

# PSSA Errata Sheet for Spring 2019-2020 Materials

## Use in Spring 2020-2021

### Handbook for Assessment Coordinators

1. The PSSA Handbook for Assessment Coordinators (HAC) for 2019-2020 will be used in the **spring of 2020-2021**.
2. The PSSA tests for 2019-2020 will be used in the **spring of 2020-2021**.
3. New PSSA administrative materials (student labels, packing lists, return labels, etc.) were produced for the 2021 PSSA. As such, those materials will display the year as 2021 instead of 2020. This is different from the testing materials (booklets, reference sheets, DFAs, handbook).
4. All PSSA materials (HAC, DFAs, and secure materials) will be provided in one shipment from DRC.
5. The table on **page 1** was revised with the following information:

Starting March 1, 2021	LEA staff that want copies of the DFAs or HAC before the March 29, 2021, delivery from DRC may download and print copies from the PDE website.
By March 29, 2021	Administrative (manuals and handbooks) and secure materials (all subjects) arrive at districts/schools  Each LEA is responsible for securely storing the materials until the tests will be administered. Materials cannot be returned to DRC for re-shipment on a later date.
April 19 – September 30, 2021	PSSA TESTING WINDOW  Subjects should be administered in order: ELA, Mathematics, Science
As soon as possible before October 6, 2021	Deadline for districts to return materials to DRC for processing  *As soon as the majority of students have completed testing, used answer booklets should be returned for processing. Secure materials should not be held longer than needed.

#### 6. **page 2 - C. Important Note**

Please check the Announcements page on the DRC INSIGHT Portal for the specific date on which PSSA results will be available. Schools should return completed answer booklets as soon as the majority of the students complete an assessment. Do not hold all completed answer booklets until the end of the testing window. All boxes of answer booklets must be properly labeled as containing answer booklets to be included in reporting. Early reporting will not be available in the 2020-2021 school year.

7. **page 2 - Contact Information Concerning Questions**

The point of contact for the **Topic or Subject “Math, Keystone Exam Algebra I and General Testing Questions”** should be **Diane Simaska – 717-346-8064**, and her email is [dsimaska@pa.gov](mailto:dsimaska@pa.gov).

The email address for the **Topic or Subject “Test Security/Irregularities”** should be [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov). (The same update applies to Appendix A.)

The email address to ask questions or request help (listed in the paragraph below the contact information table) should be [ra-ed-pssa-keystone@pa.gov](mailto:ra-ed-pssa-keystone@pa.gov). (The same update applies to Appendix A.)

8. **page 9** - Please do not order any additional materials until after you have inventoried your secure materials. The Additional Materials Request system will be available starting on **March 29, 2021**.

9. **page 10** - All PSSA answer booklets must arrive at DRC by the final processing date to be included in **2021** reporting. **Secure materials should be returned as soon as a majority of the students have completed testing and absolutely no later than October 6, 2021. Please check the Announcements page on the DRC INSIGHT Portal for the specific date on which PSSA results will be available.**

10. **page 15** -

1. Public school students enrolled in grades 3 through 8 are required to participate in the **2021** English Language Arts (ELA) PSSA or the Pennsylvania Alternate System of Assessment (PASA) in English Language Arts (ELA). The ELA test is optional for EL students in their first year of enrollment in US schools.

2. Public school students enrolled in grades 3 through 8 are required to participate in the **2021** Mathematics PSSA or the Pennsylvania Alternate System of Assessment (PASA) in mathematics.

3. Public school students enrolled in grades 4 and 8 are required to participate in the **2021** Science PSSA or the Pennsylvania Alternate System of Assessment (PASA) in science.

11. **page 17** - All students must participate in either the PSSA or the Pennsylvania Alternate System of Assessment (PASA) for mathematics, **ELA**, and science. Students responding to the PASA should be provided with an alternative learning environment during the PSSA sessions. **PASA information should be accessed at this website:** <https://dynamiclearningmaps.org/pennsylvania>.

12. **page 17** - The Criteria for Participation in the PASA have been updated and are required to be used by the Individualized Education Program (IEP) team for the **2021** assessment.

13. **page 20 - Student Withdrawal/Enrollment During the Testing Window**

**Due to the testing window extension, testing students who transfer into your district will correlate with PDE-established PIMS rules for PSSA reporting. Contact your PIMS coordinator for details on PDE’s guidance. The Online Attribution System window will be available after the close of the testing window to verify that student records have been properly attributed. Please check the Announcements page on the DRC INSIGHT Portal for the specific date on which the attribution window will be available.**

Note: The student's record must properly identify that the student's enrollment in the new school started after October 1, 2020.

**14. page 21 - First-Year English Learner**

Participation is required for the mathematics and science assessments, and optional for the ELA assessment for students identified as English Learners (EL) who are in their first year of enrollment in a U.S. school. In 2007, the USDE released guidance on participation of LEP students (ELs) in state assessments. This flexibility allows EL students whose enrollment in any public school in the United States fewer than 12 cumulative months (not consecutive) the option of taking the ELA PSSA or Literature Keystone exam. It is incumbent upon the LEA to determine a student's EL first-year status.

The 2019-2020 school year waiver of accountability testing does not affect the amount of time a student is enrolled in US schools. It is still incumbent upon the district to determine the amount of time a student is enrolled. PIMS student data will allow the LEA to determine if a student has already been exempted one time for the ELA or Literature tests. Since no testing occurred in the spring of 2020, the 2020 testing window does not count toward the one-time exemption. The one-time exemption is still dependent on fewer than 12 cumulative months enrollment in US schools.

**15. page 22** - Please note that new administrative materials (student labels, packing lists, return labels, etc.) were produced for the 2021 PSSA. As such, those materials will display the year as 2021 instead of 2020. This is different from the testing materials (booklets, reference sheets, DFAs, handbook).

**16. page 29 - Local Student ID Grid, Optional Field, Supplemental Data Field Grid, and TA Initial Grid**

- f. An "Opportunity to Learn Student Survey" has been included as part of the spring 2021 PSSA.
- PDE is requiring that schools administer the survey to students in grades 4 to 8 during the Mathematics assessment.
  - For students taking the assessment via paper, school personnel must access the survey and instructions from either the PDE or DRC website (the survey is not included with the test materials). Schools have the flexibility to administer the survey through printed copies, a projected image, or read aloud. All test administrators are expected to administer the survey as determined by the school.
  - Students will be asked to respond to the survey by filling in the supplemental data field on page 3 of the answer booklet. Because these are not secure test items, test administrators may provide as much assistance as needed to ensure students are able to understand and complete the survey.
  - For students taking the assessment online, the "Opportunity to Learn Student Survey" will be presented through the online test engine.

17. page 32 - District Assessment Coordinator's Checklist in the tables below:

<b>District Assessment Coordinator's Checklist</b>		
_____	Receive Shipment (manuals, handbooks, and secure materials) from DRC Secure test materials will be stored in a locked location.	By March 29, 2021  Each LEA is responsible for securely storing the materials until the tests will be administered. Materials cannot be returned to DRC for re-shipment on a later date.
_____	Distribute manuals to School Assessment Coordinators	At least two weeks prior to the start of test administration
_____	Read the <i>Handbook for Assessment Coordinators</i>	At least two weeks prior to the start of test administration
_____	Distribute parent/guardian flyers in newsletter or mail A revised copy was placed on the PDE website and on the DRC INSIGHT Portal	At least a week and one-half prior to the start of test administration
_____	Conduct training session for School Assessment Coordinators	At least a week and one-half prior to the start of test administration
_____	Request additional materials (if needed)	March 29 to September 29, 2021
_____	PSSA English Language Arts, Mathematics, and Science Administration Window	April 19 to September 30, 2021
_____	Inventory English Language Arts, Mathematics and Science materials returned by schools	As Soon As Possible
_____	Return any completed secure materials to DRC for reporting	As soon as possible prior to October 6, 2021  Materials can start being returned as soon as a majority of students have completed testing
_____	Confirm that ALL secure materials have been returned to DRC	By October 6, 2021

18. **page 33** - School Assessment Coordinator's Checklist in the tables below:

<b>School Assessment Coordinator's Checklist</b>		
_____	Receive and inventory all materials shipped from DRC	March 29, 2021
_____	Distribute the <i>Directions for Administration Manuals</i> (DFA)	At least two weeks prior to the start of test administration
_____	Distribute parent/guardian flyers in newsletter or mail A revised copy was placed on the PDE website and on the DRC INSIGHT Portal	At least a week and one-half prior to the start of test administration
_____	Read the <i>Handbook for Assessment Coordinators</i> and the DFA Manuals	At least a week and one-half prior to the start of test administration
_____	Attend School Assessment Coordinator training	At least a week and one-half prior to the start of test administration
_____	Request additional materials (if needed)	March 29 to September 29, 2021
_____	Conduct training session for Test Administrators	At least a week prior to the start of test administration
_____	Assist and supervise Test Administrators during the ELA, Math, and Science assessments	April 19 to September 30, 2021
_____	Inventory, package, and return ELA, Math, and Science materials to the District Assessment Coordinator	As Soon As Possible
_____	Destroy scratch paper and any other paper on which students have written	Within two days of returning materials

19. **page 33** - The single shipment from DRC contains the manuals, handbooks, secure assessment booklets, precode labels, and all accommodated materials. If this shipment is not received by March 29, 2021, the DAC (or SAC at ship-to-school sites) should contact DRC Customer Service at 1-800-451-7849.

20. **page 37** - An electronic copy of the school's security barcodes is available starting on **March 29, 2021**. If your school would like the electronic version, email DRC at [pacustomerservice@datarecognitioncorp.com](mailto:pacustomerservice@datarecognitioncorp.com).
21. **page 39** - The first administration of the PSSA must not be scheduled before **April 19, 2021**, and all PSSA testing must conclude no later than **September 30, 2021**.
22. **page 51** - **Secure materials should be returned as soon as a majority of the students have completed testing. Important Note: Boxes must be properly labeled as containing answer booklets to be included for reporting.**
23. **page 77** - New dates were included on the FAQs. The new email address for reporting irregularities is [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov).