



PSSA Assessment Coordinator Training

Spring 2021 Administration

Accountability

Any questions concerning School Performance Profile (SPP) reporting should be directed to the Pennsylvania Department of Education's (PDE) Division of Performance Analysis and Reporting.

Email your questions to ra-PAProfile@pa.gov

Agenda

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

Policy

- Federal accountability requirements: The ESSA framework maintains annual, statewide assessments in reading and math in grades 3 through 8 and once in high school, as well as science tests given 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

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)*
- *Scoring Guidelines*
- *Accommodations Guidelines (including ELs)*
- *PDE Guidance Document for Online Testing*
- *Calendars*
- *Online Calculator Manual
& 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: Participation

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

Planning for the Assessment: Participation with Accommodations

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

Pennsylvania Alternate System of Assessment (PASA)

- Eligibility

Contact: Lisa Hampe -- lihampe@pa.gov

Planning for the Assessment: Participation with Accommodations (ELs)

- Participation in the ELA or 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 for math and science only
- Qualified interpreters/sight translators for math and science only (except for the writing prompts of the ELA PSSA writing section)
- Spanish/English versions for math and science

NOTE: All of these accommodations are voluntary and not mandatory.

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:
 - Mathematics PSSA – Grades 4 - 8
(Calculator Sections Only)
 - Science PSSA – Grade 4 & 8

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 – DAC and PSTATs for SACs and TAs
- Test Administrator/Proctor – SAC and PSTAT for TAs
 - Pennsylvania State Test Administration Training
 - Go to www.pstattraining.net
 - Technical Support - Contact DRC at 844-734-1422 or 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
 - Sign-in sheet
 - Agenda
- Receive and inventory tests
- Distribute tests to school assessment coordinator(s) (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

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 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 *DFA's*, 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 (*Must be done with a paper booklet)
- 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
- Inventory tests for school and order additional materials if needed
- Put labels on 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 a member of the school/district staff (includes substitutes). No volunteers. Student teachers may be present in the testing room but may not be test administrators or proctors.
- **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
- 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

Administering the Assessment: Test Security

PAsecureID 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 must be used and maintained (for 3 years) by the SAC for test distribution and collection

Administering the Assessment: Chain of Custody

- Tests must be collected by the school assessment coordinator 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.

Administering the Assessment: Potential Consequences of Violations for Students

- “Do Not Score” label will be placed on the student’s answer booklet and the student must retake the exam during 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 except cell phone violations where the security of the test was not compromised.

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 read the Code of Conduct for Test Takers to the students at least one day prior to testing
- 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

Monitoring

- Types
 - Remote Monitoring during 2020-2021
 - Data forensics

Monitoring: Data Forensics

Examples of data available to PDE

- Student erasures
- How long it takes a student to answer an item when taking the test on a computer
- When answers are changed and how often they are changed on a computer
- 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 sheet 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

PSSA Administration Training

Contact Information

To report suspected violations, contact PDE at ra-ed-PSSA-Keystone@pa.gov Use the subject line for details about the incident. Alternative but less preferred method: Call 844-418-1651

Additional Test Security Contact Information

Jay Gift: 717.783.1144 or rgift@pa.gov

Accommodations Questions:

dsimaska@pa.gov

Monitoring & General Questions:

crweller@pa.gov

For more information on the Keystone Exams Administration please visit PDE's website at 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.