Directions for Administering the ALGEBRA I Keystone Exams to Students with the Print on Demand Accommodation

In accordance with the Pennsylvania Department of Education's Accommodation Guidelines, a student who is eligible for paper testing materials can be provided a locally-printed copy of a Keystone Exam. See the *Accommodations Guidelines* for eligibility guidelines. A Unique Accommodation Assurance must be submitted to PDE before selecting this accommodation in the DRC INSIGHT Portal.

A printable copy of a Keystone Exam, the **Print on Demand (POD)** form, is only accessible from the DRC INSIGHT Portal. The corresponding Print on Demand accommodation must be selected in the student's record within the DRC INSIGHT Portal, and the student must be assigned to a test session within the DRC INSIGHT Portal for the POD form to be available. The test session will also be used to generate two test tickets for the student. The test tickets will ensure the online form matches the POD form. These tickets are necessary to ensure that the student's responses on the printed form can be accurately transcribed into the matching online form.

The following directions will provide School Assessment Coordinators (SACs) and Test Administrators (TAs) with the information they need to: (1) Generate POD materials; (2) administer a POD test; and (3) transcribe the student's responses on paper into the online test engine.

General Guidance

- For ease of administration, a student using the Print on Demand accommodation may be in a separate, small-group setting from the general testing population.
- A student using the Print on Demand accommodation should complete each section of the assessment in the order of the printed form, in the same order as the online testing population.
    - If it is more efficient, students completing make-ups may be administered the modules out of order.
- PDE strongly recommends that the student is provided with only the module of the printed form that is to be completed during the test session. For example, if the student is to complete Algebra I Module 2, PDE strongly recommends the school only provides the printed pages for Module 2.
    - The POD form is formatted such that all printed forms, whether printed single-sided or double-sided, can be separated at the module breaks without pages overlapping between modules.

- The student's name will be printed on each page of the POD form to ensure that the student is assigned the same form for administration and transcription.

- The number of pages in each module of the Algebra I POD test is as follows.
    - **Module 1**: pages 1 - 26; **Module 2**: pages 27 – 52
- Students should be provided with a printed copy of the *General Description of Scoring Guidelines for Algebra I Constructed-Response Questions*. The scoring guidelines can be found on PDE's website, the DRC INSIGHT Portal, and in Appendix D of the Keystone Exams *Directions for Online Administration Manual*.
    - Schools are responsible for printing copies of the *General Description of Scoring Guidelines*—DRC does not provide a copy of the scoring guidelines.
- Students should be provided with a copy of the Algebra I formula sheet. DRC will ship printed copies of the English formula sheets to all schools. SACs can order additional formula sheets via the Additional Materials Ordering system in the DRC INSIGHT Portal. If a student needs the Spanish version of the formula sheet, the SAC must order the Spanish version through the Additional Materials Ordering system.
    - Both English and Spanish formula sheets can also be found on PDE's website, the DRC INSIGHT Portal, and Appendix D of the English and Spanish Keystone Exams *Directions for Online Administration Manual*.
- All students may use a personal calculator or a school-provided calculator on the test.
    - SACs must ensure the calculator meets the criteria of PDE's Calculator Policy.
- SACs must provide a copy of the *Directions for Administering the Algebra I Keystone Exams to Students with the Print on Demand Accommodation* (this document) and a copy of the *Directions for Online Administration Manual t*o all TAs assigned to proctor a POD test session.
- All TAs who administer the assessment to a student with the POD accommodation must follow the scripted text on pages 6 – 14 of this document.

Accessing Print on Demand Materials

The SAC or designee must mark the subject-specific accommodation, "Print on Demand Paper Form," in the student's record within the DRC INSIGHT Portal.

- The accommodation must be selected prior to placing the student in a test session.
    - The accommodation will ensure the student is assigned the correct online form number of the test for transcription.

The student must be placed into a test session for the Content Area (Algebra I) that will be administered via the Print on Demand form.

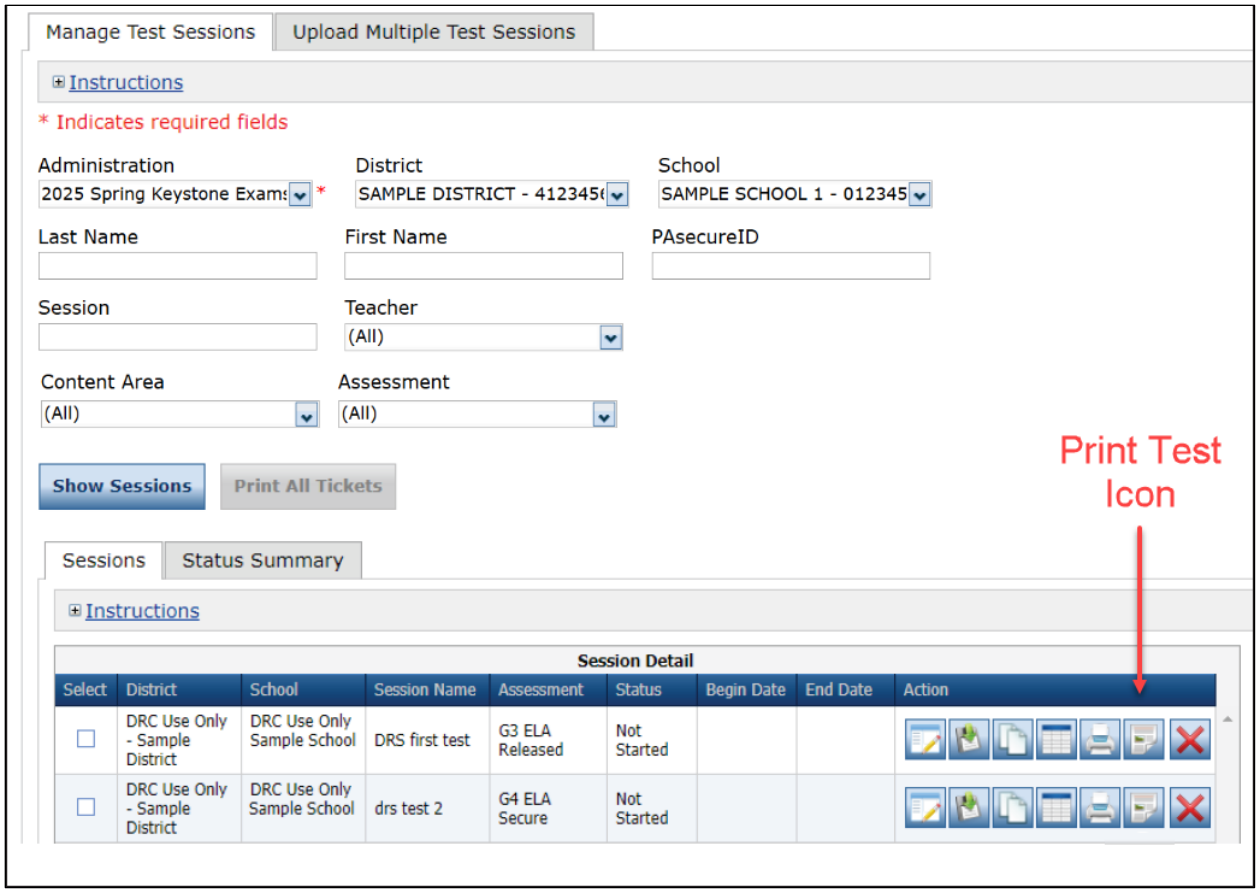
- Once the SAC places the student into a test session, the SAC can generate two test tickets for the student.
    - School personnel will only use the test tickets to transcribe the student's responses from the POD form into an online test form.
- The SAC can place the student into a test session with other students who are participating online or can place the student into a test session specific to the POD administration.

No sooner than two weeks prior to the start of the test administration, the SAC can access the Print on Demand test via the Test Management >> Manage Test Sessions functionality of the DRC INSIGHT Portal.

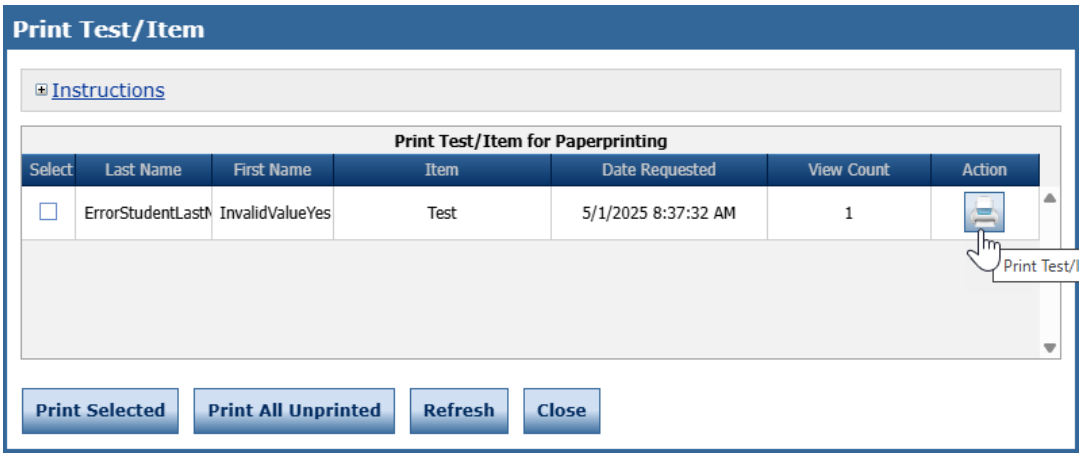
- Approximately two weeks prior to the start of the test administration, all District Assessment Coordinators will receive the following DRC INSIGHT Portal permission for accessing the POD form: "Test Session - Print Test."
    - District Assessment Coordinators (DACs) must assign the same permission to any SAC who needs to access a Print on Demand form.

To generate a Print on Demand form (PDF) for printing, the SAC or designee must do the following.

- Navigate to Test Management >> Manage Test Sessions in the DRC INSIGHT Portal, enter search criteria to locate the student's test session(s), and click the "Show Sessions" button.
- From the list of test sessions (Session Detail), click the Print Test/Item icon for the applicable test session.



- Click the "Print Test" icon from the Session Detail which will cause the following grid to display for a student with the "Print on Demand Paper Form" accommodation marked.



- Click the "Print Test" icon from this grid, which will send a PDF of the POD form to the computer's Print screen.

    - The SAC should print each student's Print on Demand form exactly once, and the SAC may not save the PDF or the contents of the POD form in any manner. **Doing so will be considered a direct violation of test security.**

- The Print Test/Item grid will record each time the POD form is viewed for printing (View Count), and the DAC and SAC must document any circumstances that require re-printing the form (e.g., paper jam or other printer failure).

- The student's name will appear on each page of the POD form in the upper, right-hand corner.
    - Accordingly, the SAC must print a unique form for each student requiring the POD accommodation (i.e., schools must not print or make multiple copies of one student's POD form for distribution to other students).
- All POD forms should be printed on 8.5 x 11 paper, and "fit" should be selected under "Page Size & Handling."
- Rubber bands, paper clips, or folders may be used to hold the test together until test administration. POD forms should not be stapled or hole-punched.
- **The printed POD forms are secure test materials and must be securely stored until distribution on the day of test administration.**

Administering the Print on Demand Tests

Prior to administration, the SAC must provide the *Algebra I, Biology, and Literature Directions for Online Administration Manual* (DFA) to any TA responsible for a POD administration and ensure the TA has reviewed the DFA. The DFA content from "Part I: Important Information" and "Part II: General Assessment Information" contains administration information that is applicable to all test administrations.

On the day of assessment, TAs must adhere to the following directions to ensure that all Print on Demand administrations are proctored the same across Pennsylvania.

A. Getting Started with the Assessment

Provide two sharpened pencils with good erasers to the student. The student should not use a pen. Students who do not have an approved calculator may be given an approved calculator to use. Make certain that no student is in possession of a cell phone, camera, smartphone, smart glasses, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to distribution any assessment materials.**

Say:

> **Welcome to the Algebra I Keystone Exam. I will now distribute the test. Do not open your test until I tell you to do so.**

First, distribute the test with the front cover facing up.

The student's name will be printed on the top right corner of the front cover and each page of the test. Contact the SAC if you do not have a test with the student's name printed on the cover. There is also a space on the front page for students to write their own names.

When all students are ready, say:

> **Underneath the subject name on the front cover 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.**

Pause to assist students as necessary. Answer student questions until all students understand the *Code of Conduct for Test Takers* and darken the circle inside the box. (The *Code of Conduct for Test Takers* can be found in Appendix G of the *Directions for Online Administration Manual*.) When students are ready, continue with the next section.

When all students are ready, say:

> **Underneath the Code of Conduct is a box labeled ATTENTION. Read the statement inside this box silently as I read it aloud. "ATTENTION DO NOT PHOTOGRAPH, COPY OR REPRODUCE MATERIAL FROM THIS ASSESSMENT IN ANY MANNER. All material contained in this assessment is secure and copyrighted material owned by the Pennsylvania Department of Education. Copying of material in any manner, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or a fine of no less than $750 up to $30,000 for a single violation."**

B. Administering the Algebra I Exam—Module 1

When all students are ready, say:

> **I will now distribute reference sheets and scratch and grid paper to be used with this module of the Algebra I Keystone Exam.**

Distribute the *General Description of Scoring Guidelines* (for Algebra I Constructed-Response Questions), Algebra I formula sheets, and scratch/grid paper. Then say:

> **The first reference sheet is the *General Description of Scoring Guidelines*. The scoring guidelines give an overall description of how constructed-response items are scored for the Algebra I exam. Each constructed-response item has a specific scoring guide that is used by professional scorers. You may refer to the scoring guidelines at any time while responding to the constructed-response items. The second reference sheet contains Algebra I formulas. You may use the formula sheet at any time while taking the test. Do not write on the reference sheets, as you may use them for Module 2 of the test.**

When all students are ready, say:

> **Now we are ready to begin Algebra I—Module 1. Carefully follow the directions and give this exam your best effort. Open your test to page 3 so that only page 3 is showing.**

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

> **Look at the directions on page 3. Read the directions silently as I read them aloud.**
>
> ***On the following pages are the Keystone Algebra I Exam questions for Module 1.***
>
> ***You may use a calculator on this module. When performing operations with π (pi), you may use either calculator π or the number 3.14 as an approximation to π.***
>
> **Are there any questions?**

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

> **Continue to read the directions on page 3 silently as I read them aloud.**
>
> ***Some questions will ask you to select an answer from among four choices.***
>
> - ***First read the question and solve the problem on scratch paper. Then choose the correct answer.***
> - ***Only one of the answers provided is correct.***
> - ***If none of the choices matches your answer, go back and check your work for possible errors.***
> - ***Record your answer in the test.***
>
> **Are there any questions?**

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

> **Continue to read the directions silently as I read them aloud.**

Some questions will require you to interact with the question to make a response:

- ***Be sure to read the directions carefully.***
- ***Record your response in the test.***
- ***You cannot receive credit without providing a complete response.***

Are there any questions?

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

Continue to read the directions silently as I read them aloud.

Some questions will require you to write your response.

- ***These questions have more than one part.***
- ***Read the items carefully and respond to exactly what is being asked. You will only be given credit by responding to what is requested; you will not be given credit for work that is not requested in the questions.***
- ***You cannot receive the highest score without completing all the tasks in the question. For example,***
  - ***if the question asks you to show your work or explain your reasoning, be sure to show your work or explain your reasoning in the space provided.***
  - ***if the question asks you to explain, be sure to use words to explain your reasoning in the space provided.***
- ***All responses must be written in the appropriate location in this Algebra I test. Some answers may require graphing, plotting, labeling, drawing, or shading. If you use scratch paper to write your draft, be sure to transfer your final response to the test.***

Are there any questions?

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

Continue to read the directions silently as I read them aloud.

If you finish early, you may check your work in Module 1 only.

If the students were given the pages for Module 1 of the test only, clarify that the following reference to Module 2 does not apply to them.

- ***Do not look ahead at the questions in Module 2 of your exam materials.***
- ***After you have checked your work, close your exam materials.***

You may refer to this page at any time during this portion of the exam.

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

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

This arrow indicates that you are not yet finished with Module 1 and you are to continue on to the next page. Follow all "GO ON" arrows and directions that are in the Module 1 section of your test. At the end of Module 1, you will see a "STOP" sign. Make sure you continue to respond to questions until you see the "STOP" sign in your test.

Be sure to select the number of answers required for each question and completely answer each constructed-response question in the Module 1 section of your test. If a question asks you to select all the correct answers or asks you to select a specific number of correct answers, be sure to follow the directions. If you complete Module 1 before the testing session is over, you may check your work ONLY for questions in Module 1. [*If the students' tests include both modules, say,* **"Do not look ahead to Module 2."] Make sure you have completely erased wherever you have changed an answer or have made a stray mark on your test or have written on your reference sheet. Then close your test 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 Module 1. Are there any questions?**

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

You may begin.

Important Notes: 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 exam, be available to repeat test directions and/or direct students to the correct section of the test. TAs may encourage students without providing any individual or group help that might suggest the correct answer to the 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 exam directions to an individual or group of students. The directions on page 3 of the test may be repeated to students as needed during the administration of Module 1.

The testing time for this module is estimated to be 75 minutes, but the actual administration time may vary.

Collect exam materials, including reference sheets, scratch/grid paper, and any other paper on which students have written when students are finished testing rather than keeping tests closed on the students' desks. TAs should ask the students if they have completed all of the items listed for this section. The TAs should ask the question as they collect completed materials from individual students.

End the session when all students have completed the module or when you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. For more information about Extended Testing Time, see Part II: General Assessment Information in *Directions for Online Administration Manual*. 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 made a stray mark in the Module 1 section of your test. If you need additional time to complete this

section, raise your hand and you will be provided with extra time and given additional directions.

At the end of the scheduled time, say:

Close your test. [*If the students' tests include both modules, say,* **"You will use the same test for Module 2, so make sure your name is on the front cover of your test."]**

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

Collect used reference sheets, scratch/grid paper, and any other paper on which students have written. Used reference sheets, scratch/grid paper, and any other paper on which students have written must be returned to the SAC or the SAC's designee and kept in a secure location until it can be destroyed by the SAC (or the SAC's designee) or the DAC (or the DAC's designee). TAs must ensure that all pages of Module 1 have been returned by each student before dismissing students from the test session.

All calculators used during the exam must be cleared of any information entered during this module. **Note:** If students used school-provided calculators, also collect the calculators. If the calculators have not been cleared, please clear the calculators at this time.

If you are administering Module 2 later in the same day, say:

You are going to take Module 2 later today, so I will now collect your tests. [*If the students' tests include both modules, say,* **"Your tests will be returned to you at that time."** *If the students' tests include Module 1 only, say,* **"Module 2 will be provided to you at that time."**]

If you are administering Module 2 on a different day, say:

You are going to take Module 2 on a different day, so I will now collect your tests. [*If the students' tests include both modules, say,* **"Your tests will be returned to you at that time."** *If the students' tests include Module 1 only, say***, "Module 2 will be provided to you at that time."**]

Collect the tests in a systematic fashion, making sure that the students' names are on their tests. Return all secure materials (tests, reference sheets, used scratch/grid paper, and any other paper on which the students may have written) immediately to the SAC or the SAC's designee for secure storage. **Note:** Do NOT review student responses to test questions for completeness or accuracy. Do NOT review tests for stray marks. Do NOT place scratch/grid paper inside the test pages.

C. Administering the Algebra I Exam—Module 2

Provide two sharpened pencils with good erasers to the student. The student should not use a pen. Students who do not have an approved calculator may be given an approved calculator to use. Make certain that no student is in possession of a cell phone, camera, smartphone, smart glasses, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to distribution any assessment materials.** Distribute tests to students, making certain each student has the correct test.

If the student's test includes both modules, say:

Check to make sure that your name is on the front cover of your test.

If the student's test includes Module 2 only, say:

> **Check to make sure that your name is on the upper, right corner of the first page of your Module 2 test.**

When all students are ready, say:

> **I will now distribute reference sheets and scratch and grid paper to be used with this module of the Algebra I Keystone Exam.**

Distribute the *General Description of Scoring Guidelines* (for Algebra I Constructed-Response Questions), Algebra I formula sheets, and scratch/grid paper. Then say:

> **The *General Description of Scoring Guidelines* gives an overall description of how constructed-response items are scored for the Algebra I exam. Each constructed-response item has a specific scoring guide that is used by professional scorers. You may refer to the scoring guidelines at any time while responding to the constructed-response items. The formula sheet contains Algebra I formulas and can be used at any time while taking the test. Do not write on the reference sheets, as you may use them for Module 2 of the test. Are there any questions about the reference sheets?**

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

> **Open your test to the directions for Module 2.**

Pause while students find the correct page in their tests.

> **Note:** The directions are printed on the first page of Module 2. If students receive only Module 2 of their Algebra I tests, the directions will appear on the first page of their tests. If students are given their entire tests, the directions will appear on page 27.

Pause while students find the correct page in their tests. When all students are ready, say:

> **Look at the directions and read them silently as I read them aloud.**
>
> ***On the following pages of this test are the Keystone Algebra I Exam questions for Module 2.***
>
> ***You may use a calculator on this module. When performing operations with π (pi), you may use either calculator π or the number 3.14 as an approximation to π.***
>
> **Are there any questions?**

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

> **Continue to read the directions silently as I read them aloud.**
>
> ***Some questions will ask you to select an answer from among four choices.***
>
> - ***First read the question and solve the problem on scratch paper. Then choose the correct answer.***
> - ***Only one of the answers provided is correct.***
> - ***If none of the choices matches your answer, go back and check your work for possible errors.***
> - ***Record your answer in the test.***
>
> **Are there any questions?**

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

Continue to read the directions silently as I read them aloud.

Some questions will require you to interact with the question to make a response:

- ***Be sure to read the directions carefully.***
- ***Record your response in the test.***
- ***You cannot receive credit without providing a complete response.***

Are there any questions?

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

Continue to read the directions silently as I read them aloud.

Some questions will require you to write your response.

- ***These questions have more than one part.***
- ***Read the items carefully and respond to exactly what is being asked. You will only be given credit by responding to what is requested; you will not be given credit for work that is not requested in the questions.***
- ***You cannot receive the highest score without completing all the tasks in the question. For example,***
  - ***if the question asks you to show your work or explain your reasoning, be sure to show your work or explain your reasoning in the space provided.***
  - ***if the question asks you to explain, be sure to use words to explain your reasoning in the space provided.***
- ***All responses must be written in the appropriate location in this Algebra I test. Some answers may require graphing, plotting, labeling, drawing, or shading. If you use scratch paper to write your draft, be sure to transfer your final response to the test.***

Are there any questions?

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

Continue to read the directions silently as I read them aloud.

If you finish early, you may check your work in Module 2 only.

If the students were given the pages for Module 2 of the test only, clarify that the following reference to Module 1 does not apply to them.

- ***Do not look back at the questions in Module 1 of your exam materials.***
- ***After you have checked your work, close your exam materials.***

You may refer to this page at any time during this portion of the exam.

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

We are now ready to start Module 2. Turn to page 28 in your test. In the bottom right-hand corner, you will see a "GO ON" arrow.

This arrow indicates that you are not yet finished with Module 2 and you are to continue on to the next page. Follow all "GO ON" arrows and directions that are

in the Module 2 section of your test. At the end of Module 2, you will see a "STOP" sign. Make sure you continue to respond to questions until you see the "STOP" sign in your test.

Be sure to select the number of answers required for each question and completely answer each constructed-response question in the Module 2 section of your test. If a question asks you to select all the correct answers or asks you to select a specific number of correct answers, be sure to follow the directions. If you complete Module 2 before the testing session is over, you may check your work ONLY for questions in Module 2. [*If the students' tests include both modules, say,* **"Do not look back to Module 1."] Make sure you have completely erased wherever you have changed an answer or have made a stray mark on your test or have written on your reference sheet. Then close your test 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 Module 2. Are there any questions?**

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

You may begin.

Important Notes: 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 exam, be available to repeat test directions and/or direct students to the correct section of the test. TAs may encourage students without providing any individual or group help that might suggest the correct answer to the 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 exam directions to an individual or group of students. The directions on page 27 of the test may be repeated to students as needed during the administration of Module 2.

The testing time for this module is estimated to be 75 minutes, but the actual administration time may vary.

Collect exam materials, including reference sheets, scratch/grid paper, and any other paper on which students have written when students are finished testing rather than keeping tests closed on the students' desks. TAs should ask the students if they have completed all of the items listed for this section. The TAs should ask the question as they collect completed materials from individual students.

End the session when all students have completed the module or when you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the exam, additional time may be allowed on an individual basis if one or more students are continuing to make reasonable progress on the exam. For more information about Extended Testing Time, see Part II: General Assessment Information in *Directions for Online Administration Manual*. 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 made a stray mark in the Module 2 section of your test. If you need additional time to complete this section, raise your hand and you will be provided with extra time and given additional directions.

At the end of the scheduled time, say:

Close your test.

I will now collect your test. I will also collect your scratch and grid paper, any other paper on which you have written, and the reference sheets.

Collect the tests in a systematic fashion, making sure that the students' names are on their tests. Collect used reference sheets, scratch/grid paper, and any other paper on which students have written. Used scratch/grid paper and any other paper on which students have written must be returned to the SAC or the SAC's designee and kept in a secure location until it can be destroyed by the SAC (or the SAC's designee) or the DAC (or the DAC's designee). TAs must ensure that all pages of Module 2 have been returned by each student before dismissing students from the test session.

All calculators used during the exam must be cleared of any information entered during this module. **Note:** If students used school-provided calculators, also collect the calculators. If the calculators have not been cleared, please clear the calculators at this time.

Say:

This concludes the Algebra I Keystone Exam.

Return all secure materials (tests, reference sheets, used scratch/grid paper, and any other paper on which the students may have written) immediately to the SAC or the SAC's designee for secure storage. **Note:** Do NOT review student responses to test questions for completeness or accuracy. Do NOT review tests for stray marks. Do NOT place scratch/grid paper inside the test pages.

Transcribing Print on Demand Tests

A student's response on a Print on Demand test must be transcribed into the online test engine so it can be scored. There is no other method by which a student's responses can be scored. The SAC must ensure that all POD tests are transcribed into the online test engine on schedule and in adherence to all expectations.

- Transcription should occur as soon after testing as possible, and no longer than 24 hours after the test session. All transcription must be complete by the last day of the test window. The test engine is available until 5pm each testing day.
- If staffing allows, the TA or proctor may transcribe the student's responses in the testing room and allow the student to review the responses before submission.
- Transcription must be completed by the SAC or TA who has completed the PSTAT and been trained by the SAC. The transcriber should be familiar with the test platform by practicing with the Online Training Tools before starting the transcription.
- Transcription must be completed by two individuals to ensure fidelity and test security. One enters the student's responses, and one serves as witness.
- Transcribers should ensure that all pages of the test have been returned and transcribed into the online test. If a student's returned test does not include all pages, the SAC, principal, and TA need to locate the missing test pages. If they are unable to locate the missing test pages, this must be reported to the PDE irregularities account (RA-EDIRREGULARITIES@pa.gov).

The designated transcription staff must be provided with the student's test ticket and access to a device on which the DRC INSIGHT test engine has been installed.

- The School Assessment Coordinator and transcription staff must confirm that the test ticket indicates the student has a Print on Demand accommodation (*see pages 4-5 of this document*).
    - When the SAC has selected the Print on Demand accommodation, the online test engine will deliver a form that matches the content and sequence of the Print on Demand test.
- The SAC should ensure that the computer/device that will be used for transcription has been properly configured to access the DRC INSIGHT test engine.
    - Transcription teams should reference the *Directions for Online Administration Manual* for any questions related to logging into an online test, responding to an online test, and submitting an online test.

Transcribers must follow the *Read-Aloud, Scribing, and Transcription Guidelines for Operational Assessment* found on the PDE website.

After the transcription is complete, the transcribers should select End Test and Submit.

- SACs can monitor the test session to ensure a student's test has been submitted.
- SACs can unlock a test ticket if the transcriber inadvertently submits the test before the transcription is completed.
    - DACs and SACs must keep record of any test session that is unlocked in case of a PDE monitoring visit.

The transcription staff must return all Print on Demand test materials to the SAC for secure destruction immediately following transcription. The SAC should ensure the secure materials are stored and destroyed according to PDE requirements.

- Print on Demand tests should not be sent to DRC and must not be retained in the school beyond the test window. The only record of a student's Print on Demand work will be the responses transcribed into the online test.
- The SAC should ensure all pages of the test have been returned. If pages are missing, the SAC, principal, and transcribers need to locate the missing test pages. If they are unable to locate the missing test pages, this must be reported to the PDE irregularities account (RA-EDIRREGULARITIES@pa.gov).
- SACs must ensure the transcription has been completed before proceeding with the established procedures for destroying secure materials.
- If a Print on Demand test is destroyed prior to transcription, the SAC must contact the Pennsylvania Department of Education for further guidance.

If there are any questions regarding these guidelines or the Print on Demand accommodation, contact DRC's customer service at 800-451-7849 or PDE at RA-ed-pssa-keystone@pa.gov.