Directions for Administering the Science 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 test tickets for the student that will deliver an online form that matches the student's printed form. These tickets are necessary to ensure that the student's responses to 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 Science POD test is as follows.

   Grade 5: Section 1 – pages 1 - 30; Section 2 – pages 31 - 56

   Grade 8: Section 1 – pages 1 - 32; Section 2 – pages 33 - 58

➢ 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 Science 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.

➢ All students should be provided with a printed copy of the *General Description of Scoring Guidelines for Science Open-Ended Items* ("scoring guidelines"). The scoring guidelines can be found on PDE's website, the DRC INSIGHT Portal, and Appendix G of the *Science 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.

➢ SACs must provide a copy of the *Directions for Administering the Science PSSA to Students with the Print on Demand Accommodation* (this document) and a copy of the *Science 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 7 – 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 (Science) that will be administered via the Print on Demand form.

- ➢ Once the SAC places the student into a test session, the SAC can generate a test ticket for the student.
  - School personnel will only use the test ticket to transcribe the student's responses from the POD form into an online test form.
- ➢ The student can be placed into a test session with other students who are participating online or can be placed 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 students 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 *Science 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. 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 Science. Each of you should have a Grade** *[say grade]* **Science 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 *Science 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—Science

When all students are ready, say:

I will now distribute scratch paper and a reference sheet.

Distribute scratch paper and the *General Description of Scoring Guidelines for Science Open-Ended Items*.

When all students are ready, say:

Now we are ready to begin Section 1—Science.

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. Some multiple-choice questions will require you to use information found in a science scenario. You may cross out the letters to eliminate answer choices. You may also cross out the words/numbers next to the answer letters.

For other questions, you will write your own response. These questions may have more than one part, and you will need to write your responses in each part.

You will record your responses to all questions in 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.

Continue speaking.

On the following pages are the Science questions.

There are several types of questions.

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

Some questions ask you to select an answer from the choices provided.

- *Read each question and choose the best answer.*
- *Record your answer in the booklet.*

Are there any questions?

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

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

Some questions may 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 box on page 3. Read the directions in the third box silently as I read them aloud.

Some questions will require you to use some information found in a science scenario. The science scenario may cover several pages of your booklet, and it will include information you will need to answer several questions.

- *First, read the science scenario carefully.*
- *Read each question and choose the best answer.*
- *Record your answer in the booklet.*

Are there any questions?

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

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

Some questions will require you to write your response.

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

Are there any questions?

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

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

Pause while students look at the *General Description of Scoring Guidelines for Science Open-Ended Items*. When all students are ready, say:

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

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

We are now ready to start Section 1. Turn to page 4 in your test. 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. Continue until you complete all of the questions in Section 1. At the end of Section 1 you will see a "STOP" sign.

Remember to complete all questions in Section 1 and to mark only the required number of correct answers for each multiple-choice question in your test.

If you complete Section 1 before the testing session is over, you may check your work for questions ONLY in Section 1. [*If the students' booklets include 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 in 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.

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 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 test 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 40 to 50 minutes, but the actual administration time may vary. Collect test materials, including scratch paper and any other paper on which students have written, when students are finished testing rather than allowing the student to keep the test. TAs should ask the students if they have completed all of the items

listed for this section. 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 *Science 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:

> **Close your test. If you are finished, I will collect your test, reference sheet, scratch 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.**

Only students who have completed Section 1 may move on to Section 2. Students who need additional time should be provided an extended session setting. For students moving on to Section 2, say:

> **You are going to take 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, reference sheets, scratch paper, and any other paper on which students have written. 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 tests 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, used scratch 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 paper upon which students have written. **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—Science

Provide two sharpened pencils with good erasers to the student. The student should not use a pen. 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 tests, say:

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

When all students are ready, say:

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

Distribute scratch paper and the *General Description of Scoring Guidelines for Science Open-Ended Items*.

When all students are ready, say:

> **Now we are ready to begin Section 2—Science.**
>
> **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. Some multiple-choice questions will require you to use information found in a science scenario. You may cross out the letters to eliminate answer choices. You may also cross out the words/numbers next to the answer letters.**
>
> **For other questions, you will write your own response. These questions may have more than one part, and you will need to write your responses in each part.**
>
> **You will record your responses to all questions in 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 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 Science tests, the directions will appear on the first page of their tests. If students were 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.**

Continue speaking.

> *On the following pages are the Science questions.*
>
> *There are several types of questions.*
>
> **Now look at the first box. Read the directions in the first box silently as I read them aloud.**
>
> *Some questions ask you to select an answer from the choices provided.*
>
> - *Read each question and choose the best answer.*
> - *Record your answer in the booklet.*
>
> **Are there any questions?**

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

> **Now look at the second box. Read the directions in the second box silently as I read them aloud.**

Some questions may 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 box. Read the directions in the third box silently as I read them aloud.

Some questions will require you to use some information found in a science scenario. The science scenario may cover several pages of your booklet, and it will include information you will need to answer several questions.

- *First, read the science scenario carefully.*
- *Read each question and choose the best answer.*
- *Record your answer in the booklet.*

Are there any questions?

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

Now look at the last box. Read the directions in the last box silently as I read them aloud.

Some questions will require you to write your response.

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

Are there any questions?

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

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

Pause while students look at the *General Description of Scoring Guidelines for Science Open-Ended Items*. When all students are ready, say:

This is an example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended science questions. You may refer to the *General Description of Scoring Guidelines* at any time while responding to an open-ended science question. Do not write on the reference sheet. Are there any questions?

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

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

12 | P a g e
G u i d a n c e
P S S A   S c i e n c e :   P r i n t   o n   D e m a n d

This arrow indicates that you are not yet finished with Section 2 and you are to continue on to the next page. Follow the "GO ON" arrows. Continue until you complete all of the questions in Section 2. At the end of Section 2 you will see a "STOP" sign.

Remember to complete all questions in Section 2 and to mark only the required number of correct answers for each multiple-choice question in your test.

If you complete Section 2 before the testing session is over, you may check your work for questions ONLY in Section 2. [*If the students' tests include both sections, say,* **"Do not look back to Section 1."**] **After you have checked your work, make sure you have completely erased wherever you have changed an answer or have made a stray mark in your 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 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.

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 65 to 75 minutes, but the actual administration time may vary. Collect test materials, including scratch paper and any other paper on which students have written, when students are finished testing rather than keeping 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 *Science Directions for Online Administration*. 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 Science 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, reference sheets, scratch paper, and any other paper on which students have written. TAs must ensure that all pages of Section 2 have been returned by each student before dismissing students from the test session.

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

Return all test pages and secure materials immediately to the SAC or the SAC's designee for secure storage. Return reference sheets, used scratch 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 paper upon which students have written. **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.

o 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.