datarecognitioncorp.com. Under emergency circumstances, the Pennsylvania Department of Education will provide additional instructions on how to proceed.

UNPLANNED TEST INACTIVITY

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

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

- If students will return within 20 MINUTES, instruct all students to PAUSE their tests or the Test Administrator may PAUSE their tests for them. If they do not pause, the test will automatically exit the student after 20 minutes of mouse and/or keyboard inactivity.
- If students will not return within 20 MINUTES, instruct all students to EXIT the test (select PAUSE and then EXIT) or the Test Administrator may EXIT the tests for them.
- If it is uncertain whether students will return within 20 MINUTES, instruct all students to PAUSE their tests or the Test Administrator may PAUSE their tests for them.

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

STUDENT LOGIN TASKS

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

PRIOR TO TESTING

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

WHEN STUDENTS ARE AT THEIR COMPUTER STATIONS

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

WHEN STUDENTS ARE FINISHED TESTING

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

NOTE: The Username on the Student Login Ticket is the student's PAsecureID and can be used to verify that students receive the correct Student Login Ticket.

KEYBOARD SHORTCUTS FOR SYSTEM

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

SYSTEM SHORTCUTS

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

Keyboard Shortcut	Accommodations Function
F7	Activates "Start Points" (audio tracks) button when Audio is active (on a Mac use FUNC F7).
F8	Activates the Play/Pause button when Audio is active (on a Mac use FUNC F8).
F9	Activates the Stop button when Audio is active (on a Mac use FUNC F9).
Alt—O	Activates the Options button and opens or closes the Color Chooser selection pop-up window.

Acknowledgements for passages used with this online assessment are available upon request.

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KEYSTONE EXAMS
LITERATURE ONLINE EXAM

ONLINE DIRECTIONS FOR ADMINISTRATION MANUAL