



PSSA and Keystone District Assessment Coordinator Training

Spring 2023 Administration

PSSA and Keystone Exams Administration Training

Agenda

- Acronyms
- Administration dates
- Accountability
- Policy
- Graduation Requirements
- Planning for the Assessment
- Participation in the Assessment
- Administering the Assessment
- Monitoring
- Contact Information

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Agenda – Acronyms

Common – Acronyms

DAC – District Assessment Coordinator

SAC – School Assessment Coordinator

TA – Test Administrator

HAC – Handbook for Assessment Coordinators

DFA – Directions for Administration

PSSA – PA System of School Assessment

KE – Keystone Exams

PASA – Pennsylvania Alternate System of Assessment

DRC – Data Recognition Corporation

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Agenda – Administration Dates

PSSA Subjects and State Administration Windows Online Administration

- Grades 3 – 8 English Language Arts (ELA)
 - April 24 – 28
- Grades 3 – 8 Mathematics
 - May 1 – 5, 8 – 12 early reporting deadline May 12
- Grades 4 and 8 Science
 - May 1 – 5, 8 – 12 early reporting deadline May 12
- Make up exams
 - May 1 – 5, 8 – 12 early reporting deadline May 12

PSSA Subjects and State Administration Windows Paper/Pencil Administration

- Grades 3 – 8 English Language Arts (ELA)
 - April 24 – 28
- Grades 3 – 8 Mathematics
 - May 1 – 5 early reporting
 - May 8 – 12 regular reporting
- Grades 4 and 8 Science
 - May 1 – 5 early reporting
 - May 8 – 12 regular reporting
- Make up exams
 - May 1 – 5, 8 – 12

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PSSA Materials Pick Up Paper/Pencil Administration

- Early Reporting deadline – May 5
- Regular Reporting deadline – May 17

Keystone Exams Content Areas and State Administration Window

- Algebra I
- Biology
- Literature
- May 15 – 26

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Keystone Exams Materials Pick Up Paper/Pencil Administration

- June 1 deadline for all reporting

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Agenda – Accountability

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[Accountability](#)

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

RA-EDFUTUREREADYPA@pa.gov

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

Questions regarding PIMS:

RA-DDQDataCollection@pa.gov

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Accountability

All questions regarding the School Performance Profile should be sent via email to 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.”

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Agenda – Policy

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Policy – 1

- 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



Policy – 2

- 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. 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.
 - Students who attempted the Keystone Exams previously and did score proficient or above are permitted to retake the exam for a potentially higher score.

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Agenda – Graduation Requirements

Graduation Requirements

- Students must satisfy state and local graduation requirements
- State Graduation Requirements
 - Complete one of five Pathways to Graduation
 - [Act 158: Pathways to Graduation Toolkit](#)
- Local Graduation Requirements
 - Set by LEA
- All questions regarding Act 158 should be sent via email to: RA-EDGRADREQUIREMENT@PA.GOV

Graduation Requirement: 3-Score Composite

- A 3-Score Composite is calculated for any students who has received a best score for all three Keystone Exams (Algebra I, Biology, Literature), regardless of the performance levels achieved in each subject
- The 3-Score Composite is 4452, with at least one Proficient score and no Below Basic score

Graduation Requirements: 2-Score Composite

- 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.
- The 2-score composite is 2939 or greater, with at least one Proficient score and no Below Basic score

Graduation Requirement: Composite Scores

- 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.
- DRC will generate a graduation status file on March 24, 2023 and will post the file under the Winter KE Report Delivery application on the Insight Portal.

Agenda – Planning for the Assessment

Planning for the Assessment: Resources

- Handbook for Assessment Coordinators (HAC)
- Directions for Administration (DFA)
- Handbook for Secure Test Administration (PSSA and KE)
- PSSA and KE test definitions
- Scoring Guidelines
- Accommodations Guidelines
- Read-Aloud and Scribing Guidelines
- PDE Guidance Document for Online Testing
- Calendars
- Calculator Policy

Planning for the Assessment: HAC

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

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 one answer choice for multiple choice questions
- Students are alerted to unanswered questions when they attempt to finish the test session
- Reduced handling of secure materials
- Greater test security
- Desmos calculator provided
- Automatic inclusion in PSSA early reporting

Planning for the Assessment: Desmos

Desmos Calculators

- PDE transitioned to Desmos calculators within the INSIGHT online testing system in August, 2022.
- The Desmos calculators are now used for
 - Classroom Diagnostic Tools (CDTs)
 - Online Tools Training
 - PSSA online Mathematics and Science assessments
 - Keystone online Algebra I and Biology exams
- [PA Desmos Testing Calculator](#)

Planning for the Assessment: Calculators

- Calculator usage
 - Must comply with PDE Calculator Policy
 - Calculator usage not permitted for
 - All questions in Grade 3 Mathematics
 - Non calculator questions in Grades 4 – 8 Mathematics
 - Calculator usage permitted for
 - Calculator questions in Grades 4 – 8 Mathematics
 - Grades 4 and 8 Science
 - KE Algebra I and Biology

Planning for the Assessment: Student Participation

- HAC outlines procedures for
 - Accommodations
 - ELs
 - Non-Assessed students, including religious opt-out
 - Miscellaneous
 - Withdrawal
 - Suspended/Expelled
 - Home schooled

Planning for the Assessment: Participation for Students with Accommodations

- Unique Accommodations
- Read Aloud and Scribing
- English Learners
- Recent medical emergencies
- PASA

Planning for the Assessment: Participation for Students with Accommodations

- [Accommodations Guidelines](#)
- Complete the [Unique Accommodation Assurance Form](#) and maintain a copy for Monitoring
- Also complete [Survey Monkey Link](#)

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Planning for the Assessment:

Participation for Students with Accommodations

- Read Aloud and Scribing Guidelines

Planning for the Assessment: Participation with Accommodations (ELs)

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

- Participation in the PSSA ELA or Keystone Literature exam is optional for EL students in their first year of enrollment in a U.S. school
- Scores for these students do not count for accountability, only for participation.

Planning for the Assessment: Participation with Accommodations (ELs)

- For PSSA mathematics and science, KE Algebra I and Biology:
 - Participation is mandatory
 - Word-to-word translation dictionaries without definitions and without pictures can be used
 - Qualified interpreters/sight translators can be used
 - Spanish/English versions of the assessments are available

NOTE: These accommodations are voluntary and not mandatory.

Planning for the Assessment: Recent Medical Emergencies

- Refer to the HAC for guidance regarding recent medical emergencies and non-assessed students
 - Need medical documentation within **two weeks** of the start of the testing window
 - Maintain copies of medical documentation at the local level

PSSA and Keystone Exams Administration Training

Pennsylvania Alternate System of Assessment (PASA)

- Maximum 1 percent of enrolled students in grades 3 – 8 are eligible
- 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

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Agenda – Administering the Assessment

Administering the Assessment: Preparation

- HAC outlines procedures for
 - Required trainings
 - Roles and Responsibilities of DAC, SAC, TAs
 - Test Security
 - Chain of Custody
 - Common Violations
 - Potential Consequences for Violations
 - Cautions

Administering the Assessment: Trainings

- DAC trains all SACs annually
- SAC trains all TAs, Proctors, TSSs, PCAs, student teachers and staff with access to secure materials: secretarial, custodial
 - Spring for PSSA
 - Prior to each administration window for Keystone
- Maintain copies of sign in sheets and agendas

Training Sessions: PSTAT

- Pennsylvania State Test Administration Testing (PSTAT)
 - www.pstattraining.net
 - Technical support: DRC 844-734-1422 or pstat@datarecognitioncorp.com
- District Assessment Coordinator
 - PDE PowerPoints
 - DAC PSTAT
 - SAC PSTAT
 - TA PSTAT
- School Assessment Coordinator
 - Training session from DAC
 - SAC PSTAT
 - TA PSTAT
- Test Administrators/Proctors
 - Training session from SAC
 - TA PSTAT

Administering the Assessment: Roles and Responsibilities of the DAC

- Review required PDE PowerPoints
- Complete the PSTAT for DACs, SACs and TAs
- Provide training sessions to all SACs
 - Sign-in sheet – provide signed copies to SACs
 - Agenda – provide copies to SACs
- Sign DAC Test Security Certificate – provide copies to SACs

Administering the Assessment: Roles and Responsibilities of the DAC

- Receive and inventory secure materials
- Distribute secure materials to SACs (ship to district)
- Collect, inventory, package, and return tests to DRC (ship to district)
- Important: Report all suspected testing violations to PDE as soon as they occur: ra-edirregularities@pa.gov

Administering the Assessment: Roles and Responsibilities of the DAC

- Update [DRC INSIGHT Portal](#) accounts for district/school
- Review all DFAs, HAC, 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

Test Security Certifications

- DAC
- SAC
- Building Principal
- All TAs and Proctors
- General Test Security Certificate signed by any individual (custodian, secretary, etc.) who handles or has access, including keys, to secure materials
- Ensure all copies are signed post administration; maintain copies for 3 years
- Copies located in Appendix of HAC

Administering the Assessment: Roles and Responsibilities of the SAC

- Attend mandatory training(s) by DAC
- Complete the PSTAT for SACs and TAs
- Review all DFAs, HAC, Handbook for Secure Test Administration
- Train TAs, proctors, TSSs, PCAs, student teachers, anyone with access to secure materials, including keys
- Bubble TA initials on answer booklet or assign TAs to do so
- Create test sessions online and assign TAs in portal
- If testing online, review Online User Guides and update [DRC](#) [INSIGHT Portal](#) accounts for test administrators

Administering the Assessment: Roles and Responsibilities of the SAC

- Create testing schedule, including:
 - Small group settings
 - Extended time location(s) and procedures
 - Trained staff to supervise restroom breaks
 - Procedures 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

- Ensure no prohibited materials are displayed in classrooms or hallways
- Receive booklets/tickets from DAC or DRC
- Inventory booklets/tickets and ancillary materials
- 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

Administering the Assessment: Roles and Responsibilities of the SAC

- Monitor testing sessions
- Collect booklets/tickets from test administrators
- Ensure secure materials are stored in a locked area with controlled and limited access
- Return all tests to DAC or DRC
- Return test tickets to DAC for shredding
- 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, not volunteers. Substitutes may be contracted employees. 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. If you believe the DAC is involved in the test security violation, report the incident to PDE immediately ra-edirregularities@pa.gov

Administering the Assessment: Roles and Responsibilities of the SAC

PAsecureID Distribution List

- Generate a list(s) of students *by PAsecureID* to show all students taking the PSSA and KE
- The list must include for each student the test administrator's name, school, year, and subject being administered
- Consult HAC for example document
- Student names should **not** be included on this list for PDE. A second list with student names may be created for TAs and proctors
- Maintain copies for at least three years

Administering the Assessment: Roles and Responsibilities of TAs

- Attend training led by the SAC
- Complete the PSTAT – provide copy of quiz results to SAC
- Review applicable DFAs, Handbook for Secure Test Administration and Online User Guides (if testing online)
- Be familiar with and follow all testing protocols

Administering the Assessment: Roles and Responsibilities of TAs

- Create a seating chart, provide a copy to SAC for monitoring
- Make sure students understand the Code of Conduct for Test Takers
- Ensure students are familiar with testing procedures
- Answer any questions students may have about test directions and procedures

Administering the Assessment: Roles and Responsibilities of TAs

- Collect all electronic devices including smart watches
- Actively monitor the test session
- Maintain a calm, quiet environment during testing
- **Important:** Report any suspected testing violations immediately to the SAC or DAC. If you believe the SAC or DAC is involved in the test security violation, report the incident to PDE immediately ra-edirregularities@pa.gov

Administering the Assessment: Roles and Responsibilities of TAs

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

Administering the Assessment: Test Security

- The assessments rely on the measurement of individual achievement. Any deviation from standardized 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 found in Appendices of the HAC.
- All individuals handling secure materials must sign a Test Security Certification Statement, including the DAC, SAC, building principal, all TAs and proctors, all secretarial and custodial staff with access to secure materials, including keys
- The chief school administrator or designee retains 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(s) why the certification was not executed at ra-edirregularities@pa.gov
- The explanation must provide a description of the actions taken by the chief school administrator in response to the failure to sign the statement.

Administering the Assessment: Chain of Custody

- Test booklets/tickets 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
- Only people who require access to the tests should have access and a key to the storage area

Administering the Assessment: Chain of Custody

- Test administrators must not receive any test booklets/tickets 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
- Test booklets/tickets must be returned to the SAC as soon as a testing session is completed

Administering the Assessment: Chain of Custody

- Samples of the test booklets are **NOT** to be furnished to test administrators as part of the training
- PDE recommends that test booklets/tickets be counted by the SAC in the presence of the TA during distribution and collection of test materials as part of the sign out/sign in process.

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 to answer a specific question, providing an answer to a student)
- Changing answers or encouraging students to change answers
- Returning test materials to students to complete or enhance answers
- Viewing secure test material

Administering the Assessment: Testing Violations

- Discussing the test questions with students at any time
- Reading aloud a math or science question or answer choice in such a way that cues the correct answer
- Not removing or covering instructional materials visible to test takers in classrooms or hallways
- Allowing students to possess any electronic device during testing
- Giving content reminders to students (e.g., “Remember, we covered this last week.”)
- 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



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
- Contact DRC for a new test session if online
- Other consequences for student violations of test security are decided by 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

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 students' 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 but not have departed from the administration room

▶ PSSA and 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

Monitoring: Documentation

- Documents needed (not an exhaustive list)
 - Training agendas and sign-in sheets
 - DAC training of SACs
 - SAC training of TAs
 - Master test schedule
 - Locations with TAs and proctors
 - Rosters for each testing location
 - Seating charts for each test location
 - Make-up test schedule

Monitoring: Documentation

- Documents needed (not an exhaustive list)
 - *PA SecureID* distribution list
 - Sign-out/sign-in sheets for test booklets/tickets
 - PSTAT Certificates – past 3 years
 - Test Security Certification Statements – past 3 years
 - Written school/district specific procedures for parents to view the test
 - Confidentiality statements signed by parents
 - Parental opt-out request letters
 - Confidentiality statements signed by interpreters, etc.

Monitoring: Documentation

- Documents needed (not an exhaustive list)
 - Written school/district specific procedures for breaks and disruptions to testing
 - Master list of those with access to secure materials
 - Evidence of Career Readiness portfolios

Agenda – Contact Information

PSSA and Keystone Exams Administration Training

Contact Information:

PSSA Mathematics, Keystone Algebra I Exam Questions:

Dr. Megan Clementi: mclementi@pa.gov

PSSA ELA, Keystone Literature Exam, Accommodations Questions:

Dr. Beth Gannon: egannonrit@pa.gov or ra-eduniqueaccom@pa.gov

PSSA Science, Keystone Biology Exam, On-Site Monitoring Questions:

Craig Weller: crweller@pa.gov

PASA, Accommodations Questions:

Lisa Hampe: lihampe@pa.gov or ra-eduniqueaccom@pa.gov

To report suspected violations, contact PDE at ra-edirregularities@pa.gov Use the subject line for details about the incident.

Test Security Questions:

Jay Gift: rgift@pa.gov

For more information on the PSSA or 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.