



# Keystone Exams District Assessment Coordinator (DAC) Training

Winter 2022-2023 Administration

## Keystone Exams

- Algebra I
  - Biology
  - Literature
- 
- Accommodations are available for all tests

## Agenda

- Accountability
- Policy
- Graduation Requirement
- Planning for the Assessment
- Participation in the Assessment
- Administering the Assessment
- Monitoring
- Contact Information

# ▶ Keystone Exams Administration Training

## Agenda

- Accountability

## Accountability

Questions/suggestions/comments regarding the Future Ready PA Index site or measures/indicators:

[RA-EDFUTUREREADYPA@pa.gov](mailto:RA-EDFUTUREREADYPA@pa.gov)

Questions regarding the Future Ready PA Index data:

[RA-DDQDataCollection@pa.gov](mailto:RA-DDQDataCollection@pa.gov)

[Find a School - Future Ready PA Index](#)

## Accountability

All questions regarding the School Performance Profile should be sent via email to [ra-pas@pa.gov](mailto:ra-pas@pa.gov)

“The Act 82 Building Level Score (formerly the School Performance Profile\*) is a component of the Educator Effectiveness System. The profile provides a school level academic score for public schools, charter and cyber charter schools, and full-time comprehensive career and technical centers.”

# ▶ Keystone Exams Administration Training

## Agenda

- Policy

# Keystone Exams Administration Training

## Policy

- Federal accountability requirements: The ESSA framework maintains annual, statewide assessments in reading and mathematics for students enrolled in grades 3 through 8 and once in high school, as well as science tests given to students three times between grades 3 and 12
- PIMS student data will be used to calculate each school's participation rate
- Students must be assessed at the enrolled grade level at time of testing
- PSSA and Keystone Exams: students in 8th grade or below who complete a course for which there is a Keystone Exam will take both the Keystone Exam and the PSSA

***For more information:***

[Every Student Succeeds Act](#)

[Chapter 4](#)

Accountability (participation) questions email [ra-pas@pa.gov](mailto:ra-pas@pa.gov)





## Policy

- Federal accountability requirement
  - Students are required to take the Keystone Exams at least one time prior to (or during) the spring administration of their grade 11 year. All student results are banked.
  - Students who attempted the Keystone Exams previously and did not score proficient or above are permitted to retake the Keystone Exams.

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## Agenda

- Graduation Requirement

## Graduation Requirement

- Use of the Keystone Exams (KE's) as a graduation requirement will be operational beginning with the 2022-2023 school year.
- Reminder: Any student who was scheduled to take a Keystone Exam during the 2019-2020 school year (first time test takers enrolled in a Keystone trigger course) were determined to be proficient on that specific Keystone Exam if they passed the course.

## Graduation Requirement

- State Graduation Requirement:
  - The Class of 2023 is the first class that will be required to demonstrate proficiency on the Algebra I, Literature, and Biology Keystone Exams to graduate.
- The 3-score Composite is 4452, with at least one Proficient score and no Below Basic score
- The 2-score composite is 2939 or greater, with at least one Proficient score and no Below Basic score
- PBAs are no longer produced or required but may be used by districts

## Graduation Requirement

- 3-Score Composites are calculated for students who have received a best score for all three Keystone Exams (Algebra I, Biology, Literature), regardless of the performance levels achieved in each subject.
- In addition to the District Student Data Files, LEAs can access a student's Keystone composite score via the Feeder Upload functionality within the Data Interaction system.
- The Feeder Report will include a student's scores on the Keystone Exams as well as a composite score if the student has met the criteria.

## Act 158 Pathways to Graduation

All questions regarding the Act 158 should be sent via email to: [RA-EDGRADREQUIREMENT@PA.GOV](mailto:RA-EDGRADREQUIREMENT@PA.GOV)

[Act 158: Pathways to Graduation Toolkit: Act 158: Pathways to Graduation Toolkit - SAS \(pdesas.org\)](#)

# ▶ Keystone Exams Administration Training

## Agenda

- Planning for the Assessment

## Planning for the Assessment: Resources

- Handbook for Assessment Coordinators (HAC)
- Read-Aloud and Scribing Guidelines
- Directions for Administration (DFA)
- Handbook for Secure Test Administration (PSSA and Keystone)
- Keystone Exams Test Definitions
- Scoring Guidelines
- Accommodations Guidelines (including ELLs)
- PDE Guidance Document for Online Testing
- Calendars
- Calculator Policy



## Planning for the Assessment: Preparation

- Handbook for Assessment Coordinators
  - Scheduling the Exams
  - Parent/Guardian Notifications
  - Preparing Students
  - Preparing the Classroom
  - Extended Sessions
  - Make-Ups
  - Handbook for Secure Test Administration (Appendices)
  - Confidentiality Agreement (Appendices)
  - Parent Information (Appendices)
  - Code of Conduct (Appendices)
  - Calculators (Appendices)

## Planning for the Assessment: Advantages of Online Testing

The INSIGHT online learning system has been successfully delivering online assessments in Pennsylvania since 2010 and has consistently performed as an exceptionally reliable and efficient platform to deliver both the diagnostic and the summative assessments.

## Planning for the Assessment: Advantages of Online Testing

- More engaging testing experience
- Delivers one question per screen
- Delivers accommodations discreetly
- Students cannot select more than once answer choice for multiple choice questions
- Students are alerted to unanswered questions when they attempt to finish the test session
- Less handling of secure materials
- Greater test security
- Desmos calculator provided during mathematics and science assessments

# ▶ Keystone Exams Administration Training

## Agenda

- Administering the Assessment

## Administering the Assessment: Preparation DESMOS Calculators

- PDE transitioned to Desmos calculators within the INSIGHT online testing system in August, 2022.
- The Desmos calculators are now available for all Classroom Diagnostic Tools (CDTs).
- The Desmos calculators will be used for Keystone Exams and PSSA assessments beginning in December, 2022.

## Planning for the Assessment: Participation

- Handbook for Assessment Coordinators
  - Accommodations
  - ELs
  - Non-Assessed Students
  - Miscellaneous
  - Withdrawal
  - Suspended/Expelled
  - Home Education

## Planning for the Assessment: Participation for Students with Accommodations

- PASA
- Read Aloud
- Small groups/De-spiraling
- Concussion
- Broken Arm
- Scribing
- Unique Accommodations

## Pennsylvania Alternate System of Assessment (PASA)

- Pennsylvania Alternate System of Assessment (PASA) Students
- Eligible students in grade 11 will participate in the PASA for mathematics, reading, and science instead of the Keystone Exams during the PASA window.
  - For eligibility, contact Lisa Hampe:  
[lihampe@pa.gov](mailto:lihampe@pa.gov)



### Planning for the Assessment: Participation with Accommodations (ELs)

- Participation in the Keystone Literature Exam is optional for students in their first year of enrollment in a U.S. school.
- Word-to-word translation dictionaries, without definitions and without pictures are available for math and science
- Qualified interpreters/sight translators are available for math and science only
- Spanish/English versions for math and science

NOTE: These accommodations are voluntary and not mandatory.

### Planning for the Assessment: Participation with Accommodations (ELs)

English Learner (EL) students are treated the same as every other student with the following exceptions:

- Participation in the Algebra I and Biology exams is mandatory.
- Participation in the Literature exam is optional for students in their first year of enrollment in a U.S. school and the scores for these students do not count for accountability, only for participation.

## Administering the Assessment: Preparation

- Concussions and participation
  - Need medical documentation within **two weeks** of the start of the testing window
- Calculator usage
  - As long as the Pennsylvania Calculator Policy is followed, calculators may be used for:
    - Algebra I Keystone Exam
    - Biology Keystone Exam

## Administering the Assessment: Preparation

- Handbook for Assessment Coordinators
  - Training
  - Roles and Responsibilities
  - Test Security
    - Chain of Custody
    - Common Violations
    - Potential Consequences for Violations
    - Cautions

## Administering the Assessment: Training

- District Assessment Coordinator – PDE and all PSTATs
- School Assessment Coordinator – PSTATs for SACs and TAs
- Test Administrator/Proctor – PSTAT for TAs
  - Pennsylvania State Test Administration Training
    - [www.pstattraining.net](http://www.pstattraining.net)
    - Technical Support - Contact DRC at 844-734-1422 or [pstat@datarecognitioncorp.com](mailto:pstat@datarecognitioncorp.com)
- Other (General)
- Test Security Certification Documents (Appendices, [Handbook for Assessment Coordinators](#))

### Administering the Assessment: Roles and Responsibilities of the District Assessment Coordinator (DAC)

- Attend required PDE training
- Complete the PSTAT for DACs, SACs and TAs
- Update [\*DRC INSIGHT Portal\*](#) accounts for district/school
- Review Directions for Administration manuals, Handbook for Assessment Coordinators, Online User Guides (if testing online), and Handbook for Secure Test Administration
- Review district procedures for home-schooled students
- Review district policy for handling cyber charter school requests to test students

## Administering the Assessment: Roles and Responsibilities of the DAC

- Train School Assessment Coordinators (SACs)
  - Sign-in sheet
  - Agenda
- Receive and inventory tests
- Distribute tests to SACs (ship to district)
- Collect, inventory, package, and return tests to DRC (ship to district)
- Sign Test Security Certification
  
- Important: Report any suspected testing violations to PDE as soon as they occur: [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov)

## Administering the Assessment: Roles and Responsibilities of the School Assessment Coordinator (SAC)

Fill in the bubbles on the back of the Answer Booklet with the initials of the Test Administrator (TA), or have your representative or the TAs fill in the bubbles.

- Attend mandatory training(s)
- Complete the PSTAT for SACs and TAs
- Review all DFAs, the HAC, and Handbook for Secure Test Administration
- If testing online, review Online User Guides and update [DRC](#) [INSIGHT Portal](#) accounts for test administrators
- Train test administrators and proctors



### Administering the Assessment: Roles and Responsibilities of the SAC

- Create testing schedule, including:
  - Schedule small group settings/extended time location
  - Assign trained staff to supervise breaks for students and TAs and movement to other setting(s)
  - Be prepared for parental requests to view the test – this must be done in person
- Create test sessions in [DRC INSIGHT Portal](#) (online)

### Administering the Assessment: Roles and Responsibilities of the SAC

- Make sure no prohibited materials are on the walls
- Receive tests from DAC or DRC (ship to school)
- Inventory test booklets, answer booklets and ancillary materials and order additional materials if needed
- Apply pre-code labels to test booklets
- **Do not open test booklets while doing this!**
- Distribute tests to test administrators on the day and time scheduled for test administration

### Administering the Assessment: Roles and Responsibilities of the SAC

- Monitor testing sessions
- Collect tests from test administrators
- Make sure tests are stored in a locked area with controlled and limited access
- Return all tests to DAC or DRC
- Sign Test Security Certification Statement

### Administering the Assessment: Roles and Responsibilities of the SAC

- **Note:** TAs must be an employee of the school/district staff, including substitutes. No volunteers. Student teachers may be present in the testing room but may not be test administrators or proctors unless they are employed by the district while completing student teaching.
- **Important:** Report any suspected testing violations immediately to the DAC

### Administering the Assessment: Roles and Responsibilities of the Test Administrator (TA)

- Attend training led by the school assessment coordinator
- Complete the Pennsylvania State Test Administrator Training (PSTAT)
- Review applicable Directions for Administration, Online User Guides (if testing online), and Handbook for Secure Test Administration
- Be familiar with and follow all testing protocols stated in test security documents



## Administering the Assessment: Roles and Responsibilities of the TA

- Make sure students understand the Code of Conduct for Test Takers
- Create a seating chart
- Ensure students are familiar with testing procedures
- Collect electronic devices including smart watches
- Answer any questions students may have about test directions and procedures
- Actively monitor the test session
- Maintain a calm, quiet environment during testing



### Administering the Assessment: Roles and Responsibilities of the TA

- Collect test materials as soon as a student indicates he or she is finished
- Collect and return test books to the SAC when testing is complete
- Sign the Test Security Certification Statement

**Important:** Report any suspected testing violations immediately to the SAC or DAC

### Administering the Assessment: Test Security

#### *PA SecureID* Distribution List

- School assessment coordinators must generate a list(s) of students *by PAsecureID* to show all students taking the Keystone Exams
- The list must include for each student the test administrator's name, school, year, and subject being administered
- **Student names should not be included on this list**
- All lists must be retained at the district/school for at least three years and be available when requested by PDE



### Administering the Assessment: Test Security

- The assessments rely on the measurement of individual achievement. Any deviation from assessment procedures is strictly prohibited and will be considered a violation of test security.
- School personnel who are involved in the assessment program must maintain the security of all assessment materials at all times.
- Test administrators should not have assessment materials in their possession at any time other than during the actual assessment administration.

### Administering the Assessment: Test Security

#### Test Security Certifications

- The Test Security Certifications must be signed **after** the assessments are administered. They are provided in Appendices of Handbook for Assessment Coordinators.
- All individuals handling secure materials must sign a Test Security Certification Statement, including but not limited to the DAC, SAC, all TAs and proctors.
- The chief school administrator must retain all certification statements for at least three years
- Do not return these forms to DRC or to PDE

### Administering the Assessment: Test Security

#### Test Security Certifications

- If an individual does not sign the appropriate Test Security Certification Statement, the chief school administrator must provide PDE's Bureau of Curriculum, Assessment and Instruction with a written explanation of the reason or reasons why the certification was not executed.
- The explanation must provide a description of the action taken by the chief school administrator in response to the failure to sign the statement.

### Administering the Assessment: Chain of Custody

- Tests must be secured and accounted for at all times
- DACs must inventory the tests as soon as they arrive in the district and keep them in a locked storage area that has limited access
- SACs must inventory the tests as soon as they arrive in the school and keep them in a locked storage area that has limited access
- Test administrators must not receive any test booklets until the test is to be administered
- A sign-out/sign-in sheet for test distribution and collection must be used and maintained (for 3 years) by the SAC

### Administering the Assessment: Chain of Custody

- Tests must be collected by the SAC as soon as a testing session is completed
- Tests must be stored in a locked storage area
- Only people who require access to the tests should have a key to the storage area
- Samples of the test booklets are **NOT** to be furnished to test administrators as part of the training

**Note:** PDE recommends that tests be counted by the school assessment coordinator and/or designee(s) in the presence of the test administrator during distribution and collection of test materials.

## Administering the Assessment: Testing Violations

The following are examples of testing violations:

- Misuse of accommodations (e.g., reading the math test to the entire class; reading aloud the reading test)
- “Under” proctoring (e.g., inadequately monitoring the testing session)
- “Over” proctoring (e.g., reminding a student without the appropriate accommodation to answer a specific question)
- Changing answers or encouraging students to change their answers
- Returning test materials to students to complete or enhance answers
- Viewing secure test material

### Administering the Assessment: Testing Violations

- Discussing the test or test questions with students
- Reading aloud a math question or answer choice when doing so cues the correct answer
- Not removing or covering instructional materials visible to test takers
- Allowing students to possess cell phones during testing
- Giving content reminders to students (e.g., “Remember, we covered this last week.”)
- Allowing students to have devices in the testing room that take pictures
- Copying or recording any part of the secure test materials

### Administering the Assessment: Potential Consequences of Violations for Educators

- Consequences to be determined by LEA
  - Verbal reprimand
  - Written reprimand
  - Suspension with or without pay
  - Termination
- Revocation of certification
- Criminal charges

All personnel should be made aware of potential consequences prior to testing.

**All test security violations must be reported to PDE immediately: [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov)**





### Administering the Assessment: Potential Consequences of Violations for Students

- Place a “Do Not Score” label on the student’s answer booklet; the student must retake the exam during the make-up days within the same testing window in order to receive a score
- Other consequences for students violating test security are up to the individual LEA
- Students should be made aware of all consequences prior to testing

**All test security violations by students must be reported to PDE immediately: [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov)**

## Administering the Assessment: Reminders

- Do actively proctor the test but do not over proctor
- Do encourage the class to check their answers but do not encourage specific students to check their answers
- Do report all prohibited actions
- Do ensure students sitting next to each other have different test form numbers
- Do cover all materials on the walls that relate to tested content
- Do not review student test or answer booklets (except as stated in the Directions for Administration and the Accommodations Guidelines)
- Do not provide answers to students

### Administering the Assessment: Reminders

- Do not assist, direct, or counsel students during the administration of the test in any way that would influence student answers
- Do not alter, influence, or interfere with a test response in any way, fill in any unanswered item, or instruct a student to do so
- Do not discuss or provide feedback regarding test items
- Do not direct students to use the answer sheet as scratch paper or as a method to eliminate incorrect answer options (e.g. crossing out answers believed to be incorrect)
- Do not allow students to do work in tested subjects when they finish

# ▶ Keystone Exams Administration Training

## Agenda

- Monitoring

## Monitoring

- Types
  - On-Site Monitoring during 2022-2023
  - Data forensics

## Monitoring: Data Forensics

### Examples of data available to PDE

- Student erasures on paper assessments
- How long it takes a student to answer an item when taking an online assessment
- When answers are changed and how often they are changed during an online assessment
- Statistical analyses of student scores and performance

## Monitoring: Documentation

- Documents (not an exhaustive list)
  - Training agendas and sign-in sheets
  - Master test schedule, including small group rosters
  - Make-up test schedule
  - *PA SecureID* distribution list
  - Sign-out/sign-in sheets for test distribution
  - Test Security Certification Statements from previous year
  - Written school/district specific procedures for parents to view the test
  - Parental opt-out request letters

# ▶ Keystone Exams Administration Training

## Agenda

- Contact Information



# Keystone Exams Administration Training

## Contact Information

To report suspected violations, contact PDE at [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov) Use the subject line for details about the incident.

### Additional Test Security Contact Information

Jay Gift: [rgift@pa.gov](mailto:rgift@pa.gov)

### Biology/On-Site Monitoring & General Questions:

Craig Weller: [crweller@pa.gov](mailto:crweller@pa.gov)

### Algebra I Questions:

Dr. Megan Clementi: [mclementi@pa.gov](mailto:mclementi@pa.gov)

### PASA/Accommodations Questions:

Lisa Hampe: [lihampe@pa.gov](mailto:lihampe@pa.gov)

For more information on the Keystone Exams Administration please visit PDE's website at [www.education.pa.gov](http://www.education.pa.gov)

*The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high-quality education.*