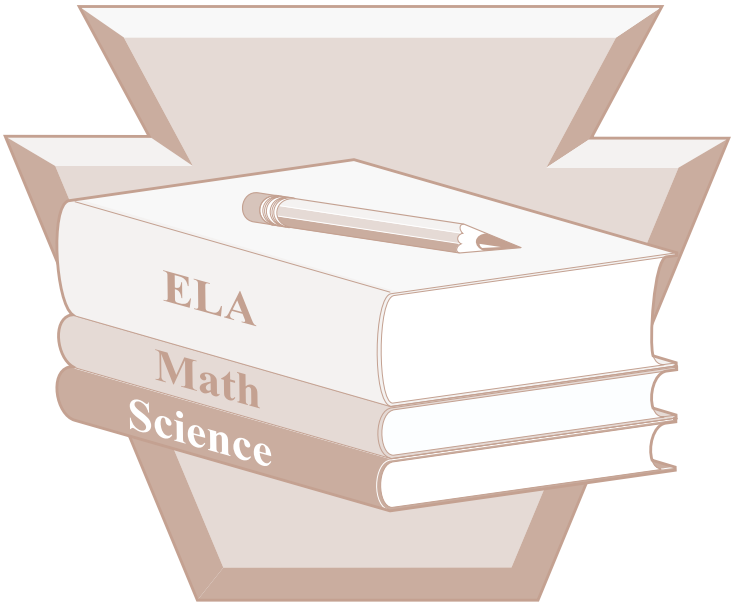
pennsylvania
DEPARTMENT OF EDUCATION



Grade 3 English Language Arts

Pennsylvania System of School Assessment

Directions for Online Administration

Spring 2020

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This manual is to be used for the administration of the **Online PSSA English Language Arts Assessment for students enrolled in Grade 3.** This 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 assessment may differ from other assessments the TA has given; therefore, **TAs are to become thoroughly familiar with this manual and the procedures for administering the assessment *before* the testing window, April 20 through 24, 2020.**

A. Contact Information Concerning Questions

Topic or Subject	Contact Person / Telephone	Email Address
Opting Out of Testing	Brian Truesdale – 717-214-5433	btruesdale@pa.gov
Testing Irregularities and General Testing Questions	Jay Gift – 717-783-1144	rgift@pa.gov
ELA, Testing Accommodations (IEP and 504, Regular Education)	Diane Simaska – 717-346-8064	dsimaska@pa.gov
ELA, Keystone Exam Literature, EL Accommodations, General Testing Questions	Rebekah Baum-Leaman – 717-783-6538	rbaumleama@pa.gov
Math, Keystone Exam Algebra I and General Testing Questions	Charlie Wayne – 717-783-0358	cwayne@pa.gov
Science, Keystone Exam Biology, Notify Changes in Testing Dates and/or Times, Testing Window Exceptions, Bodily Fluids on Test Materials, and Cell Phone Issues not Related to Test Security	Craig Weller – 717-525-5825	crweller@pa.gov
DRC PA Customer Service	800-451-7849	PACustomerService@ DataRecognitionCorp.com
Test Security/Irregularities – Please use the email for a more rapid and efficient response	844-418-1651	ra-ed-PSSA-Keystone@pa.gov
Division of Assessment and Accountability	717-787-4234	

If a test security violation is suspected, contact the School Assessment Coordinator (SAC) immediately. If you believe the SAC may have involvement in the violation, immediately contact Pennsylvania Department of Education (PDE) directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you utilize only the email account or telephone number provided here. If you need assistance with items other than security/irregularities, please contact the correct individual listed in the table above.

B. Maintain Assessment Security

The PSSAs are a measure of individual student achievement conducted by the Pennsylvania Department of Education (PDE). Any deviation from the assessment procedures outlined in this manual (including, but not limited to, group work, teacher coaching, teaching or releasing of the performance tasks or assessment questions, using old non-released Pennsylvania assessment items as preparation tools, etc.) is strictly prohibited and is considered a violation of assessment security. (This prohibition does not include the use of the PSSA Item and Scoring Samplers available on PDE's website.) Those individuals who divulge assessment 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 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.

In order to ensure the validity and security of the PSSA, all TAs and Proctors should read and understand the *Handbook for Secure Test Administration*. The *Handbook for Secure Test Administration* is Appendix A of this manual; this document can also be found in the *Handbook for Assessment Coordinators* posted on the PDE website:

> *www.education.pa.gov* [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Administration Materials' on the right side of the screen.]

Students may not discuss, disseminate, or otherwise reveal the assessment content to others. This includes talking with others about questions on the test during or after the test. Students will be subject to discipline based on the Local Education Agency's (LEA) policy and procedures. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.

1. Test Security

a. TAs must complete the online Pennsylvania State Test Administration Training (PSTAT), found at www.pstattraining.net, once every school year for which they are a TA or proctor. The PSTAT must be completed prior to working on any PSSA tasks.

b. District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), TAs, Principals, students, and all other individuals who are involved in this assessment program must maintain the security of all assessment materials. Together, they share the responsibility for ensuring that all assessment materials and student responses are handled securely and confidentially. These include, but are not limited to, the following:

- **i.** Except where allowed by a specific written accommodation, only students being tested are allowed to view the content of the assessment materials.
- **ii.** No secure materials may be copied, photographed, or recorded in any manner.
- **iii.** Student responses must not be reviewed by anyone other than the student.
- **iv.** Students may not review responses at any time other than during the administration of a test.

c. All TAs, Proctors, and any other individuals who handle secure assessment materials must sign a *PSSA Test Security Certification* **after** the administration of the assessments.

2. Reporting Irregularities

If a test security violation is suspected, contact the SAC immediately. If you believe the SAC may have involvement in the violation, immediately contact PDE directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you utilize only the email account or telephone number provided here.

3. Recording Excessive Logins

Data Recognition Corporation (the test contractor) prepares a report for PDE on excessive logins by the same student to an online assessment. Maintain a record of system failures, such as the loss of Internet access, in the event there are questions regarding excessive logins.

4. Storing Secure Materials

All Test Tickets for online assessments are considered secure materials and must be kept in a preselected, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas. TAs must not be given access to secure test materials before the administration day. Instead, TAs should only be given access to secure test materials immediately preceding test administration. **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.

a. The *Directions for Online Administration* are not considered secure test materials and should be provided to TAs prior to the assessment for review.

b. Each student taking the PSSA 2020 Online English Language Arts Assessment will receive **a Test Ticket**.

c. Scratch paper and any other paper on which students have written is considered secure and must be collected at the end of each testing session to be destroyed by the SAC or his/her designee.

All secure testing materials must be inventoried, counted, and returned immediately to the SAC or his/her designee after testing is completed. Individual restroom breaks during testing are permitted but require monitoring. Materials must be kept secure after each testing session and prior to shipping to Data Recognition Corporation (DRC).

A. Summary of the Test Administrators' Responsibilities

1. Complete the Pennsylvania State Test Administration Training (PSTAT) online module, prior to working as a TA/Proctor, one time per school year (this satisfies both the PSSA and Keystone Exam requirement for the school year).
2. Become familiar with the assessment administration procedures provided in this manual, the *Directions for Online Administration*.
3. Receive student assessment materials from the SAC immediately prior to the testing session on the day which you are scheduled to be a TA (or Proctor) for the PSSA Grade 3 English Language Arts Assessment.
4. Distribute Test Tickets to the students at the time of the assessment.
5. Have the students verify that the information on their Test Tickets is correct.
6. Immediately notify the SAC of any incorrect Test Ticket information identified by the students.
7. Read the directions for administration to students at the start and end of each section of the PSSA assessment that he or she is administering.
8. Actively monitor the assessment environment during the scheduled testing time. Actively monitoring is monitoring the administration of the assessment and nothing else.
9. Collect, account for (including counting the number received and returned), and return all student assessment materials to the SAC or his/her designee at the end of each assessment session.
10. Return the reference sheet, all scratch paper, and any other paper on which students have written to the SAC or his/her designee at the end of each assessment session.
11. Review, understand, and return the signed and dated *PSSA Test Security Certification (Test Administrator and Proctor)* to the SAC at the end of the final PSSA administration for which he or she is a TA or Proctor.

B. Follow the Assessment Schedule Set by the School Assessment Coordinator

The 2020 Online English Language Arts Assessment must be administered within the PDE-designated testing window on the dates assigned by the LEA. The assessment consists of **three sections**. Each **must be administered in the sequence in which it appears** on the screen. Each section must be scheduled as a separate assessment session. The SAC must discuss the schedule with TAs at least one week prior to the assessment dates. Please note that some sections may require more time than others. See Part II: General Organization of the Assessment for more information on administration and testing times.

C. Considerations for Test Administration

The procedures listed below must be followed prior to the online administration of the Spring 2020 English Language Arts Assessment. This assessment includes procedures that students may not have encountered before.

1. The SAC will receive a *PSSA Handbook for Assessment Coordinators* that provides additional, detailed information about the assessment. This document is also posted on these portals:
   - **a.** *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']
   - **b.** *www.education.pa.gov* [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Administration Materials' on the right side of the screen.]
2. The entire Grade 3 English Language Arts *Directions for Online Administration* (this manual) must be read in advance in order to become familiar with the procedures for administering the online assessment. Prior to the assessment administration, the TA must do the following:
   - **a.** Become familiar with the assessment schedule and the procedures for allowing extended testing time.
   - **b.** Follow the directions of the SAC and the directions in this manual for maintaining test security.
   - **c.** Plan sufficient time for distribution and collection of materials.
   - **d.** Arrange student seating to prevent student interaction during the assessment sessions.
   - **e.** Post a "**Testing—Do Not Disturb**" sign on the door(s) to the classroom to indicate that an assessment session is taking place.
   - **f.** **Optional:** Prepare copies of the *Keyboard Shortcuts for System* (see Appendix D) for those students that may want them. If this is offered to one student, it must be offered to all students.
3. 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 manual for more information.
4. Review the Test Directions that students will have access to during the test administration. See Appendix E for more information.
5. Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix F for more information.
6. Prior to the first scheduled testing sessions, confirm that the DRC INSIGHT Online Assessment software is installed on computers, iPads, and Chromebooks to be used for testing. Confirm that the text-to-speech software is installed on computers, iPads, and Chromebooks to be used by students who need the read-aloud accommodation. Contact the SAC for more information.
7. Prior to the assessment, be aware of approved test accommodations that are outlined in the current PSSA and Keystone *Accommodations Guidelines* and in the current *Accommodations Guidelines for English Learners* (ELs) (e.g., "Test Administrator transcribed student responses," "Extended time"). These documents are posted on the following portals:
   - **a.** *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']
   - **b.** *www.education.pa.gov* [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Testing Information' on the right side of the screen.]

   Not all accommodations that are provided on a day-to-day basis in the classroom are approved for use with the PSSA; however, all accommodations in IEPs or 504 Plans must be considered when planning for the administration of the PSSA.

8. Test Tickets are supplied for each student. If any student does not have a Test Ticket, immediately notify the SAC.

9. Review, understand, and return the signed and dated *PSSA Test Security Certification (Test Administrator and Proctor)* to the SAC at the end of the final PSSA administration for which he or she is a TA or Proctor. It is found in Appendix C. Contact your SAC if you need more information.

10. This assessment includes multiple test forms. One of these forms will be assigned to each student.

D. Prepare the Students for the Assessment

1. Inform students in advance of the schedule for the assessment sessions, as communicated by the SAC or his/her designee.

2. Students are not permitted to have cell phones, cameras, smartphones, smartwatches, earbuds, or any other unapproved electronic devices in their possession during the administration of the assessment. Students **must** be informed of this policy in advance and should be encouraged to leave such items at home on administration days. **The TA must collect all such devices prior to distributing assessment materials.**

3. PDE encourages districts and schools to inform students before testing begins of the locally determined ramifications/sanctions for student misconduct during the PSSA assessments. This includes, but is not limited to, discipline associated with sharing and/or reproduction of test content.

4. Each student should know or be provided 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 SAC.

5. Discuss the *Code of Conduct for Test Takers*, which is in Appendix B of this manual, with all students prior to the scheduled assessment time. It is essential that students understand the importance of each point in the *Code of Conduct for Test Takers* before testing begins. Prior to the administration, students must fill in the appropriate bubble indicating that they understand the *Code of Conduct for Test Takers* that their TA (or other school personnel) has reviewed with them. TAs 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.

6. Students may **not** use a dictionary or a thesaurus for any part of this assessment.

7. Only responses entered into the online test will be scored. Students may highlight or make notes or comments using the features available with the PSSA Online Assessment Software. They may also use scratch paper, but they must record their answers online. All scratch paper and any other paper on which students have written must be collected and returned to the SAC at the conclusion of each assessment session.

8. The English Language Arts assessment includes questions that require students to select from four possible answers (multiple-choice questions). The assessment also includes questions that have two parts and require students to select one or more answers in each part (evidence-based selected-response questions). These multiple-choice and evidence-based selected-response questions and answer choices are displayed on the screen. Students will read the questions and record their answers using the Pointer tool or key commands to select answer options.

9. The English Language Arts assessment also includes questions that require students to construct and type their responses (short-answer questions). These questions and corresponding response spaces are displayed on the computer screen. Students will read each question and type their responses in the appropriate response space.

Students are permitted to	Students are NOT permitted to
• use scratch paper. (Students may use it to create their own graphic organizers, etc., during the assessment.) • highlight and make notes or comments using the features available online. • use a computer, iPad, or Chromebook with the INSIGHT software installed to complete the assessment.	• use preprinted graphic organizers. • possess or use unapproved devices, including cell phones, smartphones, smartwatches, earbuds, cameras, any type of computer, or any mobile device with a camera and/or Internet access (e.g., tablets, MP3 players, gaming systems, entertainment devices) at any time during the assessment. • possess or use dictionaries, thesauri, and/or spell- or grammar-checkers at any time during the assessment.

E. Prepare the Classroom for the Assessment

Good organization of assessment materials and well-executed procedures will help the administration of the assessment proceed smoothly.

The assessment room may need to be rearranged for the PSSA administration. Since this assessment 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. Assessment situations created to dishonestly inflate assessment scores are a violation of test security.

Remove or cover with opaque materials all classroom instructional materials or any other materials that could aid students in answering test items.

DO *NOT* DISPLAY:

1. writing terms and/or definitions
2. vocabulary words and/or definitions
3. examples of assessment questions or answers
4. tips on how to write and/or review essays

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 *PSSA Short-Answer Guidelines* may be displayed in the classroom. (The scoring guidelines are available online during testing within the Online Assessment Software.)

Student seating must be arranged to prevent student interaction during the assessment sessions. A quiet, calm atmosphere is conducive to concentration on the assessment. Disturbances must be kept to a minimum during the assessment sessions. Posting a "**Testing—Do Not Disturb**" sign on the door(s) to the classroom indicates that an assessment is in session. Students should not be permitted to sharpen pencils during the assessment sessions. Each student should have at least two sharpened No. 2 pencils with good erasers and some scratch paper. Extra sharpened pencils must be available for students.

F. Required Assessment Materials

The SAC will provide the TA with the appropriate assessment materials on each administration day.

Test Administrator materials:

1. One Grade 3 English Language Arts *Directions for Online Administration* (this manual)
2. "**Testing—Do Not Disturb**" sign(s) to hang on the door(s)
3. Extra sharpened pencils for students to use on their scratch paper
4. A Student Login Roster (includes a Test Ticket for each student taking a PSSA Online Assessment)

Student materials:

1. A computer, iPad, or Chromebook with the testing software installed
2. Scratch paper for each session
3. Sharpened pencils for use on the scratch paper
4. A Student Login Ticket (Test Ticket) for each student

Optional student materials:

1. A copy of the *Keyboard Shortcuts for System* (see Appendix D)

After each assessment session, secure test materials, including scratch paper and any other paper on which students have written, must be returned immediately to the SAC. **All** secure assessment materials must be accounted for and destroyed by the SAC or his/her designee after each assessment session is completed (except for Test Tickets). **Note:** The same Test Ticket is needed for all sessions of the English Language Arts assessment. Test Tickets are secure materials and must be accounted for and destroyed by the SAC or his/her designee after the assessment is complete. The *Directions for Online Administration* (this manual) is not considered secure and does not have to be returned unless required by the SAC or DAC.

G. Computers, Testing Software, and Student Test Tickets

The testing software should have been installed on all computers and testing devices prior to the start of testing. Make certain that all monitoring capabilities have been disabled on all computers being used during testing. TAs may not monitor students' computers and screens via software. Contact the SAC if more information is needed.

Each student taking the assessment requires a Student Login Ticket (Test Ticket). These Test Tickets will be provided immediately prior to the test administration. There are no other necessary preprinted student test materials used with any PSSA Online Assessment. After each administration, immediately return the Test Tickets to the SAC. Note that every Test Ticket has a unique Username and a unique Password. The Username is the student's PAsecureID.

The Test Tickets for a given testing session are part of the Student Login Roster. The roster is printed by the 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 TA will perform prior to testing. These Student Login Tasks are included in Appendix G.

Keyboard shortcuts are available for students to use. These shortcuts are provided in Appendix D and may be copied from this book and reproduced as necessary. If distributed to students, the shortcuts must be collected at the end of the section, similar to scratch paper being collected at the end of each section, and returned to the SAC. Shortcuts on which students have written should be destroyed, similar to the procedure for destroying scratch paper.

H. Test Management Concerns

A number of circumstances outlined in this manual can be resolved by the TA in consultation with the SAC. Those instances include, but are not limited to, the following:

1. Student cheating
2. Test security violation
3. Improper test administration
4. Student illness (during testing)

Issues requiring additional directions and any circumstances not outlined in this manual must be resolved with the SAC and/or DAC and/or PDE. Any test security violation should be reported to the SAC.

I. General Organization of the Assessment

The Grade 3 Online English Language Arts Assessment consists of **three sections**, and each section must be scheduled as a separate assessment session. The SAC must discuss the schedule with the TA at least one week prior to the assessment dates. Enough time must be scheduled for the preparation of the computers and the testing space. The following administration times are estimates and are supplied for scheduling purposes only.

Section	Selected-Response Questions	Constructed-Response Questions	Administrative Tasks Estimated Time Needed (in minutes)	Actual Testing Estimated Time Needed (in minutes)	Total Administration Estimated Time Needed (in minutes)
1	18	1	15–20	**50–60**	65–80
2	16	1	15–20	**45–55**	60–75
3	18	1	15–20	**50–60**	65–80

J. Display Assessment Information

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

Section 1 – ELA	Section 2 – ELA	Section 3 – ELA
Questions 1–19	Questions 20–36	Questions 37–55

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 SAC on the day of testing.

K. Extended Assessment Time

The administration of the PSSA Grade 3 English Language Arts Online Assessment is an untimed assessment. Not all students will finish the assessment sections at the same time. Students should not feel rushed while they are taking the assessment, 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 assessment. Students should select the 'Review/End Test' button and follow the onscreen directions when they have finished the section of the assessment that they have been assigned. TAs must collect assessment materials, including scratch paper and any other paper on which students have written, when students are finished testing.

1. Students who finish early may sit quietly, read for pleasure, or read non-content related materials until all students have finished. Reading for pleasure includes magazines along with fiction text such as novels, short stories, poetry, etc. Reading anything that may include information related to the content area being assessed is not allowed. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.

2. TAs should follow the direction of the SAC to determine when the assessment session should end and when students who have not finished should be provided an extended-time setting. As a general guideline, the assessment session should be ended when all students indicate they have finished an assessment section. If the time scheduled for the administration of the section ends, students not finished should report to the extended-time location. All students should complete each section within a school day, and sessions must be scheduled so that there is enough time to complete the section within the school day.

3. Any student may request extended time if they indicate they have not completed an assessment section. Such requests should be granted if the TA finds the request to be educationally valid. Not permitting ample time for students to complete the assessment section 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 the 'End Test' button. For more information, see Appendix F of this manual.

4. 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 work slowly may require an extended-time setting. Special assessment situations should be arranged for these students.

5. When allowing extended time for an assessment session for a portion of the student population:

   a. **Do not** allow students to attend a lunch period with other students if the lunch period occurs between the original assessment session and the extended assessment session.

   b. **Do not** allow students to attend any classes or related activities between the original assessment session and the extended assessment session.

   c. **Do not** allow any overnight extensions.

      Note: In rare circumstances (e.g., illness, emergency, etc.), students may be required to complete the section the next day. If a student must continue the section 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.

      i. **Contact the SAC for more information if these circumstances occur.**

      ii. **Students completing the section the next day must be monitored closely to ensure that no previous answers are changed.**

   d. **Do not** allow students to return to a section after the completion of that section.

Do not allow the extended assessment session to be administered without monitoring. It is the responsibility of a TA to monitor any extended assessment session, whether in the classroom where the assessment was begun or in a separate location.

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 for a student who requires extended testing time and needs to be moved to a different room and computer to finish a section. 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., 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 re-enter 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, in the event an excessive login report regarding any of your students is questioned.

L. Assessment Administration Reminders

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

Prior to test administration:

1. 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.
2. Follow the directions of the SAC and this manual for maintaining test security.
3. Establish an environment that encourages students to approach the assessment in a positive manner.
4. Read and follow the *Handbook for Secure Test Administration* (Appendix A). This document is also posted on these portals:
   a. *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']
   b. *www.education.pa.gov* [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Administration Materials.']
5. **Optional:** Prepare copies of the *Keyboard Shortcuts for System* (see Appendix D) for those students that may want them.

Immediately before assessment administration:

1. Review the roster contained within the Student Login Summary, and make certain that all students intended for testing are on the roster. Notify the SAC if there are errors on the roster.
2. Make certain that a Student Login Ticket (Test Ticket) is ready for each student taking the assessment. Notify the SAC if any Student Login Tickets are missing.
3. Make certain that students who are to receive the read-aloud accommodation are seated at computers with the text-to-speech software installed.
4. Be sure each student has the correct Student Login Ticket (Test Ticket).

5. Review the test directions that students will have access to during the assessment. See Appendix E for more information.
6. Review the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity. See Appendix F for more information.

During test administration:

1. Follow the directions of the SAC and this manual for maintaining assessment security.
2. The test directions may be repeated to students as needed during the administration; however, the TA may not paraphrase, offer additional information, or give information that provides clues concerning test questions or answer choices.
3. It is acceptable to encourage the group of students to keep trying.
4. For issues associated with the software tools and features of the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity, refer to Appendix F.
5. In some places in this manual, the TA 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.
6. Students are not permitted to assist other students with operating the computer or the online tools during the online assessment.
7. Screen captures included in this manual are intended to help TAs confirm that students are on the correct screen within the online assessment.

When ready to start the assessment, the TA should begin with the section titled *Start the Assessment – Code of Conduct for Test Takers* in Part IV of this manual.

Two trainings are provided to assist the students and TAs with functionality of the PSSA Online Assessments. The first is a student tutorial to help students become familiar with taking the online assessment. The second familiarizes students with the tools that are available to them during the online assessment administration.

A. PSSA Student Tutorials

The Student Tutorials are designed to be used by students prior to taking any PSSA Online Assessment. 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 Grade 3 English Language Arts. Each tutorial is an interactive environment that allows students to explore areas of interest within the PSSA 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 Software in as little as 10 minutes of exploration. However, additional time should be scheduled for students to review tutorial segments as needed.

1. 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 website (https://pa.drcedirect.com; select 'All Applications' > 'General Information' > 'Test Tutorials').

2. There is a unique tutorial for each PSSA content area. Students should choose the tutorial that relates to the intended assessment.

3. The tutorial **must** be viewed at least once by all TAs prior to the first day upon which they will supervise each content area of the PSSA Online Assessments.

4. The tutorial **must** be viewed at least once by students in advance of their testing day. Encourage students to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools.

5. 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.

6. Students are encouraged to review specific parts of the tutorials as needed. They can select specific topics or concepts within the tutorial using the links to specific tools and functions. Overview videos are also available, so students can review an entire grouping of topics.

7. TAs should explore the overview videos (groupings of topics) and review the specific functionality within each tutorial.

8. The tutorials should be viewed by students before viewing the Online Tools Training. (For more information, see the next section, *PSSA Online Tools Training*.) Many schools schedule a tutorial session for students and then immediately have the students complete the Online Tools Training. This training should be completed **before** the scheduled test administration of each content area. Experience with and awareness of the PSSA online assessment format are essential for a fair and valid student assessment.

9. TAs should review the Test Directions (Appendix E) that students will have access to during the administration of the assessment.

10. TAs must review Appendix F and become familiar with the software tools and features related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

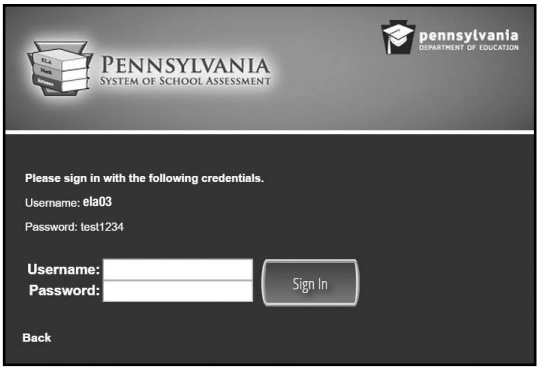
TIP: If your school has a limited number of computers, iPads, and Chromebooks available for testing, TAs may lead the students through the Student Tutorials in the regular classroom using an LCD projector and one Internet connection. However, the Online Tools Training will require that each student has access to a computer, iPad, or Chromebook (whichever type will be used by the student during the PSSA Online Assessment).

B. PSSA Online Tools Training

The Online Tools Training (OTT) is designed to provide an introductory experience in preparation for taking a PSSA Online Assessment. 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. The OTT is not a practice test and is not scored. Questions have been chosen to demonstrate the features and tools of online testing. The goal is instruction on the use of the computer and the online assessment software and not the testing of content or skills within any subject. Remind students that the OTT is designed for students to experience taking an assessment on a computer and to experiment with the tools and features available to them during an actual assessment.

1. Both TAs and students should take the Online Tools Training before students begin the online assessment administration.

2. To begin an Online Tools Training, students select the 'DRC INSIGHT Online Assessment' icon, select 'Online Tools Training' under the PSSA portion of the window, select a content area, and then select a grade. 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.



Sign In Screen for the
Grade 3 English Language Arts OTT

   a. The Username is the content and grade of the assessment: "ela03"
   b. The Password for each OTT is "test1234"
   c. Students who will use the text-to-speech accommodation should add "audio" to the end of the Username.
   d. Students who will use the color chooser or contrasting text accommodations should add "color" to the end of the Username.

3. Students will 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. **Note:** Practice Hints do not appear in the actual assessments.

4. TAs should review with students the Test Directions (Appendix E) and the software tools and features (Appendix F) related to the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

5. The Online Tools Training is provided so that students can practice using the tools and features of the DRC INSIGHT Online Assessment Software within the format of the actual assessment.

6. TAs may help students with questions concerning the Online Tools Training or show them how to use the tools in the Online Tools Training.

Note: The DRC INSIGHT Online Assessment Software provides students with a review screen after they have selected the 'Review/End Test' option. The student may elect to skip over the review of items and submit the test without answering all of the questions.

A. General Information

In this PSSA Online Assessment, the presentation of specific assessment questions varies from one form to another. This variation is an intentional element of the PSSA Online Assessments.

For issues associated with the software tools and features of the Pause/Exit Function, Interrupted Testing, and Unplanned Test Inactivity, refer to Appendix F.

1. In some places in this manual, the TA 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.
2. Students are not permitted to assist other students with operating the computer or the online tools during the online assessment.
3. Screen captures included in this manual are intended to help TAs confirm that students are on the correct screen within the online assessment.

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 TA.

Students must acknowledge they understand the *Code of Conduct for Test Takers* prior to beginning the assessment. When ready to start the assessment, the TA should begin with the section titled *Start the Assessment – Code of Conduct for Test Takers* found on the next page of this manual.

B. Start the Assessment – Code of Conduct for Test Takers

Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to the start of testing.**

Make certain that every student is sitting at a separate computer, and make certain that every computer used for testing is turned on and the desktop of the computer is visible to the student seated at that computer. The computers or computer monitors should not be visible to other students.

Note: The TA must not paraphrase the indented text in bold type. It must be read aloud to students exactly as written.

Say:

> **Welcome to the PSSA in English Language Arts. Carefully follow the directions. 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 Assessments icon. 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 SAC. When all students are ready, say:

> **Under the Pennsylvania System of School Assessment column in the middle of your screen, select Test Sign In. You should see the Sign In screen appear. Is there anyone who does not see the Sign In screen?**

First Welcome Screen with the words "Test Sign In" under the PSSA column

Pause to assist students as necessary. Check to make sure that the Sign In screen includes the Pennsylvania System of School Assessment logo. If a student receives an error message, note the content of the error message and contact the SAC. 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.**

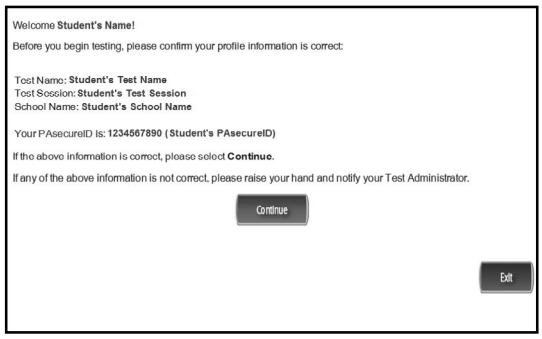
Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

PSSA—Test Sign In Screen

Note: If any Test Ticket has an error on it, please contact the SAC.

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?**



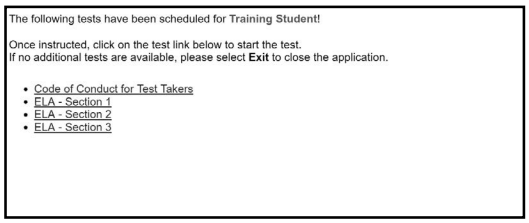
PSSA—Second Welcome Screen

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.**

Pause to assist students as necessary. Contact your SAC 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?**



PSSA—Test Selection Screen

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

> **We are now ready to begin. Select 'Code of Conduct for Test Takers.' Once you have selected '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?**

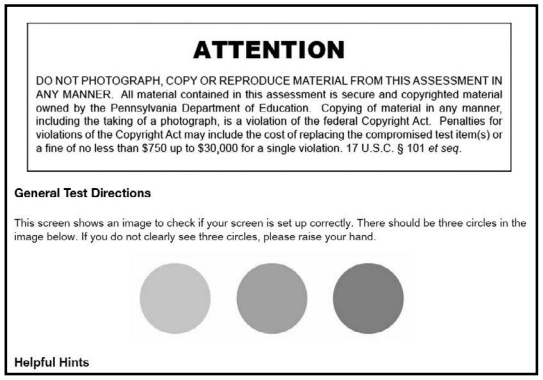
The test section is identified in the upper-left corner of the General Test Directions screen. Confirm that all students are on the *Code of Conduct for Test Takers* section. If a student has selected a different section, select 'Exit,' then confirm you want to exit on the next screen to return to the Test Sign In screen to log back in to the test. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected section.

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 silently as I read it aloud.

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 or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.

Are there any questions about this paragraph?



PSSA—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 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 SAC 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.***
- ***If you need to take a break from the assessment, select the 'Pause' button. Select the 'Resume' button to continue. If you are away from the assessment for more than 20 minutes, you will need to log back in.***
- ***To see your progress on the test, select the 'Review/End Test' button. You may go to any question by selecting it from the list that appears on the screen.***
- ***Select 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:

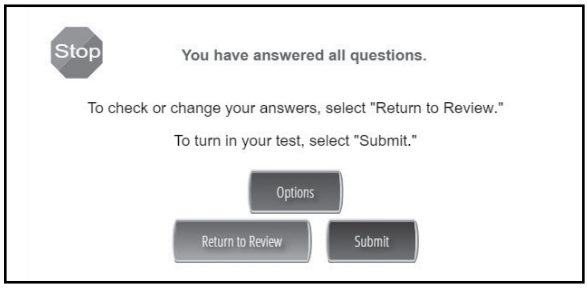
> **Read the statement on your screen silently as I read it aloud.**
>
> **"I have read, or have had read to me, the 'Code of Conduct for Test Takers.' By marking this bubble, I verify that I understand the directions in the code."**
>
> **If you understand the *Code of Conduct for Test Takers*, use the Pointer tool to darken 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 mark 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. 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 selected 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 "Be sure you have answered all of the questions. To continue testing, select 'Return to Review.' To turn in your test, select 'Submit.'" Once the student has ended the test session, the student cannot go back into the test session to review the statement or indicate that the student understands the *Code of Conduct for Test Takers*.

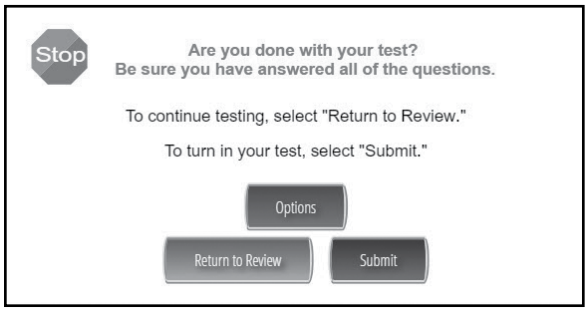
When all students have finished, say:

> **When you have selected the 'End Test' button, a confirmation screen opens indicating you have completed this test section. Select 'Submit' and then 'Exit' on the next screen 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 Section 1.**

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



Finished Testing Confirmation Screen
(for students who have not completed all items)

Administer Section 1—ELA

Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to the start of testing.**

Make certain that every student is sitting at a separate computer, and make certain that every computer used for testing is turned on and the desktop of the computer is visible to the student seated at that computer. The computers or computer monitors should not be visible to other students.

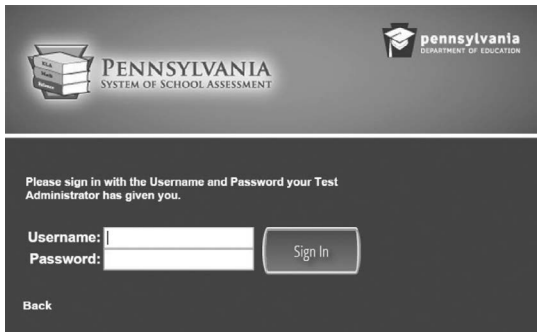
Students will have an opportunity to do some work on scratch paper, so make sure that all students have two sharpened pencils. These directions will also prompt you to distribute a supply of scratch paper. The scratch paper must be blank.

Say:

> **The PSSA is an untimed assessment. You may take as much time as you need to complete this section.**
>
> **I will now pass out scratch paper. Do not begin until I tell you to do so.**

Distribute scratch paper and any optional materials. 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?**



PSSA—Test Sign In Screen

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

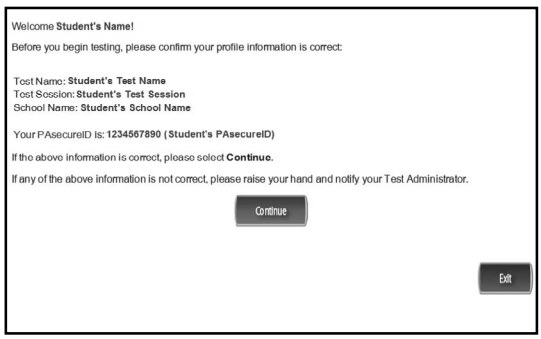
> **You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, select the 'Sign In' button in the middle of the screen.**

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 SAC.

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?**



PSSA—Second Welcome Screen

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

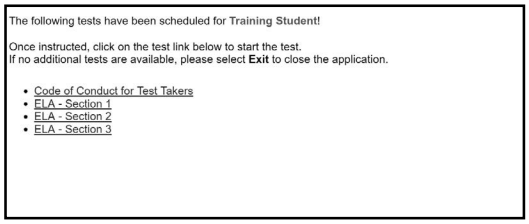
Look at the information on the Welcome screen and make sure that the following facts about you are correct:

- **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.

Pause to assist students as necessary. Contact the SAC 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?



Section 1—Test Selection Screen

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

We are now ready to begin the test. Select 'ELA – Section 1.' Once you have selected 'ELA – Section 1,' the General Test Directions screen should open. Is there anyone who does not see the General Test Directions screen?

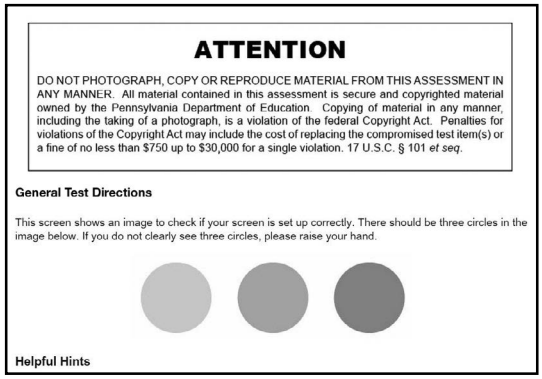
The test section is identified in the upper-left corner of the General Test Directions screen. Confirm that all students are on Section 1. If a student has selected a different section, select 'Exit,' then confirm you want to exit on the next screen to return to the Test Sign In screen to log back in to the test. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected section.

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 silently as I read it aloud.

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 or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.

Are there any questions about this paragraph?



PSSA—General Test Directions Screen

Part IV

Answer all questions. When all 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 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 SAC 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.

Helpful Hints

- ***There is no time limit to finish the test.***
- ***If you need to take a break from the assessment, select the 'Pause' button. Select the 'Resume' button to continue. If you are away from the assessment for more than 20 minutes, you will need to log back in.***
- ***To see your progress on the test, select the 'Review/End Test' button. You may go to any question by selecting it from the list that appears on the screen.***
- ***Select 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 E of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

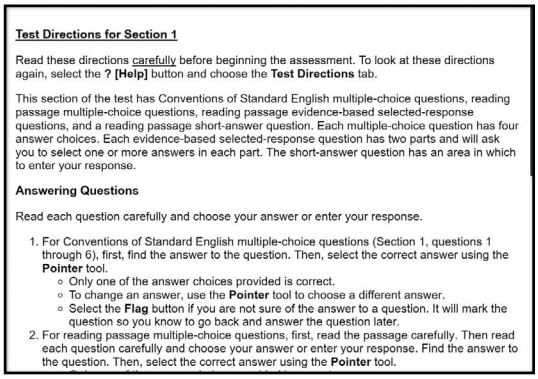
Answer all questions. When all students are ready, say:

We are now ready to read the Test Directions for Section 1. Select the arrow labeled 'Next.' Once you have selected this button, the screen with the Test Directions for Section 1 should open. Is there anyone who does not see the Test Directions screen?

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

I will now read the Test Directions for Section 1. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.

Test Directions for Section 1
Read these directions carefully before beginning the assessment. To look at these directions again, select the '?' [Help] button and choose the 'Test Directions' tab.



Test Directions for Section 1

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

This section of the test has Conventions of Standard English multiple-choice questions, reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a reading passage short-answer question. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The short-answer 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 Conventions of Standard English multiple-choice questions (Section 1, questions 1 through 6), first, find the answer to the question. Then, select the correct answer 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.
   - Select 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer using the **Pointer** tool.

Section 1—Test Directions Screen

This section of the test has Conventions of Standard English multiple-choice questions, reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a reading passage short-answer question. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The short-answer question has an area in which to enter your response.

Continue speaking:

Answering Questions

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

1. ***For Conventions of Standard English multiple-choice questions (Section 1, questions 1 through 6), first, find the answer to the question. Then, select the correct answer 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.***
   - ***Select 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer 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.***
   - ***Select 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.***
3. ***For reading passage evidence-based selected-response questions, first, find the answer to Part One. Then, select the correct answer using the Pointer tool. Next, find the evidence in Part Two based on your answer to Part One and select each answer using the Pointer tool.***
   - ***Only one of the answers provided in Part One is correct. Part Two will tell you how many correct answers there are.***
   - ***To change an answer in Part One, use the Pointer tool to choose a different answer.***
   - ***To remove a choice in Part Two, use the Pointer tool to click on the answer a second time.***
4. ***For the reading passage short-answer question, use the keyboard to enter your response in the area provided.***
   - ***An example of the scoring guidelines that professional scorers will use to evaluate your responses to the short-answer question can be found by selecting the '?' [Help] button and choosing the Scoring Guidelines tab. You may refer to the Scoring Guidelines at any time while responding to the short-answer question.***
5. ***Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.***

Navigation

1. ***Only one question at a time will appear on the screen. Use the 'Next' and 'Back' buttons to move from question to question or page to page.***
2. ***When you have answered all the questions, select the 'Review/End Test' button at the bottom of the screen.***
   - ***Select questions from the list that appears on the screen to check your work.***
   - ***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 for Section 1?

Note: The Test Directions for Section 1 (as they appear online) are printed in Appendix E 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:

> **Remember: For each multiple-choice or evidence-based selected-response question, use the Pointer tool to darken the circle next to the answer choice you select. For the short-answer question, be sure to complete all tasks and enter your response in the appropriate space. 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 sit quietly, read for pleasure, or read non-content related materials until the rest of the class completes the section.**
>
> **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 assessment, be available to repeat test directions and/or direct students to the correct section of the test. TAs may encourage the group of students without providing 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, iPads, or Chromebooks. The Test Directions (as they appear online) are printed in Appendix E of this manual. They may be repeated to students as needed during the administration.

Reminder: See Appendix F for additional information about the following software tools and features for TAs that you may need to use during the test administration:

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

Encourage students to try all of the tasks (questions) and to complete the assessment. An incorrect answer is scored the same as a blank answer.

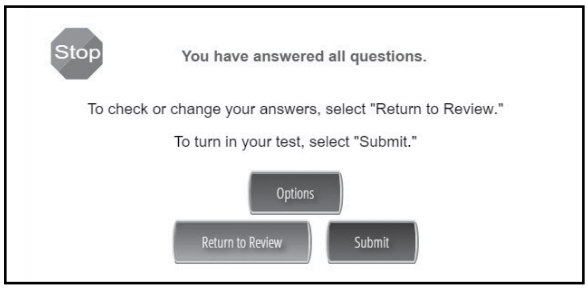
Keyboard shortcuts are available for students testing on computers or Chromebooks to use. These shortcuts are provided in Appendix D and may be reproduced as necessary. The copies of these shortcuts should be returned to the SAC for secure storage and destruction.

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 SAC.

The testing time for this section is estimated to be 50 to 60 minutes, but the actual administration time may vary. Collect test materials, including scratch paper, any other paper on which students have written, and optional materials, when students are finished testing rather than keeping them at student workstations. End the session when all students have completed the section or you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the assessment, additional time must be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment. For more information about extended time, see Part II of this manual.

When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

> **You have about five minutes to complete Section 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 and you will be provided with an extended session and given additional direction.**



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

Note: 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, the student **should not** select **'End Test.'** For more information, see Appendix F of this manual.

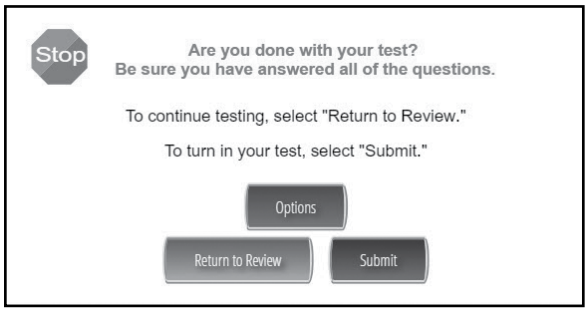
Once the student has selected the 'End Test' button, the student must provide a confirmation that he or she is done. If the student has left one or more items incomplete, the End Test Confirmation Screen will read "Be sure you have answered all of the questions. To continue testing, select 'Return to Review.' To turn in your test, select 'Submit.'" Once the student has ended the section, 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 English Language Arts – Section 1. If you have finished Section 1 and do not need additional time to complete this section, select 'Review/End Test' and select 'End Test.' Then select 'Submit,' confirming that you are done. Then select 'Exit' on the last screen to close the test.**

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

> **I will now collect your Test Ticket and your scratch paper and any other paper on which you have written.**



Finished Testing Confirmation Screen
(for students who have not completed all items)

Collect all Test Tickets and scratch paper and any other paper on which students have written at this time. If students used optional materials like the Keyboard Shortcuts or the Writer's Checklists, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper and any other paper on which students have written, and all optional materials should be returned to the SAC.

1. If all students have completed Section 1 (including those students needing additional time) and you are continuing on to Section 2, now is the time to take a short break. All assessment materials must remain secure at all times. Following the short break, go on to administer Section 2.
2. If you are administering Section 2 at another time (later in the same day or on a different day), say:
   You are going to take Section 2 at another time.

If Section 2 is to be administered on a different day, return all materials (Test Tickets, optional materials, and used scratch paper and any other paper on which students have written) immediately to the SAC for secure overnight storage or destruction.

Administer Section 2—ELA

Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to the start of testing.**

Make certain that every student is sitting at a separate computer, and make certain that every computer used for testing is turned on and the desktop of the computer is visible to the student seated at that computer. The computers or computer monitors should not be visible to other students.

Students will have an opportunity to do some work on scratch paper, so make sure that all students have two sharpened pencils. These directions will also prompt you to distribute a supply of scratch paper. The scratch paper must be blank.

Say:

> **The PSSA is an untimed assessment. You may take as much time as you need to complete this section.**
>
> **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, any optional materials, 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. First select the DRC INSIGHT Online Assessments icon. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

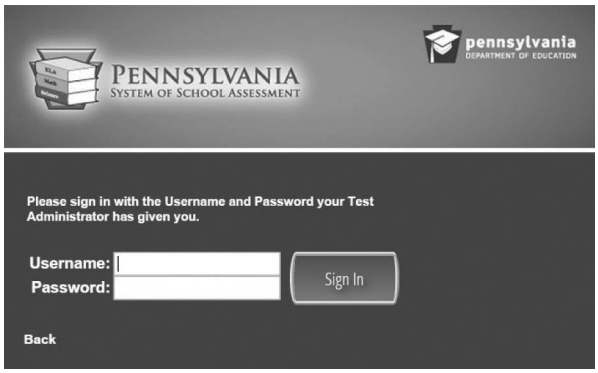
Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

> **Under the Pennsylvania System of School Assessment column in the middle of your screen, select Test Sign In. You should see the Sign In screen appear. Is there anyone who does not see the Sign In screen?**

First Welcome Screen with the words "Test Sign In" under the PSSA column

Pause to assist students as necessary. Check to make sure that the Sign In screen includes the Pennsylvania System of School Assessment logo. If a student receives an error message, note the content of the error message and contact the SAC. 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.**



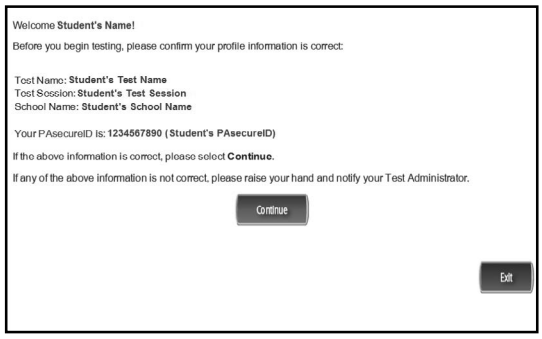
PSSA—Test Sign In Screen

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 SAC.

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?**



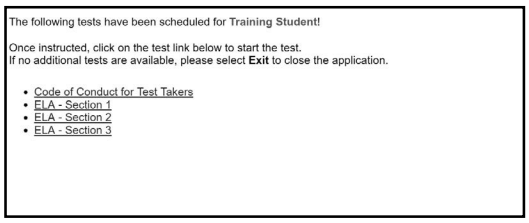
PSSA—Second Welcome Screen

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.**

Pause to assist students as necessary. Contact the SAC 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?**



Section 2—Test Selection Screen

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

> **We are now ready to begin the test. Select "ELA – Section 2." Once you have selected "ELA – Section 2," the General Test Directions screen should open. Is there anyone who does not see the General Test Directions screen?**

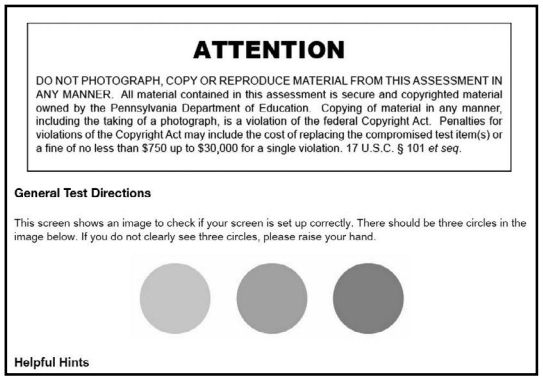
The test section is identified in the upper-left corner of the General Test Directions screen. Confirm that all students are on Section 2. If a student has selected a different section, select 'Exit,' then confirm you want to exit on the next screen to return to the Test Sign In screen to log back in to the test. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected section.

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 silently as I read it aloud.

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 or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.

Are there any questions about this paragraph?



PSSA—General Test Directions Screen

Answer all questions. When all 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 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 SAC 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.

Helpful Hints

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

Are there any questions about the "Helpful Hints"?

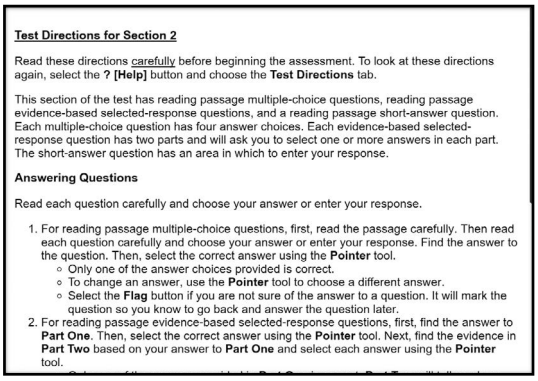
Note: The "General Test Directions" and "Helpful Hints" (as they appear online) are printed in Appendix E of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

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

> **We are now ready to read the "Test Directions for Section 2." Select the arrow labeled 'Next.' Once you have selected this button, the screen with the "Test Directions for Section 2" should open. Is there anyone who does not see the Test Directions screen?**

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

> **I will now read the "Test Directions for Section 2." Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.**



Test Directions for Section 2

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

This section of the test has reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a reading passage short-answer question. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The short-answer 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer 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.
   - Select 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 reading passage evidence-based selected-response questions, first, find the answer to **Part One**. Then, select the correct answer using the **Pointer** tool. Next, find the evidence in **Part Two** based on your answer to **Part One** and select each answer using the **Pointer** tool.

Section 2—Test Directions Screen

Test Directions for Section 2
Read these directions carefully before beginning the assessment. To look at these directions again, select the '?' [Help] button and choose the 'Test Directions' tab.

This section of the test has reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a reading passage short-answer question. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The short-answer 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer 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.***
   - ***Select 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 reading passage evidence-based selected-response questions, first, find the answer to Part One. Then, select the correct answer using the Pointer tool. Next, find the evidence in Part Two based on your answer to Part One and select each answer using the Pointer tool.***
   - ***Only one of the answers provided in Part One is correct. Part Two will tell you how many correct answers there are.***
   - ***To change an answer in Part One, use the Pointer tool to choose a different answer.***
   - ***To remove a choice in Part Two, use the Pointer tool to click on the answer a second time.***

Continue speaking:

3. ***For the reading passage short-answer question, use the keyboard to enter your response in the area provided.***
   - ***An example of the scoring guidelines that professional scorers will use to evaluate your responses to the short-answer question can be found by selecting the '?' [Help] button and choosing the Scoring Guidelines tab. You may refer to the Scoring Guidelines at any time while responding to the short-answer question.***

4. ***Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.***

Navigation

1. ***Only one question at a time will appear on the screen. Use the 'Next' and 'Back' buttons to move from question to question or page to page.***
2. ***When you have answered all the questions, select the 'Review/End Test' button at the bottom of the screen.***
   - ***Select questions from the list that appears on the screen to check your work.***
   - ***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 for Section 2?

Note: The Test Directions for Section 2 (as they appear online) are printed in Appendix E 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:

Remember: For each multiple-choice or evidence-based selected-response question, use the Pointer tool to darken the circle next to the answer choice you select. For the short-answer question, be sure to enter your response in the appropriate space. 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 sit quietly, read for pleasure, or read non-content related materials until the rest of the class completes the section.

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 assessment, be available to repeat test directions and/or direct students to the correct section of the test. TAs may encourage the group of students without providing 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, iPads, or Chromebooks. The Test Directions (as they appear online) are printed in Appendix E of this manual. They may be repeated to students as needed during the administration.

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

Encourage students to try all of the tasks (questions) and to complete the assessment. An incorrect answer is scored the same as a blank answer.

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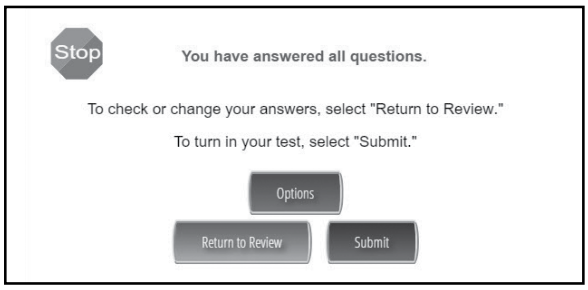
Note: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the test. If the problem persists, consult the SAC.

The testing time for this section is estimated to be 45 to 55 minutes, but the actual administration time may vary. Collect test materials, including scratch paper, any other paper on which students have written, and optional materials, when students are finished testing rather than keeping them at student workstations. End the session when all students have completed the section or you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the assessment, additional time must be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment. For more information about extended time, see Part II of this manual.

When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

> **You have about five minutes to complete Section 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 and you will be provided with an extended session and given additional direction.**



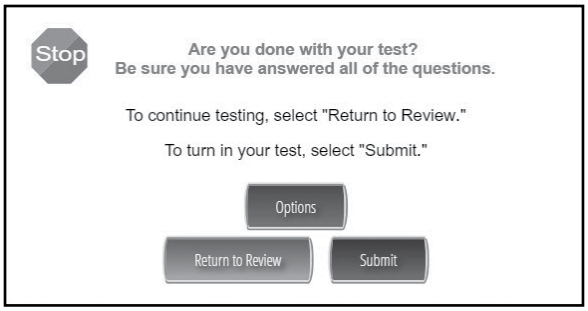
End Test Confirmation Screen
(for students who have completed all items)

Note: 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, the student should not select **'End Test.'** For more information, see Appendix F of this manual.

Once the student has selected the 'End Test' button, the student must provide a confirmation that he or she is done. If the student has left one or more items incomplete, the End Test Confirmation Screen will read "Be sure you have answered all of the questions. To continue testing, select 'Return to Review.' To turn in your test, select 'Submit.'" Once the student has ended the test, 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 English Language Arts – Section 2. If you have finished Section 2 and do not need additional time to complete this section, select 'Review/End Test' and select 'End Test.' Then select 'Submit,' confirming that you are done. Then select 'Exit' on the last screen to close the test.**



Finished Testing Confirmation Screen
(for students who have not completed all items)

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

> **I will now collect your Test Ticket and your scratch paper and any other paper on which you have written.**

Collect all Test Tickets and scratch paper and any other paper on which students have written at this time. If students used optional materials like the Keyboard Shortcuts or the *General Description of Scoring Guidelines* and Writer's Checklist, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper and any other paper on which students have written, and all optional materials should be returned to the SAC.

1. If all students have completed Section 2 (including those students needing additional time) and you are continuing on to Section 3, now is the time to take a short break. All assessment materials must remain secure at all times. Following the short break, go on to administer Section 3.
2. If you are administering Section 3 at another time (later in the same day or on a different day), say:
   You are going to take Section 3 at another time.

If Section 3 is to be administered on a different day, return all materials (Test Tickets, optional materials, and used scratch paper and any other paper on which students have written) immediately to the SAC for secure overnight storage or destruction.

Administer Section 3—ELA

Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to the start of testing.**

Make certain that every student is sitting at a separate computer, and make certain that every computer used for testing is turned on and the desktop of the computer is visible to the student seated at that computer. The computers or computer monitors should not be visible to other students.

Students will have an opportunity to do some work on scratch paper, so make sure that all students have two sharpened pencils. These directions will also prompt you to distribute a supply of scratch paper. The scratch paper must be blank.

Say:

> **The PSSA is an untimed assessment. You may take as much time as you need to complete this section.**
>
> **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, any optional materials, 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. First select the DRC INSIGHT Online Assessments icon. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

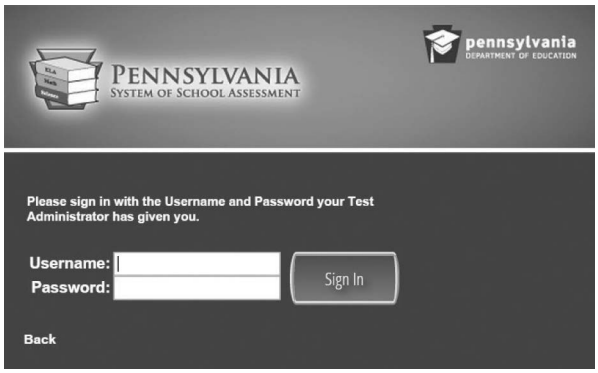
Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

> **Under the Pennsylvania System of School Assessment column in the middle of your screen, select Test Sign In. You should see the Sign In screen appear. Is there anyone who does not see the Sign In screen?**

First Welcome Screen with the words "Test Sign In" under the PSSA column

Pause to assist students as necessary. Check to make sure that the Sign In screen includes the Pennsylvania System of School Assessment logo. If a student receives an error message, note the content of the error message and contact the SAC. 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.**



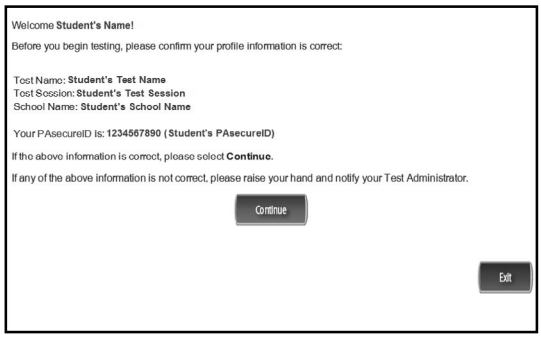
PSSA—Test Sign In Screen

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 SAC.

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?**



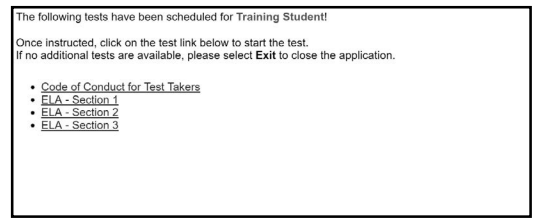
PSSA—Second Welcome Screen

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.**

Pause to assist students as necessary. Contact the SAC 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?**



Section 3—Test Selection Screen

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

> **We are now ready to begin the test. Select "ELA – Section 3." Once you have selected "ELA – Section 3," the General Test Directions screen should open. Is there anyone who does not see the General Test Directions screen?**

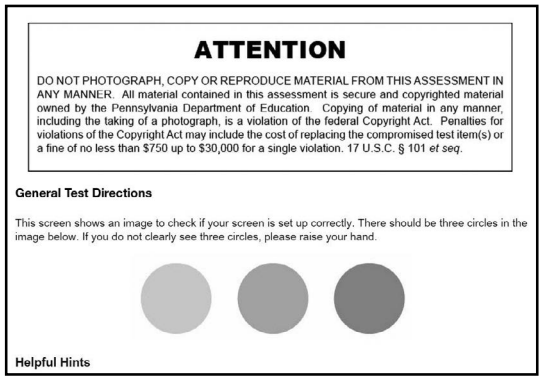
The test section is identified in the upper-left corner of the General Test Directions screen. Confirm that all students are on Section 3. If a student has selected a different section, select 'Exit,' then confirm you want to exit on the next screen to return to the Test Sign In screen to log back in to the test. Contact the SAC for guidance on how to allow the student later access to the incorrectly selected section.

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 silently as I read it aloud.

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 or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.

Are there any questions about this paragraph?



PSSA—General Test Directions Screen

Answer all questions. When all 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 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 SAC 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.

Helpful Hints

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

Are there any questions about the "Helpful Hints"?

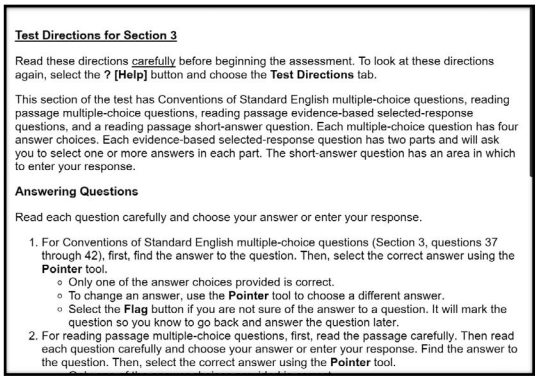
Note: The "General Test Directions" and "Helpful Hints" (as they appear online) are printed in Appendix E of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

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

> **We are now ready to read the "Test Directions for Section 3." Select the arrow labeled 'Next.' Once you have selected this button, the screen with the "Test Directions for Section 3" should open. Is there anyone who does not see the Test Directions screen?**

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

> **I will now read the "Test Directions for Section 3." Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.**



Test Directions for Section 3

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

This section of the test has Conventions of Standard English multiple-choice questions, reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a reading passage short-answer question. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The short-answer 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 Conventions of Standard English multiple-choice questions (Section 3, questions 37 through 42), first, find the answer to the question. Then, select the correct answer 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.
   - Select 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer using the **Pointer** tool.

Section 3—Test Directions Screen

Test Directions for Section 3
Read these directions carefully before beginning the assessment. To look at these directions again, select the '?' [Help] button and choose the 'Test Directions' tab.

This section of the test has Conventions of Standard English multiple-choice questions, reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a reading passage short-answer question. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The short-answer 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 Conventions of Standard English multiple-choice questions (Section 3, questions 37 through 42), first, find the answer to the question. Then, select the correct answer 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.***
   - ***Select 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer 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.***
   - ***Select 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.***

Continue speaking:

3. ***For reading passage evidence-based selected-response questions, first, find the answer to Part One. Then, select the correct answer using the Pointer tool. Next, find the evidence in Part Two based on your answer to Part One and select each answer using the Pointer tool.***
   - ***Only one of the answers provided in Part One is correct. Part Two will tell you how many correct answers there are.***
   - ***To change an answer in Part One, use the Pointer tool to choose a different answer.***
   - ***To remove a choice in Part Two, use the Pointer tool to click on the answer a second time.***

4. ***For the reading passage short-answer question, use the keyboard to enter your response in the area provided.***
   - ***An example of the scoring guidelines that professional scorers will use to evaluate your responses to the short-answer question can be found by selecting the '?' [Help] button and choosing the Scoring Guidelines tab. You may refer to the Scoring Guidelines at any time while responding to the short-answer question.***

5. ***Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.***

Navigation

1. ***Only one question at a time will appear on the screen. Use the 'Next' and 'Back' buttons to move from question to question or page to page.***
2. ***When you have answered all the questions, select the 'Review/End Test' button at the bottom of the screen.***
   - ***Select questions from the list that appears on the screen to check your work.***
   - ***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 for Section 3?

Note: The Test Directions for Section 3 (as they appear online) are printed in Appendix E 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:

Remember: For each multiple-choice or evidence-based selected-response question, use the Pointer tool to darken the circle next to the answer choice you select. For the short-answer question, be sure to complete all tasks and enter your response in the appropriate space. 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 sit quietly, read for pleasure, or read non-content related materials until the rest of the class completes the section.

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 assessment, be available to repeat test directions and/or direct students to the correct section of the test. TAs may encourage the group of students without providing 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, iPads, or Chromebooks. The Test Directions (as they appear online) are printed in Appendix E of this manual. They may be repeated to students as needed during the administration.

Reminder: See Appendix F for additional information about the following software tools and features for TAs that you may need to use during the test administration:

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

Encourage students to try all of the tasks (questions) and to complete the assessment. An incorrect answer is scored the same as a blank answer.

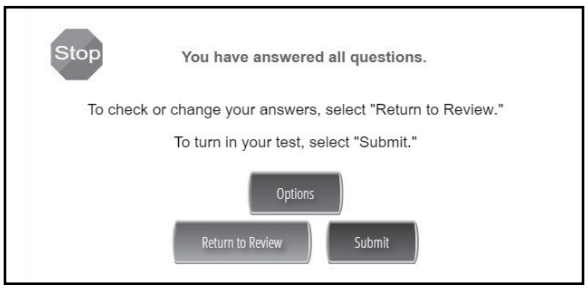
Keyboard shortcuts are available for students testing on computers or Chromebooks to use. These shortcuts are provided in Appendix D and may be reproduced as necessary. The copies of these shortcuts should be returned to the SAC for secure storage and destruction.

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 SAC.

The testing time for this section is estimated to be 50 to 60 minutes, but the actual administration time may vary. Collect test materials, including scratch paper, any other paper on which students have written, and optional materials, when students are finished testing rather than keeping them at student workstations. End the session when all students have completed the section or you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the assessment, additional time must be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment. For more information about extended time, see Part II of this manual.

When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

> **You have about five minutes to complete Section 3. 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 and you will be provided with an extended session and given additional direction.**



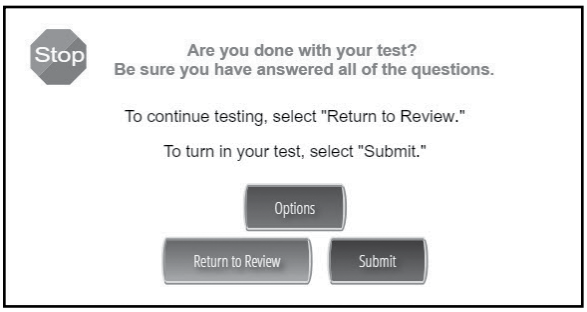
End Test Confirmation Screen
(for students who have completed all items)

Note: 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, the student should not select **'End Test.'** For more information, see Appendix F of this manual.

Once the student has selected the 'End Test' button, the student must provide a confirmation that he or she is done. If the student has left one or more items incomplete, the End Test Confirmation Screen will read "Be sure you have answered all of the questions. To continue testing, select 'Return to Review.' To turn in your test, select 'Submit.'" Once the student has ended the test, 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 English Language Arts – Section 3. If you have finished Section 3 and do not need additional time to complete this section, select 'Review/End Test' and select 'End Test.' Then select 'Submit,' confirming that you are done. Then select 'Exit' on the last screen to close the test.**



Finished Testing Confirmation Screen
(for students who have not completed all items)

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

> **I will now collect your Test Ticket and your scratch paper and any other paper on which you have written.**

Collect all Test Tickets and scratch paper and any other paper on which students have written at this time. If students used optional materials like the Keyboard Shortcuts or the *General Description of Scoring Guidelines*, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, any other paper on which students have written, and all optional materials should be returned to the SAC.

Say:

> **This concludes the PSSA in English Language Arts.**

Go on to read Part V: After Test Administration found on the next page of this manual.

A. Closing Out the Assessment

After testing is complete:

1. Make sure all students have closed out their testing session by
   a. selecting 'Review/End Test' (to open the Test Review screen), followed by
   b. selecting 'End Test' (to open the test submission dialogue box), then
   c. selecting 'Submit' (to complete the test, confirming that once the test is ended the student is unable to change his or her answers), and then
   d. selecting 'Exit' (to close the test session).
2. Collect Test Tickets, any scratch paper, any other paper on which students have written, and optional materials. Return them to the SAC.
3. Review the *PSSA Test Security Certification*, which is found in Appendix C. Contact your SAC if you need more information.

B. Return Materials

Assessment 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 SAC or his/her designee. In addition, all used scratch paper, any other paper on which students have written, and any copies of the keyboard shortcuts must be returned to the SAC.

1. Return **all** materials to the SAC for secure storage or destruction, including:
   a. used Student Login Tickets
   b. unused Student Login Tickets
   c. Student Login Rosters
   d. copies of the *Keyboard Shortcuts for System* (Appendix D)
   e. used scratch paper and any other paper on which students have written
2. Return all assessment materials to the SAC immediately at the end of each testing session.
3. Consult the SAC if there are any questions regarding the return of assessment materials.

Remember: Every TA and Proctor involved in the administration of the Spring 2020 English Language Arts Online Assessment **must** sign and date a *PSSA Test Security Certification*. When a TA or Proctor signs and dates the *PSSA Test Security Certification*, that person certifies that all security measures have been followed for this PSSA administration. TAs and Proctors should return the signed and dated *PSSA Test Security Certification* to the SAC or his/her designee upon completion of their assigned duties during the testing window.

If a test security violation is suspected, contact the SAC. If you believe the SAC may have involvement in the violation, immediately contact PDE directly at ra-ed-pssa-keystone@pa.gov or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you utilize only the email account or telephone number provided here.

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

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Appendix A:

Handbook for Secure Test Administration

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Handbook for Secure Test Administration

Security Statement

State assessments rely on the measurement of individual achievement. Any deviation from procedures meant to ensure test validity and security (e.g., group work, teacher coaching, teaching or release of any test items, use of previously administered Pennsylvania assessments as preparation tools) is strictly prohibited and will be considered a violation of test security. Local Education Agency (LEA)/school personnel with access to the assessment materials must not review, discuss, disseminate, or otherwise reveal the contents to anyone. (This prohibition excludes the *Item and Scoring Samplers* available on the Pennsylvania Department of Education's (PDE's) website.)

Any action by a professional employee or commissioned officer that is willfully designed to divulge test questions, falsify student scores, or compromise the integrity of the state assessment system will be subject to disciplinary action under the Educator Discipline Act, 24 P.S. §§ 2070.1a *et seq*, which may include a private reprimand, a public reprimand, a suspension of his/her teaching certificate(s), a revocation of his/her teaching certificate(s), and/or a suspension or prohibition from being employed by a charter school.

Training and Test Administration Procedures

The purpose of this handbook is to assist in the training of LEA/school personnel to properly and securely administer state assessments. This handbook is also an important and valuable resource in implementing testing successfully from planning and preparing to collecting and returning tests.

Roles and Responsibilities: Training

The District Assessment Coordinator (DAC) is responsible for completing all of the Pennsylvania State Test Administration Trainings (PSTATs) provided by PDE for the DACs, SACs, and TAs/Proctors. DACs must complete the Data Recognition Corporation (DRC) training on receiving and packaging materials, and any DAC specific training provided by the PDE. The DAC is then responsible for coordinating all training that takes place in the LEA and for determining specifics related to test administration such as a schedule, type of administration (paper/pencil or online) and other LEA-level administrative aspects of the testing. The DAC is responsible for ALL training in the LEA with primary responsibility for the direct training of SACs. In some LEAs the DAC may train the LEA-level staff who handle and/or have access to secure test material.

The SAC receives training from the DAC and must also complete both the PSTAT training for SACs and for TAs/Proctors. The SAC is then responsible to oversee all aspects of test administration in a building, including training Test Administrators (TAs), proctors, and other building level staff.

The TAs/Proctors must complete the PSTAT training for TAs/Proctors. The TAs/Proctors are responsible for administering the assessment and monitoring students during the assessment.

Translators, interpreters, and scribes must complete the PSTAT training for TAs/Proctors and must also complete the training offered by the school/district.

The *Handbook for Assessment Coordinators* provides more information related to training.

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Roles and Responsibilities: Test Administration

The following lists the general roles and responsibilities for DACs, SACs/Principals, TAs/Proctors, and general personnel before, during, and after test administration. The lists are not exhaustive but provide a general overview of the most important responsibilities of each individual in test administration. In some cases the responsibilities may overlap between or among DACs, SACs, and/or TAs/Proctors. In these cases it is the responsibility of the DAC to determine who has the primary responsibility and is accountable for specific duties, especially when duties may be shared.

A. DISTRICT ASSESSMENT COORDINATOR TEST SECURITY GUIDELINES

General Statement: Administer the assessment using the best practices and with fidelity to the administrative guidelines; keep the assessment materials secure and confidential; prevent any dishonest or fraudulent behavior in the administration and handling of the assessment; and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

Before Test Administration – DAC

Complete the PSTAT trainings for the administration of the assessments annually.

Complete the *Accommodations Guidelines* training annually.

Update DRC INSIGHT portal accounts for LEA and school users.

Review the *Handbook for Assessment Coordinators* (HAC), *Directions for Administration* (DFA), *Accommodations Guidelines*, *Online User Guides* (if online testing) and other test-related documents necessary to conduct training for test administration.

Review the LEA's policy/procedures for home-schooled students.

Review the LEA's policy/procedures for handling cyber-charter schools' requests to test their students.

Develop and maintain the LEA's procedure for parental requests to view tests (opt-outs).

Develop and maintain the LEA's procedure for handling breaks during test administration and keeping test and answer booklets secure.

Develop and maintain the LEA's procedure for handling disruptions during test administration and keeping test and answer booklets secure.

Develop and maintain the LEA's procedure for handling emergencies during test administration.

Develop the LEA's master test schedule (including make-ups) that falls within PDE established test windows for each administration and include it in training. Ensure that the test schedule is developed so that sections are administered in the sequence in which they are printed in the test booklets.

Develop a training agenda and train SACs and other LEA-level staff involved in test administration or the handling of secure material prior to conducting any of their assigned work. (See *Handbook for Assessment Coordinators* for more information).

Ensure that SACs are trained on the test accountability and security information contained in the *Handbook for Assessment Coordinators*.

Ensure that SACs are trained on the *Accommodations Guidelines*.

Ensure that all individuals involved in the handling of assessment materials and/or the administration of the assessment are instructed in test security protocols and procedures.

Ensure that any individual who will administer and/or proctor the assessment completes the online PSTAT annually.

Ensure that all individuals involved in the handling and/or administration of the assessment receive instruction that all assessment materials, including all assessment booklets and other materials containing secure assessment questions and student responses, are to be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*.

Ensure that SACs receive instruction on the policy regarding all electronic devices (cell phones, smartphones, smartwatches, cameras, etc.).

Ensure that all individuals who assist in the administration of the assessment and all individuals who have access to the secure assessment materials have been made aware that they are not in any manner to alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.

Communicate to students, parents, and the community that which the assessment does and does not measure, when and how it will be administered, and how the results will be used. Refer to the *Handbook for Assessment Coordinators* for a sample Parent Letter.

Notify and ensure that all students and parents/guardians have been provided the policy regarding all electronic devices (cell phones, smartphones, smartwatches, cameras, etc.).

Consider having a teacher other than the teacher-of-record administer the assessment to students. If local circumstances do not allow that option, consider assigning a Proctor to be in the classroom with the TA. (In some circumstances LEAs have been directed by PDE not to use the teacher-of-record to administer the assessment to his/her students.)

Inventory secure materials without breaking the shrink wrap (ship-to-district).

Report any items not received.

Distribute tests to SAC(s) (ship-to-district).

During Test Administration – DAC

Monitor testing sites to ensure administration of the assessments in accordance with PDE policies and procedures.

Ensure that sections/modules are started and completed in the same day as per the LEA testing schedule.

Instruct all school staff to minimize distractions, including intercom announcements.

Suspected testing irregularities/security breaches must immediately be reported to the Pennsylvania Department of Education. For the most rapid response, irregularities and/or allegations should be reported to PDE via ra-ed-pssa-keystone@pa.gov. You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

After Test Administration – DAC

Collect tests from SAC(s) (ship-to-district).

Complete the Materials Accountability Form after inventorying, packaging, and returning the materials to the vendor.

NOTE: DACs should not open or look into answer booklets or test booklets.

Record the UPS Tracking Number for each package, noting the assessment(s) for which it was used and the content of each box. Please keep the number(s) for future reference to document the materials returned to DRC.

Sign the *Test Security Certification* (*District Assessment Coordinator*). The DAC should sign the *Test Security Certification* at the end of each testing window.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe, up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

B. SCHOOL ASSESSMENT COORDINATOR AND/OR BUILDING PRINCIPAL TEST SECURITY GUIDELINES

General Statement: Maintain the security and integrity of all assessment materials, prevent any dishonest or fraudulent behavior in the administration and handling of the assessment, and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

Before Test Administration – SAC

Attend the annual training for SACs provided by the DAC.

Complete the PSTAT training for SACs and for TAs/Proctors annually.

Review DFA's, the *Handbook for Assessment Coordinators*, *Accommodations Guidelines* and *Online User Guides* (if testing online).

Develop a building level master test schedule (including make-ups) that falls within PDE established testing windows for each administration and include it in training. Ensure that the test schedule is developed so that sections are administered in the sequence in which they are printed in the test booklets.

Develop an agenda and train TAs/Proctors and other building level personnel (review the *Handbook for Assessment Coordinators* for more information).

Ensure that all individuals involved in the handling of assessment materials and/or the administration of the assessment receive instruction regarding test security protocols and procedures.

Ensure that all TAs/Proctors receive a copy of the TA/Proctor *Test Security Certification*.

Ensure that all individuals who will administer and/or proctor the assessment complete the Pennsylvania State Test Administration Training (PSTAT). Translators, interpreters, and scribes must complete the PSTAT training for TAs/Proctors and must also complete the training offered by the school/district.

Ensure that all individuals involved in the handling and/or administration of the assessment receive instruction that all assessment materials must remain secure. This includes all assessment booklets and other materials containing secure assessment questions and student responses that must be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*.

Ensure that all TAs/Proctors are instructed on the policy regarding electronic devices (cell phones, smartphones, smartwatches, cameras, etc.).

Ensure that all individuals who assist in the administration of the assessment and all individuals who have access to the secure assessment materials are instructed that they are not in any manner to alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.

Create and maintain the PAsecureID list (refer to the *Handbook for Assessment Coordinators* for specific instructions).

Ensure all students are scheduled for the appropriate assessment.

Ensure TAs/Proctors understand that each assessment returned will be linked to the TA who administered the assessment. For paper/pencil assessments, TA initials will be collected on the back page of each answer booklet. For online testing, teacher (TA) names must be included with each online test session created. This will link the TA to the online session prior to test tickets being generated.

Ensure that students testing online have prior experience with the online practice test and tools that model the testing mode (online).

Maintain a contingency plan for breaks and for disruptions during testing.

Ensure monitoring software or spyware is disabled or removed from computers, iPads, and Chromebooks to be used for testing.

Ensure all instructional materials that could aid students in answering test items are covered or removed from classrooms and hallways.

Make sure the testing environment is secure and educationally appropriate.

Know the required accommodations for each student with an IEP or 504 Service Plan and/or for each English Learner being assessed and communicate this to the appropriate personnel.

Provide the appropriate testing environment for each student requiring an accommodation.

Inventory tests received in "ship to district." If additional materials are needed, notify DRC. In a "ship to school" the SAC should order additional materials, if needed.

Report any shipping or ordering mistakes immediately to DRC.

Create Test Sessions in the DRC INSIGHT portal (if testing online). Make sure to list the correct TA when creating test sessions in the DRC INSIGHT portal.

Put labels on answer booklets (Do not open test booklets while labeling).

Place a "Testing—Do Not Disturb" sign on doors where testing is occurring.

During Test Administration – SAC

Develop and maintain a procedure for distribution and collection of secure test materials to TAs each day utilizing a sign-out/sign-in process. It is recommended that TAs count the test booklets in the presence of the SAC or his/her designee.

Ensure that TAs are following proper testing protocols.

Make sure students are supervised at all times during testing and all breaks. This supervision requirement includes those students who need additional time to complete any test session.

If there is a disruption (e.g., fire alarm, power outage) ensure the safety of students at all times, and take appropriate precautions concerning the security of the test and answer booklets.

Ensure secure processes and procedures for extended time. Do not allow students to move to an extended time location without a TA and do not allow students to carry materials to an extended time session/location.

Make sure that sections/modules are started and completed in the same day.

Minimize distractions, including intercom announcements.

Ensure tests are stored in a locked area with controlled and limited access.

Report suspected testing irregularities/security breaches to the DAC. If the DAC is unavailable for an extended time or has any involvement in the testing irregularity, PDE must be contacted directly. For the most rapid response, irregularities and/or allegations should be reported to PDE via ra-ed-pssa-keystone@pa.gov. You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

After Each Testing Session – SAC

Collect all materials from TAs excluding copies of the DFA.

Account for all test booklets and answer booklets daily. It is recommended that the SAC or his/her designee count the test booklets in the presence of the TA.

Store testing materials in a locked, secure location.

Destroy scratch/grid paper, rough drafts and any other paper on which students have written.

After Test Administration – SAC

Inventory and return tests to the DAC (ship-to-district) or follow pack and ship procedures to return tests to DRC (ship-to-school).

NOTE: SACs should not open answer booklets or test booklets or review test items.

In ship-to-school LEAs, SACs should record the UPS Tracking Number for each package, noting the assessment(s) for which it was used and the content of each box. Maintain the number(s) for future reference to document that the materials were returned to DRC.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe; up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

Sign the *Test Security Certification* (*School Assessment Coordinator and Principal*). The SAC should sign the *Test Security Certification* at the end of each testing window.

Ensure all TAs, Proctors, Translators, Interpreters, Scribes, and other individuals with access to secure testing materials sign the *Test Security Certification*. If someone cannot or does not sign the *Test Security Certification*, immediately report that fact to the Department of Education. For the most rapid response, allegations should be referred to ra-ed-pssa-keystone@pa.gov or report by phone at 844-418-1651 (using the telephone report may delay the response).

C. TEST ADMINISTRATOR/PROCTOR TEST SECURITY GUIDELINES

General Statement: Maintain the security and integrity of all assessment materials, prevent any dishonest or fraudulent behavior in the administration and handling of the assessment, and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

Before Test Administration – TA/Proctor

Attend the annual training for TAs/proctors provided by the SAC.

Annually complete the PSTAT.

Review the *Directions for Administration Manual* for the test to be administered.

Read and understand the *Test Security Certification*.

Know and understand that each assessment returned will be linked to the TA who administered the assessment. For paper/pencil assessments, TA initials will be collected on the back page of each answer booklet. For online testing, teacher (TA) names must be included with each online test session created. This will link the TA to the online session prior to test tickets being generated.

Remove or cover with opaque materials all classroom instructional materials or any other materials that could aid students in answering test items.

Make sure the testing environment is secure and educationally appropriate.

Review the *Code of Conduct for Test Takers* with students prior to the day of testing and respond to all student questions.

Review the *Calculator Policy* and ensure calculators (other than calculators provided within the online testing engine) meet the requirements of the *Calculator Policy*.

Know and prepare to appropriately implement the required accommodations for each student with an IEP or 504 Service Plan and for each English Learner being assessed in your room.

Review with students the possible local sanctions the district will enforce for student misconduct (e.g., cheating and recording test questions).

During Test Administration – TA/Proctor

Collect cell phones, smartphones, and other unauthorized electronic devices as students enter the testing site.

Ensure students are seated for optimal security and at the assigned workstation (online test).

Appropriately implement required accommodations.

During the administration of the mathematics assessment, collect all used scratch/grid paper and any other paper on which students have written after the non-calculator portion to ensure students have not recorded non-calculator items on scratch/grid paper.

Actively monitor testing. TAs should take positions with the best vantage points and continually move around the testing site to ensure students are adhering to the instructions given and are in the correct session. Ascertain that students are not using inappropriate item elimination strategies or making stray marks in the answer bubbles. TAs/Proctors must not be engaged in off task activities such as working on electronic devices, talking with colleagues, or grading student work.

Make sure students are supervised at all times during testing and all breaks. This supervision requirement includes those students who need additional time to complete any test session.

If there is a disruption (e.g., fire alarm, power outage) ensure the safety of students at all times, and take appropriate precautions concerning the security of the test and answer booklets.

Collect test materials when students are finished testing rather than keeping them closed on the students' desks.

Students who finish early may sit quietly, read for pleasure, or read non-content related materials until all students have finished. Reading for pleasure includes magazines along with fiction text such as novels, short stories, poetry, etc. Reading anything that may include information related to the content area being assessed is not allowed. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.

Immediately report suspected testing irregularities/security breaches to the SAC/Building Principal.

After Each Testing Session – TA/Proctor

Return all scratch/grid paper, rough drafts or any other paper on which students have written to the SAC to be destroyed.

Account for all test booklets and answer booklets daily and return all secure testing materials to the SAC immediately after the testing session each day. It is recommended that the SAC or his/her designee count the test booklets in the presence of the TA.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe, up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

Clear the memory of calculators before and after each testing session.

After Test Administration – TA/Proctor

Sign the *Test Security Certification* (*Test Administrator/Proctor*) and return it to the SAC. The TA/Proctor should sign the *Test Security Certification* at the end of each testing window.

D. GENERAL TEST SECURITY GUIDELINES

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 administrators, teachers, and any other education personnel who are involved in the assessment program must maintain the security of all assessment materials at all times.

Because the assessment must remain secure, teachers/TAs should not have assessment materials in their possession at any time other than during the actual assessment administration.

Before Test Administration

DO NOT:

Teach students a test-taking technique that would require them to bubble 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 items is not necessary for valid test administration and is prohibited.

Note: Interpreters may have access to test materials three days prior to test administration to prepare for accurate interpretation of the test.

Reveal any part of copyrighted materials to anyone.

Copy or otherwise reproduce any part of copyrighted materials.

Review and/or provide answers to test items to students. This includes using any of the test items for instructional purposes.

Possess unauthorized copies of state tests.

Assist in, direct, aid, counsel, encourage, or fail to report immediately any of the actions prohibited in this document.

During Test Administration

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 have unauthorized electronic devices in their possession or accessible to them.

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. TAs should be given the secure materials immediately prior to the administration of the test, and the materials must be collected and counted by the SAC immediately after the testing session ends each day.

Coach or provide feedback to students (e.g., answer any questions pertaining to the content of the test, review rough drafts, or give students feedback of any kind including indicating items students may not have answered correctly). This prohibition applies to, but is not limited to, Personal Care Aides (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.

Deviate from any of the read-aloud rules for any portion of the assessments. (The *Pennsylvania Read-Aloud and Scribing Guidelines for Operational Assessments* can be found on the PDE website.)

Read aloud any part of the assessments that will cue the correct answer(s) or provide a hint for the test taker.

Read-aloud the parts of the assessment that are not permitted to be read-aloud.

Return a test booklet to any student after it has been turned in to the TA, unless approval is granted by PDE, or for the reasons noted in the following sentence. Test booklets will be returned to students for makeup 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 document.

Play music while students are taking the test.

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After Test Administration

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. This includes using any of the test items for instructional purposes.

Review student responses in the answer booklet.

Read or review test booklets or answer booklets containing the test items.

Alter, influence, or interfere with a test response in any way, fill in any unanswered items, 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 prepare/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 stray marks or darken bubbles or make any alteration to a student's test.

Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this document.

DO:

Immediately report suspected testing irregularities/security breaches. TAs/Proctors should report to the SAC/Building Principal; SACs should report directly to the DAC. In either case if the appropriate coordinator, whether SAC or DAC, is unavailable for an extended time or has any involvement in the testing irregularity, contact PDE directly. For the most rapid response, irregularities and/or allegations should be reported to PDE at ra-ed-pssa-keystone@pa.gov. You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

Sign the *Test Security Certification* (*General*). Those involved with testing should sign the *Test Security Certification* at the end of each testing window.

Appendix B:

Code of Conduct for Test Takers

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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 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(s) 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 . . .

- Have notes in your possession during the test.
- Have any unapproved electronic devices (cell phones, smartphones, smartwatches, earbuds, etc.) in your possession during the test. Note, you may have approved calculators, if applicable, during the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers by making marks in multiple bubbles and erasing. Mark only the bubble for the correct answer(s) you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured that they may discuss the testing process or issues of concern with their 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.
- Use social media to post information about the test and/or test items.

Appendix C:

PSSA Test Security Certification

(Test Administrator and Proctor)

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2020 PSSA Test 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

Appendix D:

Keyboard Shortcuts for System

A. Keyboard Shortcuts for System for Students Testing on Computers

These keyboard shortcuts may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts should be returned to the SAC 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 Tab key is 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 un-fills the letter bubble before each answer option. Both upper and lower case 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, Equal (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 drop down 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 test.
Alt—F	Activates the Flagged button and marks an item as flagged or removes flag from an item.
Alt—B	Activates the Back Button and moves 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 will open or close the Color Chooser selection pop-up window.

B. Keyboard Shortcuts for System for Students Testing on Chromebooks

These keyboard shortcuts may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts should be returned to the SAC 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 Tab key is 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 un-fills the letter bubble before each answer option. Both upper and lower case 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, Equal (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 drop down 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 test.
Alt—F	Activates the Flagged button and marks an item as flagged or removes flag from an item.
Alt—B	Activates the Back Button and moves student back a question.
Alt—N	Activates the Next button and moves the student forward a question.

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Appendix E:

English Language Arts Test Directions

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 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

Test Directions for Section 1

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

This section of the test has Conventions of Standard English multiple-choice questions, reading passage multiple-choice questions, and reading passage evidence-based selected-response questions, and a reading passage short-answer question. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The short-answer 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 Conventions of Standard English multiple-choice questions (Section 1, questions 1 through 6), first, find the answer to the question. Then, select the correct answer 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.
   - Select 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer 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.
   - Select 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.
3. For reading passage evidence-based selected-response questions, first, find the answer to **Part One**. Then, select the correct answer using the **Pointer** tool. **Next**, find the evidence in **Part Two** based on your answer to **Part One** and select each answer using the **Pointer** tool.
   - Only one of the answers provided in **Part One** is correct. **Part Two** will tell you how many correct answers there are.
   - To change an answer in **Part One**, use the **Pointer** tool to choose a different answer.
   - To remove a choice in **Part Two**, use the **Pointer** tool to click on the answer a second time.
4. For the reading passage short-answer question, use the keyboard to enter your response in the area provided.
   - An example of the scoring guidelines that professional scorers will use to evaluate your responses to the short-answer question can be found by selecting the **? [Help]** button and choosing the **Scoring Guidelines** tab. You may refer to the **Scoring Guidelines** at any time while responding to the short-answer question.
5. Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to assist you during the test.

Navigation

1. Only one question at a time will appear on the screen. Use the **Next** and **Back** buttons to move from question to question or page to page.
2. When you have answered all the questions, select the **Review/End Test** button at the bottom of the screen.
   - Select questions from the list that appears on the screen to check your work.
   - When you have finished and have checked your answers, follow the directions on the screen to exit.

Test Directions for Section 2

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

This section of the test has reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a text-dependent analysis prompt. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The text-dependent analysis prompt 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer 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.
   - Select 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 reading passage evidence-based selected-response questions, first, find the answer to **Part One**. Then, select the correct answer using the **Pointer** tool. **Next**, find the evidence in **Part Two** based on your answer to **Part One** and select each answer using the **Pointer** tool.
   - Only one of the answers provided in **Part One** is correct. **Part Two** will tell you how many correct answers there are.
   - To change an answer in **Part One**, use the **Pointer** tool to choose a different answer.
   - To remove a choice in **Part Two**, use the **Pointer** tool to click on the answer a second time.
3. For the text-dependent analysis prompt, use the keyboard to enter your response in the area provided.
   - Select the **Enlarge** button to show the Writer's Checklist. Review the Writer's Checklist to help you plan and organize your response.
   - An example of the scoring guidelines that professional scorers will use to evaluate your response to the text-dependent analysis prompt can be found by selecting the **? [Help]** button and choosing the **Scoring Guidelines** tab. You may refer to the **Scoring Guidelines** at any time while responding to the text-dependent analysis prompt.
4. Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to assist you during the test.

Navigation

1. Only one question at a time will appear on the screen. Use the **Next** and **Back** buttons to move from question to question or page to page.
2. When you have answered all the questions, select the **Review/End Test** button at the bottom of the screen.
   - Select questions from the list that appears on the screen to check your work.
   - When you have finished and have checked your answers, follow the directions on the screen to exit.

Test Directions for Section 3

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

This section of the test has Conventions of Standard English multiple-choice questions, reading passage multiple-choice questions, reading passage evidence-based selected-response questions, and a text-dependent analysis prompt. Each multiple-choice question has four answer choices. Each evidence-based selected-response question has two parts and will ask you to select one or more answers in each part. The text-dependent analysis prompt 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 Conventions of Standard English multiple-choice questions (Section 3, questions 37 through 42), first, find the answer to the question. Then, select the correct answer 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.
   - Select 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 reading passage multiple-choice questions, first, read the passage carefully. Then read each question carefully and choose your answer or enter your response. Find the answer to the question. Then, select the correct answer 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.
   - Select 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.
3. For reading passage evidence-based selected-response questions, first, find the answer to **Part One**. Then, select the correct answer using the **Pointer** tool. **Next**, find the evidence in **Part Two** based on your answer to **Part One** and select each answer using the **Pointer** tool.
   - Only one of the answers provided in **Part One** is correct. **Part Two** will tell you how many correct answers there are.
   - To change an answer in **Part One**, use the **Pointer** tool to choose a different answer.
   - To remove a choice in **Part Two**, use the **Pointer** tool to click on the answer a second time.
4. For the reading passage short-answer question, use the keyboard to enter your response in the area provided.
   - An example of the scoring guidelines that professional scorers will use to evaluate your responses to the short-answer question can be found by selecting the **? [Help]** button and choosing the **Scoring Guidelines** tab. You may refer to the **Scoring Guidelines** at any time while responding to the short-answer question.
5. Use tools such as the **Cross-Off**, **Highlighter**, **Sticky Note**, **Magnifier**, and **Line Guide** to assist you during the test.

Navigation

1. Only one question at a time will appear on the screen. Use the **Next** and **Back** buttons to move from question to question or page to page.
2. When you have answered all the questions, select the **Review/End Test** button at the bottom of the screen.
   - Select questions from the list that appears on the screen to check your work.
   - When you have finished and have checked your answers, follow the directions on the screen to exit.

Appendix F:

Software Tools and Features

for Test Administrators

A. Software Tools and Features for Test Administrators

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

B. 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.

C. Interrupted Testing for Individual Students

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 with a Testing Site Manager (TSM), 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 TSM will store the student's responses and will transmit them for scoring when the Internet connection for the TSM is restored. If a student's workstation is not configured to utilize the TSM 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.

D. Interrupted Testing for a Group of Students

In the event that a whole class needs to stop testing (e.g., a fire drill, electrical outage, or other emergency), the TA 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 TA 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 TA 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 TA may PAUSE their tests for them.

If an unforeseen emergency occurs during testing (e.g., a fire drill, electrical outage), the TA must notify the SAC, District Assessment Coordinator, or District Technology Coordinator. Under emergency circumstances, PDE will provide additional instructions on how to proceed.

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.

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Appendix G:

Student Login Tasks

Appendix G: 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.

A. 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 on the roster.
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.

B. 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.

C. 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.

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