

Directions for Administering the MATHEMATICS PSSA 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 PSSA test. 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 PSSA test, 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.
- The number of pages in each Mathematics POD test is as follows.
 - **Grade 3:** Section 1 – pages 1 - 22; Section 2 – pages 23 - 42
 - **Grade 4:** Section 1 – pages 1 - 24; Section 2 – pages 25 - 42
 - **Grade 5:** Section 1 – pages 1 - 22; Section 2 – pages 23 - 42
 - **Grade 6:** Section 1 – pages 1 - 24; Section 2 – pages 25 - 42
 - **Grade 7:** Section 1 – pages 1 - 24; Section 2 – pages 25 - 44
 - **Grade 8:** Section 1 – pages 1 - 26; Section 2 – pages 27 - 46

- PDE strongly recommends that the student is provided with only the section of the printed form that is to be completed during the test session. For example, if the student is to complete Mathematics section 2, PDE strongly recommends the school only provides the printed pages for section 2.
 - The POD form is formatted such that all printed forms, whether printed single-sided or double-sided, can be separated at the section breaks without pages overlapping between sections.
 - 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.
- Students should be provided with a printed copy of the Mathematics *General Description of Scoring Guidelines*. The scoring guidelines can be found on PDE’s website, the DRC INSIGHT Portal, and in Appendix G of the *Mathematics 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 enrolled in grades 4-8 should be provided with a copy of the grade-specific Formula Sheet. DRC will ship printed copies of the 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.
 - Formula Sheets can also be found on PDE’s website, the DRC INSIGHT Portal, and Appendix G of the *Mathematics Directions for Online Administration Manual*.
- If the student is enrolled in grade 3, the school must provide a ruler to the student. If the student is enrolled in grade 4, the school must provide a 3-inch protractor to the student.
 - DRC will ship rulers and protractors to each school for the administration of Print on Demand forms.
 - If a school needs additional rulers or protractors, the SAC must request the materials via the Additional Materials Ordering system.
- A student enrolled in grades 4-8 may use a personal calculator or a school-provided calculator on the test, except when answering questions 1 through 4 of Section 1—students may not use a calculator when answering these questions.

- SACs must ensure the calculator meets the criteria of PDE’s Calculator Policy, and TAs must ensure the student does not use a calculator on questions 1 through 4.
- SACs must provide a copy of the *Directions for Administering the Mathematics PSSA to Students with the Print on Demand Accommodation* (this document) and a copy of the *Directions for Online Administration Manual* to 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 7 – 19 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 (Mathematics) 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.

Manage Test Sessions | Upload Multiple Test Sessions

Instructions

* Indicates required fields

Administration: 2025 Spring Keystone Exams *
 District: SAMPLE DISTRICT - 412345
 School: SAMPLE SCHOOL 1 - 012345

Last Name:
 First Name:
 PAsecureID:

Session:
 Teacher: (All)

Content Area: (All)
 Assessment: (All)

Show Sessions | Print All Tickets

Sessions | Status Summary

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only Sample School	DRS first test	G3 ELA Released	Not Started			       
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only Sample School	drs test 2	G4 ELA Secure	Not Started			       

Print Test Icon

- 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.

Print Test/Item

Instructions

Print Test/Item for Paperprinting

Select	Last Name	First Name	Item	Date Requested	View Count	Action
<input type="checkbox"/>	ErrorStudentLast	InvalidValueYes	Test	5/1/2025 8:37:32 AM	1	 Print Test/Item

Print Selected | Print All Unprinted | Refresh | Close

- 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 cannot 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 Mathematics *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. The school may provide a calculator to a student enrolled in grades 4-8. The student must place the calculator on the floor under the seat (or on the TA’s desk/table) until they have completed the non-calculator questions. 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 PSSA. I will now distribute the test. Do not turn past the first page 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 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.

Say:

Today we will begin the PSSA in Mathematics. You should have a Grade [say grade] Mathematics test. Do not turn past the first page until I tell you to do so.

When all students are ready, say:

Underneath the space for you to write your name 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 F of the *Mathematics 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. Administer Section 1—Mathematics

When all students are ready, say:

➤ GRADE 3 ONLY:

I will now distribute scratch/grid paper, a reference sheet, and a ruler. Do not bend or damage your ruler and do not make any stray marks on your ruler or reference sheet. In each section of the test, you may need to use the ruler to answer measurement questions.

Distribute scratch/grid paper, the reference sheet, and a ruler.

➤ GRADE 4 ONLY:

I will now distribute scratch/grid paper, reference sheets, and a protractor. Do not bend or damage your protractor, and do not make any stray marks on your protractor or reference sheet. In each section of the test, you may need to use the protractor to answer questions.

Distribute scratch/grid paper, mathematics reference sheets, and a protractor.

➤ GRADES 5–8 ONLY:

I will now distribute scratch/grid paper and reference sheets. Do not make any stray marks on your reference sheet.

Distribute scratch/grid paper and mathematics reference sheets.

When all students are ready, say:

Now we are ready to begin Section 1—Mathematics. For all questions, you may write on your test and may also use scratch/grid paper.

For most questions, you will select your answer from among a set of answer choices. Be sure to select the number of answers required for each question. 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 the question does not specify ALL the correct answers, or a number of correct answers, then select only one correct answer. You may cross out the letters to eliminate answer choices. You may also cross out the words/numbers next to the answer letters.

Some questions may ask you to circle, draw, or graph your response, while other questions will ask you to write your own response. Read all directions and be sure to complete all items as directed to receive the highest score.

You will record your responses to all questions on your test only. Only responses recorded in your test 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 to page 3.

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 Section 1. When all students are ready, say:

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

➤ **GRADE 3 ONLY:**

On the following pages are the mathematics questions.

- *You may not use a calculator for any questions on this test.*
- *You may need a ruler for questions on this test.*

➤ **GRADE 4 ONLY:**

On the following pages are the mathematics questions.

- *You may not use a calculator for questions 1 through 4. You may use a calculator for all other questions on the test.*
- *You may need a protractor for question(s) on this test.*

➤ **GRADES 5–8 ONLY:**

On the following pages are the mathematics questions.

- *You may not use a calculator for questions 1 through 4. You may use a calculator for all other questions on the test.*

Continue speaking for ALL grades:

Now look at the first box on page 3. 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.

- *First solve the problem on scratch paper.*
- *Choose the correct answer and record your choice in the booklet.*
- *If none of the choices matches your answer, go back and check your work for possible errors.*
- *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 second, middle box on page 3. Read the directions in the second box 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 booklet.*
- *You cannot receive credit without providing a complete response.*

Are there any questions?

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

Now look at the third, bottom box on page 3. Read the directions in the third box silently as I read them aloud.

Some questions will require you to write your response.

- *These questions have more than one part. Be sure to read the directions carefully.*
- *All tasks in the question must be completed to receive the highest score. 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.*
- *If the question does not ask you to show your work or explain your reasoning, you may use the space provided, but only those parts of your response that the question specifically asks for will be scored.*
- *Write your response in the appropriate location within the response box in the booklet. Some answers may require graphing, plotting, labeling, drawing, or shading. If you use scratch paper, be sure to transfer your final response and any needed work or reasoning to the booklet.*

Are there any questions?

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

➤ **GRADE 3 ONLY:**

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

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

This is the *General Description of Scoring Guidelines* that gives an overall description of how items are scored for the PSSA open-ended questions. Each item has a specific scoring guide that is used by professional scorers. You may refer to the *General Description of Scoring Guidelines* at any time while responding to an open-ended PSSA mathematics question. Do not write on the reference sheet, as you will use them for other sections 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. In the bottom right-hand corner, you will see a “GO ON” arrow.

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 in the test and continue until you complete all questions in Section 1. At the end of Section 1 you will see a “STOP” sign.

If you complete Section 1 before the testing session is over, you may check your work for questions ONLY in Section 1. [If the student’s test includes both sections, say, “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 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 Section 1. Are there any questions?

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

You may begin.

➤ **GRADES 4–8 ONLY:**

Now look at the reference sheets that I passed out along with your scratch/grid paper.

Pause while students look at the mathematics reference sheets. When all students are ready, say:

This is the *General Description of Scoring Guidelines* and the [state grade] Formula Sheet. The scoring guidelines provide an overall description of how items are scored for the PSSA open-ended questions. Each item has a specific scoring guide that is used by professional scorers. You may refer to the *General Description of Scoring Guidelines* at any time while responding to an open-ended PSSA mathematics question. The formula sheet may be used at any time while taking this test. Do not write on the reference sheets, as you will use them for other sections of the test. Are there any questions?

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

Make sure your calculator is on the floor under your seat (or on the TA’s desk/table). You may not use a calculator for the first four questions of the test. Turn to pages 4 and 5 in your booklet and look at questions 1 through 4.

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

When I say begin, you will read each question and choose the best answer. After you have marked your answers to questions 1 through 4 in your test, you may check your answers. After you have completed questions 1 through 4, turn to page 7 and raise your hand. At that time, I will collect and replace the paper on which you have written, and you will not be able to return to questions 1 through 4.

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

Look at page 8. In the bottom right-hand corner, you will see a “GO ON” arrow. 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 in the test and continue until you complete all questions in Section 1. At the end of Section 1 you will see a “STOP” sign.

If you complete Section 1 before the testing session is over, you may check your work for questions ONLY in Section 1. [If the student’s test includes both sections, say, “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 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 Section 1. Are there any questions?

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

You may begin questions 1 through 4. Raise your hand when you have finished questions 1 through 4.

When the student completes questions 1 through 4, paperclip the non-calculator pages together, so the students do not return to the non-calculator section. After any paper on which students have written has been replaced, say quietly to each student:

You are now ready to continue Section 1. The same directions from page 3 are repeated on page 7. For the rest of the questions in Section 1, you may use a calculator. You may place a calculator in front of you now.

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.

Check to see that students in grades 4–8 are **not** using a calculator for questions 1 through 4, and that students do not return to these questions once they have a calculator. These pages have bold text below the section header that indicates “No Calculators Allowed on This Page.” Frequent and close monitoring is essential to ensure students do not return to the non-calculator questions.

When students in grade 4–8 have completed questions 1 through 4, collect all paper on which students have written. Provide the students with new scratch and graph paper to replace

what was collected, and make sure the students are continuing to answer the remaining questions in Section 1.

While students are taking the assessment, be available to repeat test directions and/or direct students to 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. 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 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 that 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. For security purposes, PDE strongly recommends that students are provided with only the test pages for the section that is being administered in each test session.

The testing time for this section is estimated to be 70 to 80 minutes, but the actual administration time may vary. Collect test materials, including scratch/grid paper and any other paper on which students have written, when students are finished testing rather than allowing the student to keep the test. 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 section or when you are at the end of the scheduled time. Provide each student with sufficient time to finish the assessment. Provide additional time to any student who is continuing to make reasonable progress on the assessment. For more information about Extended Testing Time, see Part II: General Assessment Information in *Mathematics 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. If you need additional time to complete this section, I will provide additional directions to you.

At the end of the scheduled time, say:

➤ **GRADE 3 ONLY:**

Close your test. If you are finished, I will collect your test, reference sheet, ruler, scratch/grid paper, and any other paper on which you have written. Your testing session will then be complete. If you need more time, let me know, and you will be provided with an extended session and given additional direction.

➤ **GRADE 4 ONLY:**

Close your test. If you are finished, I will collect your test, reference sheet, protractor, scratch/grid paper, and any other paper on which you have written. Your testing session will then be complete. If you need more time, let me know,

and you will be provided with an extended session and given additional direction.

➤ **GRADES 5–8 ONLY:**

Close your test. If you are finished, I will collect your test, reference sheet, scratch/grid paper, and any other paper on which you have written. Your testing session will then be complete. If you need more time, let me know, and you will be provided with an extended session and given additional direction.

Continue speaking for ALL grades:

You are going to take Section 2 at another time [*state whether it's the same day or a different day*]. **I will now collect any remaining test materials.**

Collect any remaining tests, scratch/grid paper and any other paper on which students have written, rulers (grade 3 only), protractors (grade 4 only), and mathematics reference sheets. TAs must ensure that all pages of Section 1 have been returned by each student before dismissing students from the test session. All assessment materials must remain secure at all times.

Return all test pages and secure materials immediately to the SAC or the SAC's designee for secure storage, **even if Section 2 will be administered later in the day**. Return reference sheets, rulers (grade 3 only), protractors (grade 4 only), used scratch/grid paper, and any other paper on which students have written, to the SAC or the SAC's designee. The SAC or the SAC's designee will shred all reference sheets and scratch/grid paper upon which students have written. Rulers, protractors, and reference sheets without writing may be distributed to classroom teachers once the assessments are complete. TAs must clear all calculators when students finish the assessment. Students are not to be assigned this task. **Note:** Do **NOT** review student responses to test questions **for any reason**. Do **NOT** place scratch/grid paper inside the test pages.

C. Administer Section 2—Mathematics

Provide two sharpened pencils with good erasers to the student. The student should not use a pen. Grades 4–8 students who do not have an approved calculator may be given a calculator to use. Make certain that no student is in possession of a cell phone, camera, smartphone, 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. The scratch/grid paper must be blank, and the reference sheets must have no additional writing.

If you are providing students with Section 2 of their test only, say:

Check to make sure your name is on the top, right hand corner of the test.

If you are providing students with their entire test, say:

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

When all students are ready, say:

➤ **GRADE 3 ONLY:**

I will now distribute scratch/grid paper, a reference sheet, and a ruler. Do not bend or damage your ruler and do not make any stray marks on your ruler or reference sheet. In each section of the test, you may need to use the ruler to answer measurement questions.

Distribute scratch paper, mathematics reference sheets, and rulers.

➤ **GRADE 4 ONLY:**

I will now distribute scratch/grid paper, reference sheets, and a protractor. Do not bend or damage your protractor, and do not make any stray marks on your protractor or reference sheet. In each section of the test, you may need to use the protractor to answer questions.

Distribute scratch/grid paper, mathematics reference sheets, and protractors.

➤ **GRADES 5–8 ONLY:**

I will now distribute scratch/grid paper and reference sheets. Do not make any stray marks on your reference sheet.

Distribute scratch/grid paper and mathematics reference sheets.

When all students are ready, say:

Now we are ready to begin Section 2—Mathematics. For all questions, you may write in your test and may also use scratch/grid paper.

For most questions, you will select your answer from among a set of answer choices. Be sure to select the number of answers required for each question. 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 the question does not specify ALL the correct answers, or a number of correct answers, then select only one correct answer. You may cross out the letters to eliminate answer choices. You may also cross out the words/numbers next to the answer letters.

Some questions may ask you to circle, draw, or graph your response, while other questions will ask you to write your own response. Read all directions and be sure to complete all items as directed to receive the highest score.

You will record your responses to all questions on your test only. Only responses recorded on your test 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 to the directions for Section 2.

Pause while students find the correct page in their tests.

Note: The directions are printed on the first page of Section 2. If students receive only Section 2 of their ELA tests, the directions will appear on the first page of their

tests. If students are given their entire tests, TAs should refer to page 1 of this document to determine the page on which Section 2 begins.

When all students are ready, say:

Look at the directions and read them silently as I read them aloud.

➤ **GRADE 3 ONLY:**

On the following pages are the mathematics questions.

- *You may not use a calculator for any questions on this test.*
 - *You may need a ruler for questions on this test.*
-

➤ **GRADE 4 ONLY:**

On the following pages are the mathematics questions.

- *You may use a calculator for all questions in this section.*
 - *You may need a protractor for questions on this test.*
-

➤ **GRADES 5–8 ONLY:**

On the following pages are the mathematics questions.

- *You may use a calculator for all questions in this section.*
-

Continue speaking for ALL grades:

Now look at the first box on the page. Read the directions in the first box silently as I read them aloud to you.

Some questions will ask you to select an answer from among four choices.

- *First solve the problem on scratch paper.*
- *Choose the correct answer and record your choice in the booklet.*
- *If none of the choices matches your answer, go back and check your work for possible errors.*
- *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 second, middle box. Read the directions in the second box 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 booklet.*
- *You cannot receive credit without providing a complete response.*

Are there any questions?

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

Now look at the third, bottom box. Read the directions in the third box silently as I read them aloud.

Some questions will require you to write your response.

- ***These questions have more than one part. Be sure to read the directions carefully.***
- ***All tasks in the question must be completed to receive the highest score. 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.***
- ***If the question does not ask you to show your work or explain your reasoning, you may use the space provided, but only those parts of your response that the question specifically asks for will be scored.***
- ***Write your response in the appropriate location within the response box in the booklet. Some answers may require graphing, plotting, labeling, drawing, or shading. If you use scratch paper, be sure to transfer your final response and any needed work or reasoning to the booklet.***

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

➤ GRADE 3 ONLY:

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

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

This is the *General Description of Scoring Guidelines* that gives an overall description of how items are scored for the PSSA open-ended questions. Each item has a specific scoring guide that is used by professional scorers. You may refer to the *General Description of Scoring Guidelines* at any time while responding to an open-ended PSSA mathematics question. Do not write on the reference sheet. Are there any questions?

➤ GRADES 4-8 ONLY:

Now look at the reference sheets that I passed out along with your scratch/grid paper.

Pause while students look at the mathematics reference sheets. When all students are ready, say:

This is the *General Description of Scoring Guidelines* and the *[state grade] Formula Sheet*. The scoring guidelines provide an overall description of how items are scored for the PSSA open-ended questions. Each item has a

specific scoring guide that is used by professional scorers. You may refer to the *General Description of Scoring Guidelines* at any time while responding to an open-ended PSSA mathematics question. The formula sheet may be used at any time while taking this test. Are there any questions?

Answer all questions. Continue speaking for all grades:

We are now ready to start Section 2. Turn your test to page 28 [say “page 30” for grade 8 only]. In the bottom right-hand corner, you will see a “GO ON” arrow.

This arrow indicates that you are not yet finished with Section 2 and that you are to continue on to the next page. Follow the “GO ON” arrows until you complete all of the multiple-choice questions and BOTH open-ended questions in Section 2. At the end of Section 2 you will see a “STOP” sign.

If you complete Section 2 before the testing session is over, you may check your work for questions ONLY in Section 2. [If the student’s test includes both sections, say, “Do not look back at 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 test. 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 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. 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. 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 in the test 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 that 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. For security purposes, PDE strongly recommends that students are provided with only the test pages for the section that is being administered in each test session.

The testing time for this section is estimated to be 70 to 80 minutes, but the actual administration time may vary. Collect test materials, including 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 completed materials are collected from or returned by individual students.

End the session when all students have completed the section or when you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the assessment, additional time may 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: General Assessment Information in the *Mathematics 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. If you need additional time to complete this section, I will provide additional directions to you.

At the end of the scheduled time, say:

This concludes the PSSA Mathematics assessment. Close your test. I will now collect your tests. If you need more time, let me know, and you will be provided with an extended session and given additional direction.

Collect any remaining tests, making sure that each student's name is on the test. Say:

➤ **GRADE 3 ONLY:**

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

➤ **GRADE 4 ONLY:**

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

➤ **GRADES 5–8 ONLY:**

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

Collect any remaining tests, scratch/grid paper and any other paper on which students have written, rulers (grade 3 only), protractors (grade 4 only), and reference sheets. TAs must ensure that all pages of Section 2 have been returned by each student before dismissing students from the test session.

Return all tests and secure materials immediately to the SAC or the SAC's designee for secure storage. Return reference sheets, rulers (grade 3 only), protractors (grade 4 only), used scratch/grid paper, and any other paper on which students have written, to the SAC or the SAC's designee. The SAC or the SAC's designee will shred all reference sheets and scratch/grid paper upon which students have written. Rulers, protractors, and reference sheets without writing may be distributed to classroom teachers once the assessments are complete. TAs must clear all calculators when students finish the assessment. Students are not

to be assigned this task. **Note:** Do **NOT** review student responses to test questions **for any reason**. 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 PSSA 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 3-4 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.