PARKLAND PSSA/KEYSTONE WEBSITE
http://www.parklandsd.org/web/pssa-keystone/

DISTRICT ASSESSMENT SCHEDULE
- Elementary Schedule
- Middle School Schedule

2014 PSSA PARENT TESTING LETTER
- Distribute Letter Electronically to Parents
  - E-Communication
  - PSD Website
  - School Messenger Message
- ELECTRONIC DEVICES LETTER-PARENTS
  - Distribute to Parents
  - Appendix A

PARENTAL REQUESTS TO PREVIEW THE PSSA ASSESSMENTS
http://www.parklandsd.org/web/pssa-keystone/parent-request-to-preview-guidelines
- Memo to Principals and School Assessment Coordinators
  - Parent Requests to Preview Assessment
  - Religious Exemption Request
- Parent Confidentiality Agreement must be signed by parent and principal

MONITORING BY THE PENNSYLVANIA DEPARTMENT OF EDUCATION
- PSSA Monitoring Interview Questions

CONTINGENCY PLAN FOR POSSIBLE DISRUPTIONS TO THE REGULAR TESTING SCHEDULE
- District Contingency Plan
- Customized Contingence Plans by School

HOME-SCHOoled STUDENTS
- A letter is sent to parents in the beginning of the school year about testing options.
- Parents may opt to have their child take the PSSA.
- Parents should contact the principal/counselor if opting for PSSA option.
- Home-School should be coded on the testing booklet.
NEW THIS YEAR

- Affirmation of Code of Conduct for Test Takers
  - Must be reviewed by all students in advance of testing day
  - Required to indicate they understand
- Scoring Guidelines and Formula Sheets
  - Pre-Printed and Packaged separately
- General Test Security Certification
  - For individuals not covered by other certifications
- Collecting Booklets
  - Student booklets must be collected as a student finishes his/her test

IMPORTANT REMINDERS

1. Materials Receipt Notice and Materials accountability form
   - Required to enter the dated secure materials arrive and number being returned

DIRECTIONS IN HANDBOOK

PART I GENERAL ASSESSMENT INFORMATION

1. Administration Manuals
   - Become Familiar with Handbook

2. Testing Window
   - Instruct personnel who are responsible to contact you as soon as shipment arrives
   - Extended one week for Reading/Math and Writing

3. Materials Receipt Notice
   - Open and Inventory Immediately
   - Enter date secure materials arrive on DRC

4. Additional Materials
   - For additional materials call Marge or order on DRC website

5. School Assessment Coordinator Orientation
   1. District Assessment Schedule
   2. Handbook Direction
      a. Student participation
      b. Demographic and accommodation information
      c. Barcode labels
      d. PA secure ID lists
      e. Test Security Certification
   3. Procedures for distribution and collection of assessment materials
   4. Online
   5. Test Administrator training
   6. Security of assessment material
   7. Distribution of Parent Information
   8. Ethical Standards of Test Administration
6. Test Administrator Orientation-
   Online Training for all Test Administrators
   - [http://pssatraining.com/](http://pssatraining.com/)
   - Deadline – prior to test administration
   - 40 minutes
   - 10 question test
   - 80% is the proficiency score for passing
   - Coordinators have online access to view scores

1. Assessment Schedule
   - Provide a schedule for your teachers/building

2. Administration Preparation
   - Test Administrators must receive Manuals and Ethical Standards prior to training
   - Review the Ethical Standards of Test Administration
     - Located in the Administration Manual and on our PSSA Website

3. Discuss Students with Special Needs
   - Know the Accommodations allowed for your students
   - The IEP Team must make assessment and accommodation decisions for students based on individual need. The IEP Team includes the student, parents, the special education teacher, the LEA representative as well as others who are knowledgeable about the educational needs of the student. Decisions regarding assessment and accommodations are not made by individuals outside of the IEP Team.
   - GUIDELINES FOR SMALL GROUP ACCOMMODATIONS
     - Despiraling of tests is permitted only if the entire test is to be read aloud
       - Math, Writing and Science Only
       - 1-5 students
     - No read aloud portion.
       - 1-12 students
       - Extended time
       - Distractibility
       - Changed test schedule

4. Assessment Conditions
   - Quiet Room/Positive Approach
   - Do Not Disturb Sign
5. **Cell Phones**
   - Prohibited-Collect all such devices including cameras
   - **Distribute Appendix A to Parents prior to testing**
   - In the presence of the parent/guardian, cell phone will be viewed to ensure that no information regarding assessment is present
   - Parent/students may be responsible for cost of replacing compromised test items
   - If cheating, place a Do Not Score Label on test, student should retake test

6. **Use of Calculators**
   - Clear memories prior to testing
   - No sharing during testing

7. **Use of Dictionaries**
   - Not permitted
   - Word to Word Translation for ELLs allowed for math and science only

8. **Classroom Displays**
   - Scoring Guidelines and Formula Sheet Permitted
   - Remove/Cover Materials related to testing
     - No vocabulary or definitions
     - No examples or problems or answers
     - No calculator instructions
     - No tips on how to write responses
     - No drawings of geometric shapes, equations, graphs or number lines
   - Check Hallways for inappropriate content being tested (Monitor Finding)

9. **Special Instructions**
   - No. 2 pencils

10. Barcode labels
11. Make up sessions
    - Discuss school procedure
12. Scratch paper
    - Collect at the end of testing
    - Destroy
13. Response space
14. Security
    - STRESS that no one should check documents for content, accuracy, completeness or stray marks
    - All test materials must be secure at all times prior to during and after the assessment
    - Proctors are recommended if classroom teacher is the Test Administrator
    - Monitor students during Bathroom Breaks during the testing session

7. **Information for Online Testers**
   - Not Applicable at this time
PART II PARTICIPATION GUIDELINES FOR ALL ASSESSMENTS

1. Student Participation in the Assessment

2. Participation with Accommodations
   - Braille and Large Print
   - Audio for Math and Science
   - Color Chooser

3. Participation with PASA
   - ≤1% counts toward proficiency

4. Procedures for Non-Assessed Students
   - Medical Emergency
   - Extended Absence
   - Parental Request
   - Other

5. Other Assessment Information
   - Court/Agency Placed

6. Student Withdrawal/Enrollment during Testing Window

7. Home Education Students
   - Bubble Item 5- option 6 on Page 2

8. Testing of Suspended and Expelled Students
   - Test should be administered to these students
PART III- LABELING ANSWER BOOKLETS

1. Overview of Barcode Labels
   • Every used book must have a barcode label applied to front cover
   • Destroy pre-code labels for:
     o PASA students
     o labels with inaccurate information
     o students who moved away
   • Use a District / School Labels for students without a pre-code label
   • Apply to lower left corner
   • Do Not Write on Labels

2. Student Precode Label Instructions

3. District/School Label Instructions
   • Bubble pages 1 and 2

4. Do Not Score Labels
   • Defective Booklets
   • Student Who Moved Before testing window and did not complete testing

PART IV- COMPLETING STUDENT INFORMATION ON DISTRICT LABELS

1. Demographics on District Label (Those without a pre-code label)
   • ACCURACY IS CRITICAL
   • Use e School for:
     • Name, Birth Date, PA Secure ID, gender, race, enrollment status, IEP, ED, ELL…
     • ELLS- first year enrollment date-on or before May 3, 2013.

2. Accommodations
   • Sign Language Interpretation

3. Transcribing
   • No corrections for spelling, punctuation or grammar
PART V- TESTING ACCOUNTABILITY
1. Materials Accountability Form
   - Must be completed by end of the testing window
2. Test Security
   - Avoid inappropriate test taking strategies
   - Report irregularities/security breaches to district coordinator
3. Test Security Certifications
   - Certifications must be signed by all: **AFTER** test administration
     - Coordinators
     - Administrators
     - Proctors
     - Others (Custodians, Secretaries…)
     - Sign Language Interpreters sign General Test Security Cert
     - Cross out the word **reviewed** in third paragraph of
   - Found in Appendix E in handbook
   - Keep on file 3 years
   - Send copy/scan to District Coordinator
4. Secure Storage
   - Testing Materials must be returned immediately to pocked storage area after testing is complete for the day

PART VI- RECEIPT AND DISTRIBUTION OF MATERIALS
1. District and School Coordinators Checklists
   - Adjust Reading/Mathematics and Writing extended timelines
2. Receipt of Materials
   - Log on to DRC website and record date
   - **https://padredirect.com**
3. Distribution of Assessment Materials
4. Keep Testing Materials secure at all times
   - Document Test Booklets assigned to each homeroom teacher on the Security Checklist
   - **TEACHERS SHOULD VERIFY QUANTITY AT TIME OF RECEIPT!**
5. Procedures for Assigning Booklets Using Security Numbers
6. PASecure ID List (Include Extended Time Information)
   - PAsecureID number
   - Test Administrator’s Name
   - Grade
   - Subject
   - Year
   - Retain for 3 years
   - **Send a copy to District Coordinator**
7. Grade 3 Spanish
8. **PART VII- PREPARATIONS AND MANAGEMENT OF THE ASSESSMENTS**

1. Scheduling the Assessment

2. Administering the Reading and Mathematics PSSA

3. Administering the Writing PSSA

4. Administering the Science PSSA

5. **Parent/Guardian Notification of the Assessment**
   - Parent Letter regarding Electronic Devices

6. **Preparing the Students for the Assessment**
   - Discuss Code of Conduct Before Test Day
   - Inform Students BEFORE TESTING of locally determined ramifications for cheating and sharing or reproducing test content

7. Preparing the Classroom Prior to the Assessment
   - Do Not Disturb
   - Quiet/Calm Testing Environment
   - Remove/Cover Materials in classroom

8. Managing Extended Assessment Sessions
   - Do not allow students to:
     - attend lunch with others if between original sessions and extended session
     - attend class/activities if between original sessions and extended session
     - have overnight extensions
     - to test unsupervised

9. Managing Damaged Answer Booklet
   - Write Defective on booklet
   - Place Do Not Score Label on booklet

10. Make-Up Sessions
PART VIII- RETURN OF ASSESSMENT MATERIALS

1. Packaging Materials for Return to District

2. Packaging Materials for Return to DRC

SHIPPING TIMELINE FOR TESTING MATERIALS

- Deadline extended for shipping MATH/READING materials to DRC    April 4, 2014    April 11, 2014
- Deadline extended for shipping WRITING materials to DRC        April 11, 2014    April 25, 2014
- Deadline for shipping SCIENCE materials to DRC                 May 9, 2014

OTHER

Concussion

Students need medical documentation within two weeks of the start of the testing window.

PSSA HOTLINE:          Marge Evans            Extension  52547       Cell Phone  484-357-3582
                        Barbara Salovay      Extension  52570