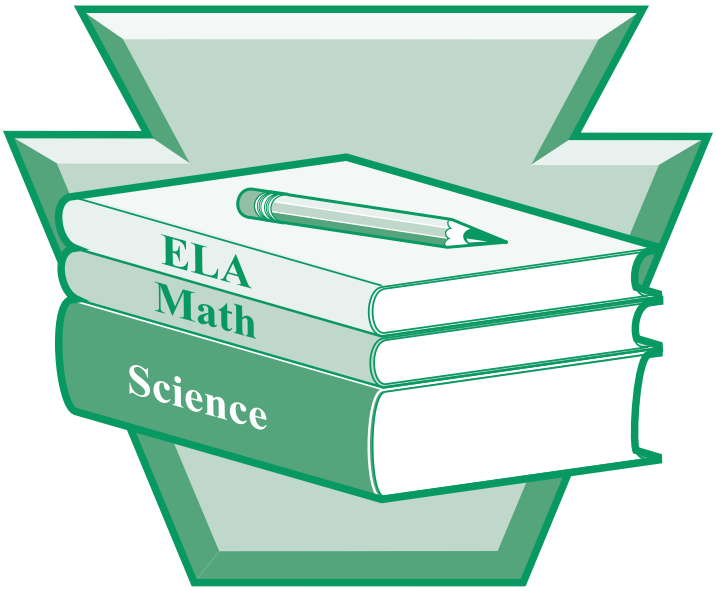
pennsylvania
DEPARTMENT OF EDUCATION



Grade 8 Science

Pennsylvania System of School Assessment

Directions for Administration Manual

Spring 2020

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This manual is to be used for the administration of the **Spring 2020 PSSA Science Assessment**. 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 exam 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 science assessment before the testing window April 27 through May 1, 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 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 only utilize 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 Exam Security

The PSSAs are a measure of individual student achievement conducted by the Pennsylvania Department of Education (PDE). Any deviation from the exam procedures outlined in this manual (including, but not limited to, group work, teacher coaching, teaching or releasing of the performance tasks or exam questions, using old non-released Pennsylvania assessment items as preparation tools, etc.) is strictly prohibited and is considered a violation of exam security. (This prohibition does not include the use of the PSSA Item and Scoring Samplers available on PDE's website.) Those individuals who divulge exam 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 LEA's 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, and all other individuals who are involved in this assessment program must maintain the security of all exam materials. Together, they share the responsibility for ensuring that all exam materials and student responses are handled securely, confidentially, and in accordance with security mandates and other general procedures. 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 exam materials.
- **ii.** No secure materials from the assessment may be copied, photographed, or recorded in any manner.
- **iii.** Student responses must not be reviewed for accuracy or completeness by anyone other than the student.
- **iv.** Students may not review responses at any time other than during the administration of a test.

c. It is required that TAs, Proctors, and any other individual who handles secure assessment materials sign a *PSSA Test Security Certification*. The *PSSA Test Security Certification* must be signed **after** the assessments have been administered.

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 only utilize the email account or telephone number provided here.

3. Avoiding Inappropriate Test-Taking Strategies

Every answer booklet will be processed by scanners that detect pencil marks. As such, it is not appropriate to have students taking a paper assessment eliminate answers by striking through an answer bubble or by bubbling multiple answers and later erasing. Students who mark their answers in the test booklet initially must remember to mark their final response in the answer booklet. Students must not discuss, disseminate, or otherwise reveal the assessment content to others.

4. Storing Secure Materials

All answer booklets and test booklets (and 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. 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 booklets and answer booklets received and returned in the presence of the SAC or his/her designee.

- **a.** The *Directions for Administration Manual*s are not considered secure test materials and should be provided to TAs prior to the assessment for review.
- **b.** Each student taking the PSSA will receive **one test booklet and one answer booklet per subject**.
- **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 exam administration procedures provided in this document, the *Directions for Administration Manual*.
3. Receive student assessment materials from the SAC immediately prior to the testing session on the day during which he or she is scheduled to be a TA (or Proctor) for the PSSA Grade 8 Science Assessment.
4. Alert the SAC if any student information on the label or bubbled in is incorrect and needs to be changed.
5. Look at the back cover of each answer booklet and ensure that your initials are correctly bubbled in the Test Administrator Initials fields. Some schools may have TAs bubble in the Test Administrator initials, and other schools may have bubbled in the Test Administrator initials. If incorrect or missing, alert your SAC.
6. Distribute test booklets and answer booklets to students at the time of the assessment, making certain that form numbers match.
7. Read the directions for administration to students at the start and end of each PSSA assessment for which he or she is a TA.
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 (scoring guidelines), 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 Exam Schedule Set by the School Assessment Coordinator

The Spring 2020 Science Assessment must be administered within the PDE-designated testing window on the dates assigned by the SAC. The assessment consists of **two sections**. **Each must be administered in the sequence in which they are printed** in the booklet. It is possible to combine the sections as a single testing session. The SAC must discuss the schedule with TAs at least one week prior to the assessment dates. See "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 administering the Spring 2020 Science 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 8 Science *Directions for Administration Manual* (this document) must be read in advance in order to become familiar with the procedures for administering the 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 direction of the SAC 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.
3. Student Precode Labels are supplied for most students; however, if any student does not have a Student Precode Label, a District/School Label must be used.
4. Prior to the assessment, ensure that all answer booklets have a barcode label affixed. For those booklets that have a District/School Label, rather than a Student Precode Label, ensure that the SAC or his/her designee has bubbled in all appropriate information on pages 1 and 2 (see "Reviewing Barcode (District/School or Student Precode) Labels" on page 15 of this document).
5. Prior to the assessment, be aware of 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.' Then click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Testing Information' on the right side of the screen.]

   Note: Any student, regardless of IEP status, may have a word, phrase, or test item read aloud upon request. If the student has a documented need for more than an occasional word, phrase, or test item to be read aloud, the SAC or SAC's designee must fill in the bubble next to "Some test items/questions read aloud" under "Student used the following Presentation Accommodations" on page 3 of the student's answer booklet. However, it is only appropriate to read all test items aloud if this practice is documented as an accommodation. If reading the entire assessment is used as an accommodation, the SAC or SAC's designee must fill in the bubble next to "All test items/questions read aloud" under "Student used the following Presentation Accommodations" on page 3 of the student's answer booklet. TAs must follow the read-aloud guidelines when administering the PSSA assessment.

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.

6. A form number is on the front cover of each answer booklet and each test booklet. For the Spring 2020 Science Assessment, there are twelve (12) forms labeled 01 through 12. Students must use an answer booklet and a test booklet with the same form-number designation.

7. 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 B. Contact your SAC if you need more information.

8. **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 the PDE than calling the toll-free number. Please ensure that you only utilize the email account or telephone number provided here.**

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 cheating, sharing, and/or reproduction of test content.

4. Discuss the *Code of Conduct for Test Takers*, which is in Appendix C of this manual and is also found in the PSSA *Handbook for Assessment Coordinators*, with all students prior to the scheduled exam 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.

5. Students may **not** use a dictionary or a thesaurus for any part of this assessment. **Note:** An exception is made for English Learners (ELs) taking any portion of the assessment. They may use word-to-word bilingual/translation dictionaries that translate native language to English or English to native language. Bilingual/translation dictionaries that include word definitions or pictures are not allowed. If an EL student is using this accommodation, the TA must inform the SAC, and the SAC must record the use in the student's answer booklet.

6. Students must use a No. 2 pencil; an ink pen may **not** be used.

7. Students may highlight, underline, and make notes or comments in the test booklet or on scratch paper, but they must write their answers in the answer booklet. All scratch paper and any other paper on which students have written must be collected and returned to the SAC. **Students must not use highlighters on the answer bubbles.**

8. Students should not make any extraneous marks on or near the answer bubbles (e.g., crossing out answers believed to be incorrect or marking multiple answers thought to be correct). Students should completely erase any extraneous marks.

9. The science assessment includes questions that require students to select from four possible answers. These multiple-choice questions and answer choices are found in the test booklet. Students will read each question and record their answers in the spaces provided **in their answer booklets only. Responses written or marked in the test booklet or on scratch paper and any other paper on which students have written will not be scored.**

10. The science assessment also includes questions that require students to write a response (open-ended questions). These questions appear in the answer booklet only. Students will read each question and will write their responses in the spaces provided **in the answer booklet only. Responses written in the test booklet or on scratch paper and any other paper will not be scored.**

11. The science assessment also includes multiple-choice questions associated with a science scenario.

- **a.** Scenarios utilize content-rich stimuli (text, graphics, charts, tables, etc.) and are specifically aligned to the Pennsylvania educator-developed Eligible Content.
- **b.** Science scenarios address connections between multi-disciplinary and interdisciplinary content domains (e.g., creating stronger connections between Nature of Science and Science content).
- **c.** When answering scenario stimuli based questions, students are required to use their content knowledge and science process skills. That is, some of the scenario questions require that students use content knowledge to answer content-based questions, and other scenario questions require that students process pertinent information to answer questions from the scenario.

12. Students may use calculators for the science assessment, including graphing calculators, provided the calculator meets the guidelines in the *Pennsylvania Calculator Policy*. However, calculators are not mandatory. If your students have access to calculators and know how to use them, using them during the assessment would be appropriate. If students do not have calculators and the school has not made them available, students can respond to the tasks successfully without them.

Note: Students may not share their calculators during the assessment. All calculators must be cleared of all stored information and programs that are not factory installed before and after they are used on any state exam. The calculator memory must be cleared by the TA after the PSSA is completed. For more information, see the *Pennsylvania Calculator Policy*, found in Appendix D of this manual. 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.' Then click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Mathematics' on the right side of the screen. The calculator policy link is found under "Mathematics Resources".]

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, underline, and make notes or comments in the test booklet. (Students must not use highlighters to mark the answer bubbles.) • use a calculator on the assessment, including graphing calculators, in accordance with the *Pennsylvania Calculator Policy* (see Appendix D).	• use preprinted graphic organizers. • possess or use unapproved electronic 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 (with the exception of word-to-word translation dictionaries that may be used by EL students).

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.

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. vocabulary words and/or definitions
2. examples of problems or answers
3. tips on how to write responses and/or solve problems

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 *General Description of Scoring Guidelines for Science Open-Ended Questions* may be displayed in the classroom. Additionally, each student may have a copy of the guidelines on his or her desk, but it must be a clean copy. The guidelines are 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 'Science' on the right side of the screen. Note that the 2015 grade 4 and 8 Science Scoring Guidelines and Formula Sheets have not changed.]

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. After each administration, assessment materials, including scratch paper and any other paper on which students have written, must be returned immediately to the SAC. Every answer booklet has a unique security number and barcode printed on the back cover. These security numbers should be used to track the distribution and collection of secure assessment materials. All secure assessment materials assigned to a school must be accounted for and returned to Data Recognition Corporation (DRC) by the DAC or SAC. The *Directions for Administration* (this manual) is not considered secure and does not have to be returned unless required by the SAC or DAC.

G. Organize the Assessment Materials

For the Test Administrator:

1. One Spring 2020 Grade 8 Science *Directions for Administration Manual* (this manual)
2. "**Testing—Do Not Disturb**" sign(s) to hang on the classroom door(s)
3. One student test booklet to use for demonstration purposes
4. One student answer booklet to use for demonstration purposes
5. One copy of the science grade 8 reference sheet (the reference sheet includes the scoring guidelines) to use for demonstration purposes

For each student taking the assessment:

1. One test booklet (There are twelve different forms labeled from 01 through 12. Students must use a test booklet and an answer booklet with the same form-number designation.)
2. One answer booklet with a Student Precode Label or a District/School Label
3. One copy of the science grade 8 reference sheet
4. Two sharpened No. 2 pencils with good erasers
5. Scratch paper for each section
6. One calculator available for use on all sections. (Calculators are optional. The school or the students may provide the calculators. All calculators must meet the requirements of the *Pennsylvania Calculator Policy* in Appendix D of this manual. The type of calculator used should be appropriate to the grade level of the student.)

   In addition, the *Pennsylvania Calculator Policy* is 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.' Then click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Mathematics' on the right side of the screen. The calculator policy link is found under "Mathematics Resources".]

H. Damaged Answer Booklets

If a student receives an answer booklet with damaged or missing pages, replace it with an answer booklet **of the same form number** and allow the student to continue working. If the student has already begun one or more sections of the assessment, the student should start working in the new answer booklet at the point where the defect was discovered and use the new answer booklet for the remainder of the assessment. After the assessment has been completed, the SAC or his/her designee must transcribe verbatim all of the student's previous responses into the undamaged answer booklet. It is recommended that the transcription take place in the presence of a professional staff member who will sign the appropriate *PSSA Test Security Certification* form. The student may not transcribe answers. On the new answer booklet, the SAC or his/her designee must affix a District/School Label, write the student's name (as found in PIMS) on the front cover, and fill in the corresponding bubbles. Applicable portions of page 2 of the answer booklet should also be completed by the SAC or his/her designee. **Do not insert pages from one answer booklet into another.** Multiple documents for one student and loose pages **will not be scored**.

The TA should give the damaged answer booklet to the SAC. The SAC will apply a "**Do Not Score**" label over the existing label on the front cover of the damaged booklet and return it to DRC.

I. Test Management Concerns

Some circumstances during testing require that the TA consult the SAC or contact the DAC. These 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 DFA may need to be resolved with the SAC and/or DAC and/or PDE. Any test security violation should be reported to the SAC.

If the TA believes the SAC is in violation of test security, he or she should contact PDE. For violations by the SAC, contact PDE 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 only utilize the email account or telephone number provided here.

J. General Organization of the Assessment

The Grade 8 Science Assessment consists of **two sections**. It is recommended that each section be scheduled as a separate assessment session; however, it is permissible to combine the sections as a single assessment administration session. **The sections must be administered in the sequence in which they are printed in the booklets.** The SAC must discuss the schedule with the TA at least one week prior to the administration dates. Adequate time should be scheduled for the preparation of the classroom. The following administration times are estimates and are supplied for scheduling purposes only.

Section	Content	Multiple-Choice Questions	Open-Ended Questions	Administrative Tasks Estimated Time Needed (in minutes)	Actual Testing Estimated Time Needed (in minutes)	Total Administration Estimated Time Needed (in minutes)
1	Science	24	3	15–20	**40–50**	55–70
2	Science	24	3	15–20	**40–50**	55–70

K. Code of Conduct for Test Takers

The *Code of Conduct for Test Takers* (Appendix C) provides requirements that students must follow before, during, and after each assessment. **It is important that the *Code of Conduct for Test Takers* be reviewed with all students and that all questions are answered such that all students understand each point in this code of conduct before the testing day.** Prior to starting the assessment, students will be required to darken a bubble in their answer booklet to indicate that they understand the *Code of Conduct for Test Takers* that was reviewed with them by their TA (or other school employee). TAs must be prepared to answer any questions about the *Code of Conduct for Test Takers* so that all students can acknowledge their understanding of the requirements. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.

L. Display Assessment Information

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

Section 1 – Science	Section 2 – Science
Test Booklet–Begin on page 4 Answer Booklet–Pages 5–8	Test Booklet–Begin on page 22 Answer Booklet–Pages 11–14
Questions 1–27	Questions 28–54

In addition, the following statement must be displayed on the chalkboard, dry-erase board, or other easily visible medium:

"**Go back to make sure you have answered each question before closing your test booklet and answer booklet. When you have closed your test booklet and answer booklet the Test Administrator will collect them.**"

M. Extended Testing Time

The PSSA Grade 8 Science 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 close their booklets when they have finished the section of the assessment in which they had been working. Students should keep scratch paper and all other paper on which they have written separate from their booklets. TAs must collect all test materials, including scratch paper and all other paper on which students have written, when students are finished rather than keeping the assessment materials closed on the students' desks.

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. This may involve using professional judgment. 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 sections 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.
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 extended time. 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 session.
   b. **Do not** allow students to attend any classes or related activities between the original assessment session and the extended session.
   c. **Do not** allow any overnight extensions.
   d. **Do not** allow students to return to a section after the completion of that section.
6. **Do not allow the extended assessment session to be administered without monitoring. It is the responsibility of a TA to monitor any extended sessions, whether in the classroom where the assessment was begun or in a separate location.**
7. When all students have indicated that they have finished an assessment section, end the session. Students may return to regular activities, or the administration of the next section may begin.

N. 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.

Before test administration:

1. Be sure each student has the correct test booklet and answer booklet (correct student name [as found in PIMS] and the form number is the same on the test booklet and answer booklet).
2. Be certain to direct students as to where and how to mark or write their answers.
3. Follow the directions of the SAC and this manual for maintaining assessment security.
4. Establish an environment that encourages students to approach the assessment in a positive manner.
5. Read and follow the *Handbook for Secure Test Administration* (Appendix A). This document can also be found in the *Handbook for Assessment Coordinators* posted on this portal:

   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.]

During test administration:

1. Follow the directions of the SAC for maintaining assessment security.
2. The test directions may be repeated to students as needed during the administration; however, the TA may not paraphrase or offer additional information and may not give information that provides clues concerning test questions or answer choices.
3. It is acceptable to encourage the group of students to keep trying.

Remember: *You will need a copy of a test booklet and an answer booklet during the administration for demonstration purposes. The test booklet and answer booklet must be returned to the SAC at the end of each testing session.*

- **In some places in this manual, the TA will be prompted to "demonstrate" to students where specific administration information (such as instruction boxes, page numbers, question numbers, etc.) can be found in the test booklet or answer booklet. To help students understand these references, the TA should hold up a copy of the test booklet or answer booklet and point to the relevant information.**
- 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.

When ready to start the assessment, the TA should begin with *Part III: Directions for Administering the Assessment* on the next page of this manual.

A. Getting Started with the Assessment

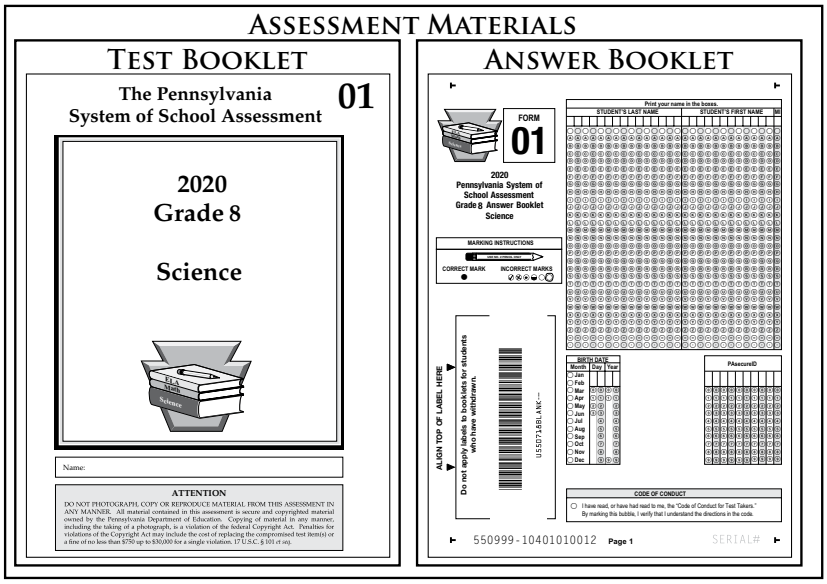
Make sure all students have two sharpened No. 2 pencils with good erasers. Students are not to have in their possession a cell phone, camera, smartphone, smartwatch, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to distributing any assessment materials.**

Say:

> **Welcome to the PSSA. I will now distribute the test booklets and answer booklets. Do not open your test booklet or answer booklet until I tell you to do so.**

First, distribute answer booklets with front covers facing up, and then distribute test booklets with front covers facing up.

Answer booklets must have a Student Precode Label or a District/School Label if the Student Precode Label is not available. Contact the SAC if you do not have a labeled answer booklet for each student. If a Student Precode Label is not on a student's answer booklet, the SAC or his/her designee should have printed the student's name (as the name appears in PIMS) on the front cover, bubbled in the letters corresponding to the name, and written in the student's birth date and PAsecureID on page 1.



Note: A form number is on the front cover of each test booklet and answer booklet. There are twelve (12) different forms labeled 01 through 12. Make certain that the form number on each student's test booklet matches the form number on each student's answer booklet.

Say:

> **Today we will begin the PSSA in science. Each of you should have a Grade 8 Science Test Booklet and Answer Booklet. Do not open your booklets until I tell you to do so.**
>
> **Look at the front covers of the two booklets. In the upper right-hand corner of the test booklet, there is a number from 01 through 12. Make sure that this number is the same as the number shown near the upper left-hand corner of the answer booklet. If the number in the box on your answer booklet is not the same, raise your hand, and I will give you a new test booklet.**

Correct any errors in booklet distribution. When all students are ready, say:

> **Look at the front cover of your test booklet. In the box labeled "Name" at the bottom of the page, print your name —your first name, your middle initial, and then your last name.**

Pause while students print their names in the box on the cover of their test booklets. The student's name on the front of the test booklet ensures accurate distribution of the correct test booklet to each student at the beginning of each testing session. Make certain that all students have recorded their names correctly. Then say:

> **Below your name on the test booklet is a box labeled "ATTENTION." Read the entire statement in the box now.**

Pause while students read the information in the box. This statement is repeated on page 4 of the answer booklet. When all students have completed this task, say:

> **Are there any questions?**

Answer all questions. When all students are ready, continue with the next section.

B. Reviewing Barcode (District/School or Student Precode) Labels

Say:

> **Look at the front cover of your answer booklet. In the lower left-hand corner is a barcode label. Check to see if the barcode label has a colored stripe on it.**
>
> **If the barcode label DOES NOT have a colored stripe, check to make sure your full name and birth date are correct. Raise your hand if you find an error.**
>
> **If the barcode label DOES have a colored stripe, check to make sure that your full legal name is printed in the boxes near the top of the cover page of your answer booklet.**
>
> **If the barcode label DOES have a colored stripe and your name IS NOT printed in the boxes, please raise your hand.**

If the label on a student's booklet has a colored stripe, but the student's name is not printed in the boxes, contact your SAC immediately to obtain the student's name, PAsecureID, and birth date as it appears in PIMS. The student may work on the assessment while the SAC obtains the student's name, PAsecureID, and birth date. Either you, the SAC, or the SAC's designee must fill in the information for the student. The student information must include the student's name as it appears in PIMS, birth date, and PAsecureID.

Note: If any barcode label has an error on it, please contact the SAC.

When all students are ready, say:

> **In the bottom right-hand corner of your answer booklet is a box labeled "CODE OF CONDUCT." Read the statement inside this box 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*, darken the circle inside the box now. If you have questions about the *Code of Conduct for Test Takers*, raise your hand.**

Answer student questions until all understand the *Code of Conduct for Test Takers* and darken the circle inside the box. (The *Code of Conduct for Test Takers* is Appendix C of this manual.) When students are ready, continue with the next section.

C. Administer Section 1—Science

When all students are ready, say:

I will now distribute scratch paper and reference sheets.

Distribute scratch paper and science reference sheets. When all students are ready, say:

Now we are ready to begin Section 1—Science. For some of the questions, you will choose your answer from among a set of four answer choices. For other questions, you will write your own response. You will record your response to both types of questions in your answer booklet only. Only responses recorded in your answer booklet will be scored. The PSSA is an untimed assessment. You may take as much time as you need to complete this section. Are there any questions?

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

Open your test booklet to page 3.

Pause while students find the correct page in their test booklets. The directions on page 3 of the test booklet may be repeated to students as needed during the administration of Section 1. When all students are ready, say:

Look at the directions on page 3. Read the directions silently as I read them aloud.

Directions: On the following pages are the Science questions. There are several types of questions.

Now look at the first box on page 3. It is labeled "Multiple-Choice Questions." Read the directions in the first box silently as I read them aloud.

Some questions will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For the multiple-choice questions:

- ***Read each question, and choose the best answer.***
- ***Record your choice in the answer booklet.***
- ***Only one of the answers provided is the correct response.***

Are there any questions?

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

Now look at the middle box on page 3. It is labeled "Science Scenario Multiple-Choice Questions." Read the directions in the middle box silently as I read them aloud.

Some of the questions will require you to use some information found in a science scenario. The science scenario may contain text, graphics, charts, and/or tables, and may use these elements to describe the results of a class project, an experiment, or other similar research. The science scenario may cover several pages in your test booklet, and it will include information you will need to answer several multiple-choice questions.

For the science scenario multiple-choice questions:

- ***Read each question, and choose the best answer.***
- ***Record your choice in the answer booklet.***
- ***Only one of the answers provided is the correct response.***

Are there any questions?

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

Now look at the last box on page 3. It is labeled "Open-Ended Questions." Read the directions in the last box silently as I read them aloud.

Other questions will require you to write your response. These questions will be found in your answer booklet.

For the open-ended questions:

- ***Be sure to read the directions carefully.***
- ***If the question asks you to do two tasks, be sure to complete both tasks.***
- ***If the question asks you to compare, be sure to compare. Also, if the question asks you to explain, describe, or identify, be sure to explain, describe, or identify.***

Are there any questions?

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

Now look at the reference sheet that I passed out along with your scratch paper.

Pause while students look at the science reference sheet. When all students are ready, say:

At the top of the page, it says *General Description of Scoring Guidelines for Science Open-Ended Questions*. This is an example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended science questions. You may refer to these science scoring guidelines at any time while responding to an open-ended science question. Do not write on the reference sheet, as you will use it for another section of the test. Are there any questions?

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

We are now ready to start Section 1. Turn to page 4 in your test booklet and page 5 in your answer booklet. In the bottom right-hand corner, you will see a "GO ON" arrow.

Point to the arrow in the booklet that you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the arrow. Then say:

This arrow indicates that you are not yet finished with Section 1 and you are to continue on to the next page. Follow the "GO ON" arrows and follow the directions that tell you which questions are in the test booklet and which questions are in the answer booklet. Continue until you complete all of the multiple-choice questions and all of the open-ended questions in Section 1. At the end of Section 1, you will see a "STOP" sign in your test booklet and your answer booklet.

Point to the stop sign on the last page of Section 1 in the test booklet and page 8 of the answer booklet you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the stop sign. Then say:

Remember to complete questions 1 through 27 in Section 1 and to mark only one correct answer for each multiple-choice question and completely answer each open-ended question in your answer booklet. If you complete Section 1 before the testing session is over, you may check your work for questions ONLY in Section 1. Do not look ahead to Section 2. After you have checked your work, make sure you have completely erased wherever you have changed an answer or have made a stray mark in your answer booklet or written on your reference sheet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your test materials when you finish. You may sit quietly, read for pleasure, or read non-content related materials until the rest of the class completes Section 1. Are there any questions?

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

You may begin.

Note: 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.

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 test directions and/or direct the student to the correct section of the test. The directions on page 3 of the test booklet may be repeated to students as needed during the administration of Section 1. Each Section has a shape or shapes in the header with the number of the Section inside the shape(s) so the Section can be easily identified. There is one circle in the header of all pages in Section 1. While students are taking the assessment, ensure that students are working in the correct section of the test.

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.

The testing time for this section is estimated to be 40 to 50 minutes, but the actual administration time may vary. Collect test materials, including scratch paper and any other paper on which students have written, when students are finished testing rather than keeping booklets closed on the students' desks. 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 Testing Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

This session will end in about five minutes. Make sure that you have completely erased wherever you have changed an answer or have made a stray mark in your answer booklet or written on your reference sheet. If you need additional time to complete this section, direction will be provided for you.

At the end of the scheduled time, say:

Close your test booklet and answer booklet. You will use the same booklets for the remaining section of the assessment, so make sure your name is on the front cover of each booklet. Place your answer booklet inside the test booklet. If you are finished, I will collect your booklets, scratch paper and any other paper on which you have written, and reference sheet. If you need more time, let me know, and you will be provided with an extended session and given additional direction.

- If you are continuing the assessment at this time, now is the time to take a short break. Only students who have completed Section 1 may move on to Section 2. Students who need additional time should be provided an extended session setting. For students moving on to Section 2, say:

  You are going to take a short break before beginning Section 2, so I will now collect any remaining test materials.

  Collect any remaining booklets, scratch paper and any other paper on which students have written, and science reference sheets, making sure that answer booklets have been placed inside the test booklets and that each student's name is on the test booklet. All assessment materials must remain secure at all times. Following the short break, go on to "Administer Section 2—Science," found on page 20 of this manual.

- 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, so I will now collect any remaining test materials.

Collect any remaining booklets, scratch paper and any other paper on which students have written, and science reference sheets, making sure that answer booklets have been placed inside the test booklets and that each student's name is on the test booklet.

Used scratch paper and any other paper on which students have written should be returned to the SAC and kept in a secure location until it can be destroyed. Return all materials (test booklets, answer booklets, used scratch paper and any other paper on which students have written, and science reference sheets) immediately to the SAC for secure storage. If the calculators have not been cleared, please clear the calculators at this time. Note: Do NOT review student responses to test questions for any reason. Do not review booklets for stray marks.

D. Administer Section 2—Science

Make sure all students have two sharpened No. 2 pencils with good erasers. Make sure that no student is in possession of a cell phone, camera, smartphone, smartwatch, earbuds, or other unauthorized electronic device. **Collect all unauthorized electronic devices prior to distributing any assessment materials.** Distribute booklets to students, making certain each student has the correct booklets. The scratch paper must be blank and the reference sheets must have no additional writing.

Say:

> **Check to make sure that your name is on the front cover of both the test booklet and the answer booklet. Also, check the number in the upper right-hand corner of your test booklet and the number in the box in the upper left-hand corner of your answer booklet to make sure that they match.**

When all students are ready, say:

> **I will now distribute scratch paper and reference sheets.**

Distribute scratch paper and science reference sheets. When all students are ready, say:

> **Now we are ready to begin Section 2—Science. For some of the questions, you will choose your answer from among a set of four answer choices. For other questions, you will write your own response. You will record your response to both types of questions in your answer booklet only. Only responses recorded in your answer booklet will be scored. The PSSA is an untimed assessment. You may take as much time as you need to complete this section. Are there any questions?**

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

> **Open your test booklet to page 21.**

Pause while students find the correct page in their test booklets. The directions on page 21 of the test booklet may be repeated to students as needed during the administration of Section 2. When all students are ready, say:

> **Look at the directions on page 21. Read the directions silently as I read them aloud.**
>
> ***Directions: On the following pages are the Science questions. There are several types of questions.***
>
> **Now look at the first box on page 21. It is labeled "Multiple-Choice Questions." Read the directions in the first box silently as I read them aloud.**
>
> ***Some questions will ask you to select an answer from among four choices. These questions will be found in your test booklet.***
>
> ***For the multiple-choice questions:***
> - ***Read each question, and choose the best answer.***
> - ***Record your choice in the answer booklet.***
> - ***Only one of the answers provided is the correct response.***
>
> **Are there any questions?**

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

> **Now look at the middle box on page 21. It is labeled "Science Scenario Multiple-Choice Questions." Read the directions in the middle box silently as I read them aloud.**
>
> ***Some of the questions will require you to use some information found in a science scenario. The science scenario may contain text, graphics, charts, and/or tables, and may use these elements to describe the results of a class project, an experiment, or other similar research. The science scenario may cover several pages in your test booklet, and it will include information you will need to answer several multiple-choice questions.***

Continue saying:

For the science scenario multiple-choice questions:

- ***Read each question, and choose the best answer.***
- ***Record your choice in the answer booklet.***
- ***Only one of the answers provided is the correct response.***

Are there any questions?

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

Now look at the last box on page 21. It is labeled "Open-Ended Questions." Read the directions in the last box silently as I read them aloud.

Other questions will require you to write your response. These questions will be found in your answer booklet.

For the open-ended questions:

- ***Be sure to read the directions carefully.***
- ***If the question asks you to do two tasks, be sure to complete both tasks.***
- ***If the question asks you to compare, be sure to compare. Also, if the question asks you to explain, describe, or identify, be sure to explain, describe, or identify.***

Are there any questions?

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

Now look at the reference sheet that I passed out along with your scratch paper.

Pause while students look at the science reference sheet. When all students are ready, say:

At the top of the page, it says *General Description of Scoring Guidelines for Science Open-Ended Questions*. This is an example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended science questions. You may refer to these science scoring guidelines at any time while responding to an open-ended science question. Are there any questions?

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

We are now ready to start Section 2. Turn to page 22 in your test booklet and page 11 in your answer booklet. In the bottom right-hand corner, you will see a "GO ON" arrow.

Point to the arrow in the booklet that you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the arrow. Then say:

This arrow indicates that you are not yet finished with Section 2 and you are to continue on to the next page. Follow the "GO ON" arrows and follow the directions that tell you which questions are in the test booklet and which questions are in the answer booklet. Continue until you complete all of the multiple-choice questions and all of the open-ended questions in Section 2. At the end of Section 2, you will see a "STOP" sign in your test booklet and in your answer booklet.

Point to the stop sign on the last page of Section 2 in the test booklet and page 14 of the answer booklet you are using for demonstration purposes. If necessary, walk around the room to ensure that all students see the stop sign. Then say:

Remember to complete questions 28 through 54 in Section 2 and to mark only one correct answer for each multiple-choice question and completely answer each open-ended question in your answer booklet. If you complete Section 2 before the testing session is over, you may check your work for questions ONLY in Section 2. Do not look back to Section 1. After you have checked your work, make sure you have completely erased wherever you have changed an answer or have made a stray mark in your answer booklet. Then close your answer booklet and place it inside your test booklet so I will know you have finished. I will collect your test materials when you finish. You may sit quietly, read for pleasure, or read non-content related materials until the rest of the class completes Section 2. Are there any questions?

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

You may begin.

Note: 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.

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 test directions and/or direct the student to the correct section of the test. The directions on page 21 of the test booklet may be repeated to students as needed during the administration of Section 2. Each Section has a shape or shapes in the header with the number of the Section inside the shape(s) so the Section can be easily identified. There are two half circles in the header of all pages in Section 2. While students are taking the assessment, ensure that students are working in the correct section of the test.

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.

The testing time for this section is estimated to be 40 to 50 minutes, but the actual administration time may vary. Collect test materials, including scratch paper and any other paper on which students have written, when students are finished testing rather than keeping booklets closed on the students' desks. 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 Testing Time, see Part II of this document. When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

This session will end in about five minutes. Make sure that you have completely erased wherever you have changed an answer or have made a stray mark in your answer booklet. If you need additional time to complete this section, direction will be provided for you.

At the end of the scheduled time, say:

This concludes the 2020 Science Assessment. Close your test booklet and answer booklet. Place your answer booklet inside the test booklet. I will now collect your booklets. If you need more time, let me know, and you will be provided with an extended session and given additional direction.

Collect the booklets, making sure that answer booklets have been placed inside the test booklets and that each student's name is on the test booklets. Say:

I will now collect your scratch paper and any other paper on which you have written, and your reference sheet.

Collect scratch paper and any other paper on which students have written and science reference sheets. Used scratch paper and any other paper on which students have written and reference sheets should be returned to the SAC and kept in a secure location until they can be destroyed. Return all materials (test booklets, answer booklets, reference sheets, and used scratch paper and any other paper on which students have written) immediately to the SAC for secure overnight storage. If the calculators have not been cleared, please clear the calculators at this time. **Note: Do NOT** review student responses to test questions **for any reason**. Do not review answer booklets for stray marks.

A. After Testing is Complete

After testing is complete:

1. Make sure each student turned in his/her answer booklet and test booklet.
2. Make sure student identification information is complete and correct on all students' booklets. Make sure the name on the test booklet corresponds with the name on the answer booklet for each student.
3. If a student answer booklet has a barcode label with a colored stripe (a District/School Label), make sure that the SAC or his/her designee has completed the applicable portions of the front cover and page 2 of the answer booklet by printing the student's name (as found in PIMS) and filling in the bubbles. (See your SAC if you have questions or require further direction.)
4. If a student used any accommodation listed on page 3 of the answer booklet during the administration of the exam, make sure that applicable portions of page 3 of the answer booklet are completed by filling in the bubbles. (See your SAC if you have questions or require further direction.)
5. Do **NOT** review test booklets or check the response pages of the answer booklet for content, accuracy, completeness, or stray marks.
6. Review the *PSSA Test Security Certification*, which is found in Appendix B. Contact your SAC if you need more information.

B. Return Materials

Test materials must be kept secure. Any unused test materials related to this assessment must be returned to the SAC or his/her designee. This manual may be retained by the Test Administrator.

Return all test materials to the SAC or his/her designee for secure storage. This includes used and unused booklets, science reference sheets, used scratch paper, and any other paper on which students have written. Test materials must be returned to the SAC immediately at the end of the assessment session.

Reminder: All used answer booklets returned to Data Recognition Corporation for processing **must** have a barcode label (District/School, Student Precode, **or** Do Not Score) affixed to the front cover of the answer booklet. Do **not** affix a barcode label to any unused answer booklet.

Remember: Every TA involved in the administration of the Spring 2020 Science Assessment **must** sign and date a *PSSA Test Security Certification* (*Test Administrator and Proctor*). When a TA signs and dates the *PSSA Test Security Certification*, that person certifies that all security measures have been followed for this PSSA administration. TAs 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 immediately. If you believe the SAC may have involvement in the violation, immediately contact the Pennsylvania Department of Education 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 only utilize 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

pennsylvania
DEPARTMENT OF EDUCATION

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 (each school year).

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 with opaque material or removed from classrooms and hallways.

Make sure the testing environment is secure and educationally appropriate.

Know the required accommodations and those allowable 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 (each school year) 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:

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 C:

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 D:

Pennsylvania Calculator Policy

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PENNSYLVANIA CALCULATOR POLICY

If a student chooses to use a calculator (other than the online options) on the Keystone Exams or PSSA in sections where the calculator is permitted, the student must adhere to the guidelines listed below. It is incumbent upon the School Assessment Coordinator to ensure that all calculator policies are implemented and followed, including making sure calculators have no programs or other data stored in their memory other than those that are factory installed. Please note that if a student wants to restore the deleted programs, the student will need to back up these programs prior to the assessment. In addition, the memory must be cleared on the calculator prior to and following each test session of the assessment.

The following are **not** permitted for the PSSA or Keystone Exams:

- Devices that have a primary purpose other than functioning as a calculator such as cell phones, smartphones, smartwatches, PDAs, laptops, tablets, pocket organizers, etc.
- Calculators with infrared, Wi-Fi, Bluetooth, or other beaming or wireless capabilities, unless the beaming or wireless capabilities are disabled
- Calculators with built-in Computer Algebra Systems (CAS)
- Calculators that make noise, have paper tape, need to be plugged in, or talk; these specific calculators can only be used as a required accommodation as stated in the Accommodations Guidelines
- Calculators shared by students during a test session
- Any and all non-factory (add-on) programs or information stored in the calculator

This calculator policy is intended to be a general description of what is not allowed. It is not meant to be an exhaustive list of specific calculators, devices, or technologies that must not be used on the PSSA or Keystone Exams. Please note that as technology changes, this policy may also change.

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PSSA
SCIENCE

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Spring 2020
Grade 8—PSSA
Science
Directions for Administration Manual

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