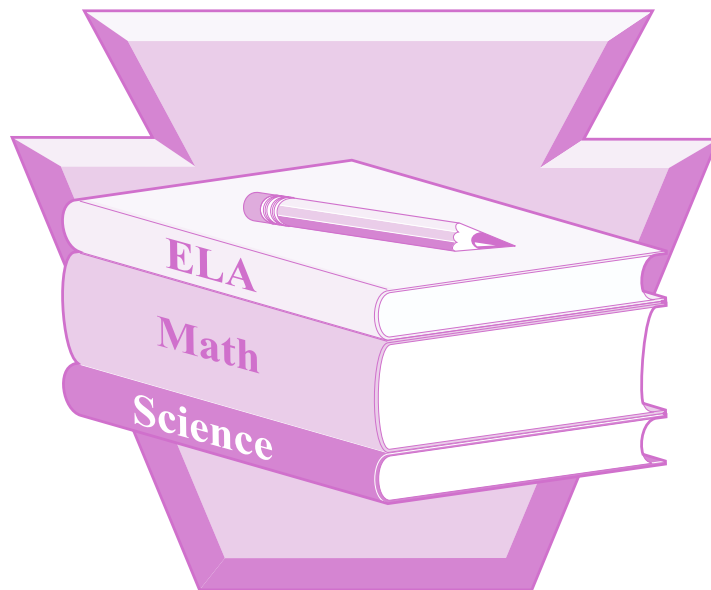




**pennsylvania**  
DEPARTMENT OF EDUCATION



**GRADES 4–8 MATHEMATICS**  
PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT  
DIRECTIONS FOR PAPER AND PENCIL  
ADMINISTRATION

**SPRING 2024**



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This manual is to be used for the paper and pencil administration of the **Spring 2024 PSSA Mathematics Assessment**. This manual provides the Test Administrator (TA) with directions that will ensure a standard assessment environment in schools throughout the Commonwealth of Pennsylvania. The administration of this exam may differ from other assessments the TA has given; therefore, **TAs are to become thoroughly familiar with this manual and the procedures for administering the Mathematics Assessment before the testing window, April 29 through May 10, 2024.**

**New This Year:**

- For Grades 4 through 8 Mathematics, the test and answer booklets have been combined into one document. The combined booklet will serve as the student's answer document so a precode label or district/school label must be affixed to the front cover to indicate the booklet is to be scored.
- No more red stickers. Now the non-calculator section of the booklets are bordered by thick colorful bars to indicate that the students are on the non-calculator part of the Mathematics Assessment.
- During the non-calculator sections the directions for the calculator is to: "Make sure your calculator is on the floor under your seat (or on the TA's desk/table)".
- The directions for open-ended questions have expanded. Please see the second bullet.

For the spring of the 2023–2024 PSSA administration, a few changes are being implemented. The PSSA Mathematics grades 4–8 and Science grades 4 and 8 test and answer booklets have been combined into one booklet. The Mathematics and Science DFAs refer to the booklet as the "combined test and answer booklet." The PSSA ELA grades 4–8 assessments will not make any changes to the test and answer booklets. For ELA grades 4–8, the terms "test booklet" and "answer booklet" will continue to be used. The Mathematics and ELA grade 3 assessments will remain combined test and answer booklets.

The majority of test questions can be answered by contacting PA Customer Service. If you have other questions or concerns refer to the table below.

**A. Contact Information Concerning Questions**

<b>Topic or Subject</b>	<b>Contact Person / Telephone</b>	<b>Email Address</b>
DRC PA Customer Service	800-451-7849	PACustomerService@DataRecognitionCorp.com
Test Security/Irregularities – Please use the email for a more rapid and efficient response	844-418-1651	ra-edirregularities@pa.gov
General PSSA and Keystone Exam Testing Questions	Division of Assessment and Accountability	ra-ed-pssa-keystone@pa.gov
Opting Out of Testing	Brian Truesdale – 717-214-5433	btruesdale@pa.gov
Testing Irregularities	Jay Gift – 717-783-1144	rgift@pa.gov
Testing Accommodations (IEP and 504, Regular Education, EL)	Dr. Beth Gannon – 717-346-9399	ra-eduniqueaccom@pa.gov
ELA, Keystone Exam Literature, EL Accommodations	Dr. Beth Gannon – 717-346-9399	egannonrit@pa.gov
Math, Keystone Exam Algebra I	Dr. Megan Clementi – 717-783-6543	mclementi@pa.gov
Science, Keystone Exam Biology, Notify Changes in Testing Dates and/or Times, Testing Window Exceptions, and Cell Phone Issues not Related to Test Security	Craig Weller – 717-525-5825	crweller@pa.gov

If a test security violation is suspected, contact the SAC immediately. If you believe the SAC may have involvement in the violation, immediately contact the Pennsylvania Department of Education (PDE) directly at ra-edirregularities@pa.gov or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you utilize only the email account or telephone number provided here for test security violations.

**B. Maintain Exam Security**

The PSSAs are a measure of individual student achievement conducted by the PDE. Any deviation from the exam procedures outlined in this manual (including, but not limited to, group work, teacher coaching, teaching or releasing of the performance tasks or exam questions, using old, non-released Pennsylvania assessment items as preparation tools, etc.) is strictly prohibited and is considered a violation of exam security. (This prohibition does not include the use of the PSSA Item and Scoring Samplers available on PDE’s website.) Those individuals who divulge exam questions, falsify student scores, or compromise the integrity of the state assessment system in any manner will be subject to professional disciplinary action under the Professional Educator Discipline Act, 24 P.S. § 2070.1a et seq, including a private reprimand, a public reprimand, a suspension of their teaching certificate(s), a revocation of their teaching certificate(s), and/or a suspension or prohibition from being employed by a charter school. In this regard, an educator is any individual who holds public or private academic school certification and all charter and cyber charter school staff members and contracted educational providers who would be required to hold certification if they served in a traditional public school.



#### 4. Storing Secure Materials

All booklets (and test tickets for online assessments) are considered secure materials and must be kept in a preselected, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas. TAs must not be given access to secure test materials before the administration day. TAs should only be given access to secure test materials immediately preceding test administration. **It is mandatory that school districts utilize a sign-out/sign-in sheet for distribution and collection of secure test materials.** It is recommended that TAs count the number of booklets received and returned in the presence of the SAC or the SAC's designee.

- a. The *Directions for Paper and Pencil Administration* manuals are not considered secure test materials and should be provided to TAs prior to the assessment for review.
- b. Each student taking the PSSA will receive **one booklet per subject**.
- c. Scratch paper and any other paper on which students have written is considered secure and must be collected at the end of each testing session to be destroyed by the SAC or the SAC's designee.

**All secure testing materials must be inventoried, counted, and returned immediately to the SAC or the SAC's designee after testing is completed. Individual restroom breaks during testing are permitted but require monitoring. Materials must be kept secure after each testing session and prior to shipping to DRC.**





### C. Considerations for Test Administration

The procedures listed below must be followed prior to administering the Spring 2024 Mathematics Assessment. This assessment includes procedures that students may not have encountered before.

1. The SAC will receive a *PSSA Handbook for Assessment Coordinators* that provides additional, detailed information about the assessment. This document is also posted on these portals:
  - a. <https://pa.drceidirect.com> [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']
  - b. [www.education.pa.gov](http://www.education.pa.gov) [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Administration Materials' on the right side of the screen.]
2. The entire Grades 4–8 Mathematics *Directions for Paper and Pencil Administration* manual must be read in advance in order to become familiar with the procedures for administering the assessment. Prior to the assessment administration, the TA must do the following:
  - a. Become familiar with the assessment schedule and the procedures for allowing extended testing time.
  - b. Follow the direction of the SAC for maintaining test security.
  - c. Plan sufficient time for distribution and collection of materials.
  - d. Arrange student seating to prevent student interaction during the assessment sessions.
  - e. Post a **"Testing—Do Not Disturb"** sign on the door(s) to the classroom to indicate that an assessment session is taking place.
3. Student Precode Labels are supplied for most students; however, if any student does not have a Student Precode Label, a District/School Label must be used.
4. Prior to the assessment, ensure that all booklets have a barcode label affixed. For those booklets that have a District/School Label, rather than a Student Precode Label, ensure that the SAC or the SAC's designee has bubbled in all appropriate information on pages 1 and 2 (see "Reviewing Barcode [District/School or Student Precode] Labels" on page 16 of this manual).
5. Prior to the assessment, be aware of test accommodations that are outlined in the current PSSA and *Keystone Accommodations Guidelines* and in the current *Accommodations Guidelines for English Learners (ELs)* (e.g., "Test Administrator transcribed student responses," "Extended time"). These documents are posted on the following portals:
  - a. <https://pa.drceidirect.com> [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']
  - b. [www.education.pa.gov](http://www.education.pa.gov) [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Then click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Testing Information' on the right side of the screen.]

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

Not all accommodations that are provided on a day-to-day basis in the classroom are approved for use with the PSSA; however, all accommodations in IEPs or 504 Plans must be considered when planning for the administration of the PSSA.

6. A form number is on the front cover of each booklet. For the Spring 2024 Mathematics Assessment, there are nine (9) forms labeled 01 through 09.
7. Review, understand, and return the signed and dated *PSSA Test Security Certification (Test Administrator and Proctor)* to the SAC at the end of the final PSSA administration for which you are a TA or Proctor. It is found in Appendix B. Contact your SAC if you need more information.
8. **If a test security violation is suspected, contact the SAC immediately. If you believe the SAC may have involvement in the violation, immediately contact PDE directly at [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov) or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from the PDE than calling the toll-free number. Please ensure that you only utilize the email account or telephone number provided here.**

#### D. Prepare the Students for the Assessment

1. Inform students in advance of the schedule for the assessment sessions as communicated by the SAC or the SAC's designee.
2. Students are not permitted to have cell phones, cameras, smartphones, smartwatches, earbuds, or any other unapproved electronic devices in their possession during the administration of the assessment. Students **must** be informed of this policy in advance and should be encouraged to leave such items at home on administration days. **The TA must collect all such devices prior to distributing assessment materials.**
3. PDE encourages districts and schools to inform students before testing begins of the locally determined ramifications/sanctions for student misconduct during the PSSA assessments. This includes, but is not limited to, discipline associated with cheating, sharing, and/or reproduction of test content.
4. Discuss the *Code of Conduct for Test Takers*, which is in Appendix C of this manual and is also found in the *PSSA Handbook for Assessment Coordinators*, with all students prior to the scheduled exam time. It is essential that students understand the importance of each point in the *Code of Conduct for Test Takers* before testing begins. Prior to the administration, students must fill in the appropriate bubble indicating that they understand the *Code of Conduct for Test Takers* that their TA (or other school personnel) has reviewed with them. TAs should answer any questions that students have to ensure that all students understand this code of conduct. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.
5. Students may **not** use a dictionary or a thesaurus for any part of this assessment. **Note:** An exception is made for English Learners (ELs) taking any portion of the assessment. They may use word-to-word bilingual/translation dictionaries that translate native language to English or English to native language. If an EL student is using this accommodation, the TA must inform the SAC, and the SAC must record the use in the student's booklet. Bilingual/translation dictionaries that include word definitions or pictures are not allowed.
6. Students must use a No. 2 pencil; an ink pen may **not** be used.
7. Students may highlight, underline, and make notes on scratch/grid paper. All scratch/grid paper and any other paper on which students have written must be collected and returned to the SAC.

8. Students can cross out incorrect answers, but students should not make any extraneous marks on or near the answer bubbles (e.g., crossing out answer bubbles believed to be incorrect or marking multiple answer bubbles thought to be correct). Students should completely erase any extraneous marks in the combined test and answer booklet on the answer bubbles. **Students must not use highlighters on the answer bubbles.**
9. The Mathematics Assessment includes questions that require students to select from four possible answers. These multiple-choice questions and answer choices are found in the booklet. Students will read each question and record their answers in the spaces provided **in their booklet only. Responses written or marked on scratch/grid paper and any other paper on which students have written will not be scored.**
10. The Mathematics Assessment also includes questions that require students to write a response (open-ended questions). Students will read each question and will write their responses in the spaces provided **in the booklet only. Responses written on scratch/grid paper and any other paper will not be scored.**
11. For questions 1 through 4 of Section 1—Mathematics, students may **not** use a calculator. These pages of the booklet are bordered by thick colorful bars to indicate that the student is on the non-calculator part of the Mathematics Assessment. After the students have completed the non-calculator mathematics questions, they may use calculators for the rest of the Mathematics Assessment, including scientific and graphing calculators, providing the calculator meets the guidelines in the *Pennsylvania Calculator Policy*. Students who do not have an approved calculator may be given a calculator to use. However, calculators are not mandatory. If your students have access to calculators and know how to use them, using them during the assessment would be appropriate (except for the non-calculator items). If students do not have calculators and the school has not made them available, students can respond to the tasks successfully without them.

**Note: Students may not share their calculators during the assessment.** All calculators must be cleared of all stored information and programs that are not factory installed before and after they are used on any state exam. TAs must engage Exam Mode for calculators that have Exam Mode capability. The calculator memory must be cleared by the TA after the PSSA is completed. For more information, see the *Pennsylvania Calculator Policy*, found in Appendix D of this manual. This document is also posted on these portals:

- a. <https://pa.drceidirect.com> [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']
- b. [www.education.pa.gov](http://www.education.pa.gov) [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Mathematics' on the right side of the screen. The calculator policy link is found under "Mathematics Resources."]

12. **GRADE 4 ONLY:** For some mathematics questions, students will use a protractor (supplied).

Students are permitted to	Students are NOT permitted to
<ul style="list-style-type: none"> <li>• use scratch/grid paper. (Students may use it to create their own graphic organizers, etc., during the assessment.)</li> <li>• highlight, underline, and make notes or comments in the booklet. (Students must not use highlighters to mark the answer bubbles.)</li> <li>• use a calculator on the assessment, including scientific and graphing calculators, (with the exception of questions 1 through 4) in accordance with the <i>Pennsylvania Calculator Policy</i> (see Appendix D).</li> </ul>	<ul style="list-style-type: none"> <li>• use preprinted graphic organizers.</li> <li>• possess or use unapproved electronic devices, including cell phones, smartphones, smartwatches, earbuds, cameras, any type of computer, or any mobile device with a camera and/or Internet access (e.g., tablets, MP3 players, gaming systems, entertainment devices), at any time during the assessment.</li> <li>• possess or use dictionaries, thesauri, and/or spell- or grammar-checkers at any time during the assessment (with the exception of word-to-word translation dictionaries that may be used by EL students).</li> </ul>

### E. Prepare the Classroom for the Assessment

Good organization of assessment materials and well-executed procedures will help the administration of the assessment proceed smoothly.

Appropriate test conditions optimize the chance for better student performance. The assessment should be given in a regular classroom setting, if possible. Other settings may be used according to needs and available facilities. However, test situations created to dishonestly inflate assessment scores are a violation of test security.

Remove or cover with opaque materials all classroom instructional materials or any other materials that could aid students in answering test items.

#### DO NOT DISPLAY:

1. mathematics terms and/or definitions
2. examples of problems or answers
3. tips on how to write responses and/or solve problems
4. illustrations or drawings of geometric shapes, algebraic equations, graphs, or number lines

**Note:** This is not an exhaustive list. These are general examples of what is not permitted. Any materials that may contain content that could be tested must be removed or covered.

The *General Description of Scoring Guidelines for Mathematics Open-Ended Questions* may be displayed in the classroom. Additionally, each student may have a copy of the guidelines, but it must be a clean copy. The guidelines are also posted on these portals:

- a. <https://pa.drctdirect.com> [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']
- b. [www.education.pa.gov](http://www.education.pa.gov) [Roll over 'Data and Reporting' in the menu at the top of the page. Select 'Assessment and Accountability.' Click on the link that reads 'PSSA - PA System of School Assessment.' Then click on 'Administration Materials' on the right side of the screen. Under the math section select the 'Reference Materials' document for the appropriate grade.]

Student seating must be arranged to prevent student interaction during the assessment sessions. A quiet, calm atmosphere is conducive to concentration on the assessment. Disturbances must be kept to a minimum during the assessment sessions. Posting a "**Testing—Do Not Disturb**" sign on the door(s) to the classroom indicates that an assessment is in session. Students should not be permitted to sharpen pencils during the assessment sessions.

Each student should have at least two sharpened No. 2 pencils with good erasers and some scratch/grid paper. Extra sharpened pencils must be available for students.

## F. Required Assessment Materials

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

## G. Organize the Assessment Materials

For the Test Administrator:

1. One Spring 2024 Grades 4–8 Mathematics *Directions for Paper and Pencil Administration* manual
2. “**Testing—Do Not Disturb**” sign(s) to hang on the classroom door(s)
3. One student booklet to use for demonstration purposes
4. One copy of the grade-specific mathematics reference sheet (the reference sheet has the mathematics formulas on one side and the scoring guidelines on the other side) to use for demonstration purposes

For each student taking the assessment:

1. One booklet with a Student Precode Label or a District/School Label (There are nine different forms labeled from 01 through 09.)
2. One copy of the grade-specific mathematics reference sheet
3. Two sharpened No. 2 pencils with good erasers
4. **GRADE 4 ONLY:** One protractor (Students must use **only** the protractor supplied with testing materials.)
5. Scratch/grid paper for each section
6. One calculator available for use on most of Section 1 and all of Section 2 (Calculators are optional. The school or the students may provide the calculators. All calculators must meet the requirements of the *Pennsylvania Calculator Policy* in Appendix D of this manual. The type of calculator used should be appropriate to the grade level of the student.)

In addition, the *Pennsylvania Calculator Policy* is posted on these portals:

- a. <https://pa.drceirect.com> [Click on the applications drop-down and select ‘General Information.’ Then select ‘Documents.’]
- b. [www.education.pa.gov](http://www.education.pa.gov) [Roll over ‘Data and Reporting’ in the menu at the top of the page. Select ‘Assessment and Accountability.’ Then click on the link that reads ‘PSSA - PA System of School Assessment.’ Then click on ‘Mathematics’ on the right side of the screen. The calculator policy link is found under “Mathematics Resources.”]

## H. Damaged Combined Test and Answer Booklets

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

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

## I. Test Management Concerns

Some circumstances during testing require that the TA consult the SAC or PDE or contact the DAC. These instances include, but are not limited to, the following:

1. Student cheating
2. Test security violation
3. Improper test administration
4. Student illness during testing

Issues requiring additional directions and any circumstances not outlined in this manual may need to be resolved with the SAC and/or DAC and/or PDE. Any test security violation should be reported to the SAC.

**If the TA believes the SAC is in violation of test security, they should contact PDE. For violations by the SAC, contact PDE at [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov) or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you only utilize the email account or telephone number provided here.**

## J. General Organization of the Assessment

The Grades 4–8 Mathematics Assessments each consist of **two sections. Each section must be completed without a group break during the section administration.** It is recommended that each section be scheduled as a separate assessment session; however, it is permissible to combine the sections as a single assessment administration session. **The sections must be administered in the sequence in which they are printed in the booklets.** The SAC must discuss the schedule with the TA at least one week prior to the administration dates. Adequate time should be scheduled for the preparation of the classroom. The following administration times are estimates and are supplied for scheduling purposes only:

Section	Multiple-Choice Questions	Open-Ended Questions	Administrative Tasks Estimated Time Needed (in minutes)	Actual Testing Estimated Time Needed (in minutes)	Total Administration Estimated Time Needed (in minutes)
1	24	2	15–20	<b>70–80</b>	85–100
2	24	2	15–20	<b>70–80</b>	85–100

### K. Code of Conduct for Test Takers

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

### L. Display Assessment Information

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

Grade	Section 1 – Mathematics	Section 2 – Mathematics
4–8	Begin on page 6 Questions 1–26	Begin on page 28 Questions 27–52

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

**Go back to make sure you have answered each question before closing your booklet. When you have closed your booklet, the Test Administrator will collect it.**



## M. Extended Testing Time

The PSSA Grades 4–8 Mathematics Assessments are untimed assessments. Not all students will finish the assessment sections at the same time. Students should not feel rushed while they are taking the assessment, and no student should be penalized for working slowly. It is equally important, however, to encourage students to work in a timely manner to finish the assessment. Students should close their booklets when they have finished the section of the assessment in which they had been working. Students should keep scratch/grid paper and all other paper on which they have written separate from their booklets. TAs must collect all test materials, including scratch/grid paper and all other paper on which students have written, when students are finished rather than keeping the assessment materials closed on the students' desks.

1. Students who finish early may sit quietly, read for pleasure, or read non-content related materials until all students have finished. Reading for pleasure includes magazines along with fiction text, such as novels, short stories, poetry, etc. Reading anything that may include information related to the content area being assessed is not allowed. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.
2. TAs should follow the direction of the SAC to determine when the assessment session should end and when students who have not finished should be provided an extended-time setting. This may involve using professional judgment. As a general guideline, the assessment session should be ended when all students indicate they have finished an assessment section. If the time scheduled for the administration of the section ends, students not finished should report to the extended-time location. All students should complete each section within a school day, and sections must be scheduled so that there is enough time to complete the section within the school day.
3. Any student may request extended time if they indicate they have not completed an assessment section. Such requests should be granted if the TA finds the request to be educationally valid. Not permitting ample time for students to complete the assessment section may impact performance.
4. Students with special requirements and/or disabilities (i.e., physical, visual, auditory, or learning disabilities as defined by their IEPs or service contracts) and students who work slowly may require extended time. Special assessment situations should be arranged for these students.
5. When allowing extended time for an assessment session for a portion of the student population:
  - a. **Do not** allow students to attend a lunch period with other students if the lunch period occurs between the original assessment session and the extended session.
  - b. **Do not** allow students to attend any classes or related activities between the original assessment session and the extended session.
  - c. **Do not** allow any overnight extensions.
  - d. **Do not** allow students to return to a section after the completion of that section.
6. **Do not allow the extended assessment session to be administered without monitoring. It is the responsibility of a TA to monitor any extended sessions, whether in the classroom where the assessment was begun or in a separate location.**
7. When all students have indicated that they have finished an assessment section, end the session. Students may return to regular activities, or the administration of the next section may begin.



**A. Getting Started with the Assessment**

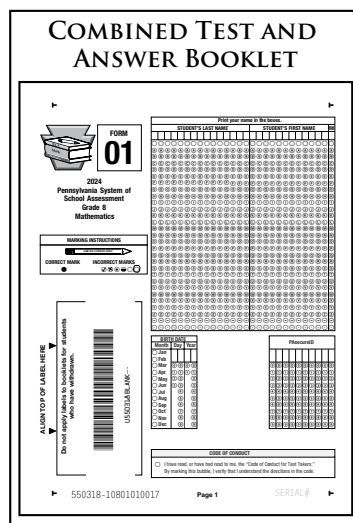
Make sure all students have two sharpened No. 2 pencils with good erasers. Students who do not have an approved calculator may be given a calculator to use. All students shall place the calculator on the floor under their seats (or on my desk/table) until they have completed questions 1 through 4. Students are not to have in their possession a cell phone, camera, smartphone, smartwatch, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to distributing any assessment materials.**

Say:

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

First, distribute booklets with front covers facing up.

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



**Note:** A form number is on the front cover of each booklet. There are nine (9) different forms labeled 01 through 09.

Say:

**Today we will begin the PSSA in Mathematics. Each of you should have a Grade [say grade] Mathematics Booklet. Do not open your booklet until I tell you to do so.**



**C. Administer Section 1—Mathematics**

When all students are ready, say:

**GRADE 4 ONLY:**

**I will now distribute scratch/grid paper, reference sheets, and protractors. 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 1—Mathematics. For some of the questions, you will choose your answer from among a set of four answer choices. For other questions, you will write your own response. You will record your responses to both types of questions in your booklet only. Only responses recorded in your booklet will be scored. The PSSA is an untimed assessment. You may take as much time as you need to complete this section. Are there any questions?**

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

**Open your booklet to page 5.**

Pause while students find the correct page in their booklets. The directions on pages 5 and 9 of the booklet may be repeated to students as needed during the administration of Section 1. When all students are ready, say:

**Look at the directions in the first box on page 5. Read the directions silently as I read them aloud.**

**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 this test.***
- ***You may need a protractor for questions 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 this test.***

Continue speaking and say:

**Now look at the second box on page 5. It is labeled “Directions for Multiple-Choice Questions.” Read the directions in the second box silently as I read them aloud.**

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

**For the multiple-choice questions:**

- **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 last box on page 5. It is labeled “Directions for Open-Ended Questions.” Read the directions in the last box silently as I read them aloud.**

*Some questions will require you to write your response.*

**For the open-ended questions:**

- **These questions have more than one part. Be sure to read the directions carefully.**
- **You cannot receive the highest score for an open-ended question without completing all tasks in the question. For example,**
  - o **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.**
  - o **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:

**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. On the other side of the reference sheet is a formula sheet. You may use the formula sheet at any time while taking this test. Do not write on the reference sheet, as you will use it 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 my desk/table). You may not use a calculator for the first four questions of the test. Turn to pages 6 and 7 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 booklet, you may check your answers. After you have completed questions 1 through 4, turn to page 8 and raise your hand. At that time, I will collect and replace any 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 10 in your booklet. In the bottom right-hand corner, you will see a “GO ON” arrow.**

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

**This arrow indicates that you are not yet finished with Section 1 and that you are to continue on to the next page. Follow the “GO ON” arrows until you complete all the multiple-choice questions and BOTH open-ended questions in Section 1. At the end of Section 1, you will see a “STOP” sign in your booklet.**

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

**Remember to complete questions 1 through 26 in Section 1 and to mark only one correct answer for each multiple-choice question and completely answer each open-ended question in your booklet. If you complete Section 1 before the testing session is over, you may check your work for questions ONLY in Section 1. Do not look ahead to other parts of the booklet. 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 booklet. Then close your booklet so I will know you have finished. I will collect your test materials when you finish. You may sit quietly, read for pleasure, or read non-content related materials until the rest of the class completes Section 1. Are there any questions?**

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

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

As students complete questions 1 through 4, and any paper on which students have written has been replaced, say quietly to each student:

**You are now ready to continue Section 1. For the rest of the questions in Section 1, you may use a calculator. You may place a calculator in front of you now.**

**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.

1. Check to see that students 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 bright colored borders along the sides of the pages. Frequent and close monitoring is essential to ensure students do not return to the non-calculator questions.
2. When students have completed questions 1 through 4, collect all paper on which students have written. The papers collected must be replaced.
3. When students have completed questions 1 through 4, make sure they are continuing to answer the remaining questions in Section 1—Mathematics.

While students are taking the assessment, be available to repeat test directions and/or direct students to the correct section of the test. TAs may encourage the group of students without providing any individual or group help that might suggest the correct answer to a question. Do not communicate to a student that the student should “check” an answer or that the student has answered an item incorrectly. You may, however, provide clarification of test directions and/or direct the student to the correct section of the test. The directions on pages 5 and 9 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.

Encourage students to try all of the tasks (questions) and to complete the assessment. An incorrect answer is scored the same as a blank answer.

The testing time for this section is estimated to be 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 booklets closed on the students’ desks. TAs should ask the students if they have completed all of the items listed for this module. 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 this 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 have made a stray mark in your booklet. If you need additional time to complete this section, direction will be provided for you.**

At the end of the scheduled time, say:

#### GRADE 4 ONLY:

**Close your booklet. You will use the same booklet for the remaining section of the assessment, so make sure your name is on the front cover of your booklet. If you are finished, I will collect your booklet, 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 booklet. You will use the same booklet for the remaining section of the assessment, so make sure your name is on the front cover of your booklet. If you are finished, I will collect your booklet, 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.**

- 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 (the same day or a different day). I will now collect any remaining test materials.**



Collect any remaining booklets, scratch/grid paper and any other paper on which students have written, protractors (grade 4 only), and mathematics reference sheets. All assessment materials must remain secure at all times.

Return all secure materials (booklets) immediately to the SAC or the SAC's designee for secure storage. Return reference sheets, 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, and keep them in a secure location until they can be destroyed by the SAC (or the SAC's designee) or DAC (or the DAC's designee). If the calculators have not been cleared, please clear the calculators at this time. **Note:** Do **NOT** review student responses to test questions **for any reason**. Do **NOT** review booklets for stray marks. Do **NOT** place scratch/grid paper inside the booklet.

**D. Administer Section 2—Mathematics**

Make sure all students have two sharpened No. 2 pencils with good erasers. Students who do not have an approved calculator may be given a calculator to use. Students are not to have in their possession a cell phone, camera, smartphone, smartwatch, earbuds, or other unapproved electronic device. **Collect all unapproved electronic devices prior to distributing any assessment materials.** Distribute booklets to students, making certain each student has the correct booklet. The scratch/grid paper must be blank, and the reference sheets must have no additional writing.

Say:

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

When all students are ready, say:

**GRADE 4 ONLY:**

**I will now distribute scratch/grid paper, reference sheets, and protractors. 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 some of the questions, you will choose your answer from among a set of four answer choices. For other questions, you will write your own response. You will record your responses to both types of questions in your booklet only. Only responses recorded in your booklet will be scored. The PSSA is an untimed assessment. You may take as much time as you need to complete this section. Are there any questions?**

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

**Open your booklet to page 27. Fold your booklet back so only page 27 is showing.**

Pause while students find the correct page in their booklet. The directions on page 27 of the booklet may be repeated to students as needed during the administration of Section 2. When all students are ready, say:

**Look at the directions in the first box on page 27. Read the directions silently as I read them aloud.**

**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 and say:

**Now look at the second box on page 27. It is labeled “Directions for Multiple-Choice Questions.” Read the directions in the second box silently as I read them aloud.**

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

***For the multiple-choice questions:***

- ***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 last box on page 27. It is labeled “Directions for Open-Ended Questions.” Read the directions in the last box silently as I read them aloud.**

***Some questions will require you to write your response.***

***For the open-ended questions:***

- ***These questions have more than one part. Be sure to read the directions carefully.***
- ***You cannot receive the highest score for an open-ended question without completing all tasks in the question. For example,***
  - o ***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.***
  - o ***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:

**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. On the other side of the reference sheet is a formula sheet. You may use the formula sheet at any time while taking this test. Are there any questions?**

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

**We are now ready to start Section 2. Unfold your booklet and look at page 28. In the bottom right-hand corner, you will see a “GO ON” arrow.**

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

**This arrow indicates that you are not yet finished with Section 2 and 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 in your booklet.**

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

**Remember to complete questions 27 through 52 in Section 2 and to mark only one correct answer for each multiple-choice question and completely answer each open-ended question in your booklet. If you complete Section 2 before the testing session is over, you may check your work for questions ONLY in Section 2. Do not look back to any other parts of the booklet. 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 booklet. Then close your booklet so I will know you have finished. I will collect your test materials when you finish. You may sit quietly, read for pleasure, or read non-content related materials until the rest of the class completes Section 2. Are there any questions?**

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

**You may begin.**

**Note:** Students who finish early may sit quietly, read for pleasure, or read non-content related materials until all students have finished. Reading for pleasure includes magazines along with fiction text, such as novels, short stories, poetry, etc. Reading anything that may include information related to the content area being assessed is not allowed. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.

While students are taking the assessment, be available to repeat test directions and/or direct students to the correct section of the test. TAs may encourage the group of students without providing any individual or group help that might suggest the correct answer to a question. Do not communicate to a student that the student should “check” an answer or that the student has answered an item incorrectly. You may, however, provide clarification of test directions and/or direct the student to the correct section of the test. The directions in the booklet may be repeated to students as needed during the administration of Section 2.

Each section has a shape or shapes in the header with the number of the section inside the shape(s) so 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.

Encourage students to try all of the tasks (questions) and to complete the assessment. An incorrect answer is scored the same as a blank answer.

The testing time for this section is estimated to be 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 booklets closed on the students’ desks. TAs should ask the students if they have completed all of the items listed for this module. 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 you are at the end of the scheduled time. Since each student is to be provided sufficient time to finish the assessment, additional time must be allowed on an individual basis if one or more students are continuing to make reasonable progress on the assessment. For more information about Extended Testing Time, see Part II: General Assessment Information in this 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 have made a stray mark in your booklet. If you need additional time to complete this section, direction will be provided for you.**

At the end of the scheduled time, say:

**This concludes the Spring 2024 Mathematics Assessment. Close your booklet. I will now collect your booklets. If you need more time, let me know, and you will be provided with an extended session and given additional direction.**

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

**GRADE 4 ONLY:**

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

**GRADES 5–8 ONLY:**

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

Collect scratch/grid paper and any other paper on which students have written, protractors (grade 4 only), and reference sheets.

Return all secure materials (booklets) immediately to the SAC or the SAC's designee for secure storage. Return reference sheets, 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, and keep them in a secure location until they can be destroyed by the SAC (or the SAC's designee) or DAC (or the DAC's designee). If the calculators have not been cleared, please clear the calculators at this time. **Note:** Do **NOT** review student responses to test questions **for any reason**. Do **NOT** review booklets for stray marks. Do **NOT** place scratch/grid paper inside the booklet.

## A. After Testing Is Complete

After testing is complete:

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

## B. Return Materials

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

**Return all test materials** to the SAC or the SAC's designee for secure storage. This includes used and unused booklets, mathematics reference sheets, protractors (grade 4 only), used scratch/grid paper, and any other paper on which students have written. Test materials must be returned to the SAC immediately at the end of the assessment session.

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

**Remember:** Every TA involved in the administration of the Spring 2024 Mathematics Assessment **must** sign and date a *PSSA Test Security Certification (Test Administrator and Proctor)*. When a TA signs and dates the *PSSA Test Security Certification (Test Administrator and Proctor)*, that person certifies that all security measures have been followed for this PSSA administration. TAs should return the signed and dated *PSSA Test Security Certification (Test Administrator and Proctor)* to the SAC or the SAC's designee upon completion of their assigned duties during the testing window.

**If a test security violation is suspected, contact the SAC immediately. If you believe the SAC may have involvement in the violation, immediately contact the Pennsylvania Department of Education at [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov) or 844-418-1651. Sending an email with a detailed subject line will provide a faster response from PDE than calling the toll-free number. Please ensure that you only utilize the email account or telephone number provided here.**

**Note: The SAC has all information on returning assessment materials to DRC.**

# Appendix A:

## Handbook for Secure Test Administration



## Handbook for Secure Test Administration

### Security Statement

State assessments rely on the measurement of individual achievement. Any deviation from procedures meant to ensure test validity and security (e.g., group work, teacher coaching, teaching or release of any test items, use of previously administered Pennsylvania assessments as preparation tools) is strictly prohibited and will be considered a violation of test security. Local Education Agency (LEA)/school personnel with access to the assessment materials must not review, discuss, disseminate, or otherwise reveal the contents to anyone. (This prohibition excludes the *Item and Scoring Samplers* available on the Pennsylvania Department of Education's (PDE's) website.)

Any action by a professional employee or commissioned officer that is willfully designed to divulge test questions, falsify student scores, or compromise the integrity of the state assessment system will be subject to disciplinary action under the Educator Discipline Act, 24 P.S. §§ 2070.1a *et seq*, which may include a private reprimand, a public reprimand, a suspension of the employee's teaching certificate(s), a revocation of the employee's teaching certificate(s), and/or a suspension or prohibition from being employed by a charter school.

### Training and Test Administration Procedures

The purpose of this handbook is to assist in the training of LEA/school personnel to properly and securely administer state assessments. This handbook is also an important and valuable resource in implementing testing successfully from planning and preparing to collecting and returning tests.

### Roles and Responsibilities: Training

The District Assessment Coordinator (DAC) is responsible for completing all of the Pennsylvania State Test Administration Trainings (PSTATs) provided by PDE for the DACs, SACs, and TAs/Proctors. DACs must complete the Data Recognition Corporation (DRC) training on receiving and packaging materials, and any DAC specific training provided by the PDE. The DAC is then responsible for coordinating all training that takes place in the LEA and for determining specifics related to test administration such as a schedule, type of administration (paper and pencil or online) and other LEA-level administrative aspects of the testing. The DAC is responsible for ALL training in the LEA with primary responsibility for the direct training of SACs. In some LEAs the DAC may train the LEA-level staff who handle and/or have access to secure test material.

The SAC receives training from the DAC and must also complete both the PSTAT training for SACs and for TAs/Proctors. The SAC is then responsible to oversee all aspects of test administration in a building, including training Test Administrators (TAs), proctors, and other building level staff.

The TAs/Proctors must complete the PSTAT training for TAs/Proctors. The TAs/Proctors are responsible for administering the assessment and monitoring students during the assessment.

Translators, interpreters, and scribes must complete the PSTAT training for TAs/Proctors and must also complete the training offered by the school/district.

The *Handbook for Assessment Coordinators* provides more information related to training.





## Roles and Responsibilities: Test Administration

The following lists the general roles and responsibilities for DACs, SACs/Principals, TAs/Proctors, and general personnel before, during, and after test administration. The lists are not exhaustive but provide a general overview of the most important responsibilities of each individual in test administration. In some cases the responsibilities may overlap between or among DACs, SACs, and/or TAs/Proctors. In these cases it is the responsibility of the DAC to determine who has the primary responsibility and is accountable for specific duties, especially when duties may be shared.

### A. DISTRICT ASSESSMENT COORDINATOR TEST SECURITY GUIDELINES

General Statement: Administer the assessment using the best practices and with fidelity to the administrative guidelines; keep the assessment materials secure and confidential; prevent any dishonest or fraudulent behavior in the administration and handling of the assessment; and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

#### Before Test Administration – DAC

Complete the PSTAT trainings for the administration of the assessments annually.

Complete the *Accommodations Guidelines* training annually.

Update DRC INSIGHT portal accounts for LEA and school users.

Review the *Handbook for Assessment Coordinators* (HAC), *Directions for Administration* (DFA), *Accommodations Guidelines*, *Online User Guides* (if online testing) and other test-related documents necessary to conduct training for test administration.

Review the LEA's policy/procedures for home-schooled students.

Review the LEA's policy/procedures for handling cyber-charter schools' requests to test their students.

Develop and maintain the LEA's procedure for parental requests to view tests (opt-outs).

Develop and maintain the LEA's procedure for handling breaks during test administration and keeping test and answer booklets secure.

Develop and maintain the LEA's procedure for handling disruptions during test administration and keeping test and answer booklets secure.

Develop and maintain the LEA's procedure for handling emergencies during test administration.

Develop the LEA's master test schedule (including make-ups) that falls within PDE established test windows for each administration and include it in training. Ensure that the test schedule is developed so that sections are administered in the sequence in which they are printed in the test booklets.

Develop a training agenda and train SACs and other LEA-level staff involved in test administration or the handling of secure material prior to conducting any of their assigned work. (See *Handbook for Assessment Coordinators* for more information).



Ensure that SACs are trained on the test accountability and security information contained in the *Handbook for Assessment Coordinators*.

Ensure that SACs are trained on the *Accommodations Guidelines*.

Ensure that all individuals involved in the handling of assessment materials and/or the administration of the assessment are instructed in test security protocols and procedures.

Ensure that any individual who will administer and/or proctor the assessment completes the online PSTAT annually (each school year).

Ensure that all individuals involved in the handling and/or administration of the assessment receive instruction that all assessment materials, including all assessment booklets and other materials containing secure assessment questions and student responses, are to be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*.

Ensure that SACs receive instruction on the policy regarding all electronic devices (cell phones, smartphones, smartwatches, cameras, etc.).

Ensure that all individuals who assist in the administration of the assessment and all individuals who have access to the secure assessment materials have been made aware that they are not in any manner to alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.

Communicate to students, parents, and the community that which the assessment does and does not measure, when and how it will be administered, and how the results will be used. Refer to the *Handbook for Assessment Coordinators* for a sample Parent Letter.

Notify and ensure that all students and parents/guardians have been provided the policy regarding all electronic devices (cell phones, smartphones, smartwatches, cameras, etc.).

Consider having a teacher other than the teacher-of-record administer the assessment to students. If local circumstances do not allow that option, consider assigning a Proctor to be in the classroom with the TA. (In some circumstances LEAs have been directed by PDE not to use the teacher-of-record to administer the assessment to students they instruct in the present school year.)

Inventory secure materials without breaking the shrink wrap (ship-to-district).

Report any items not received.

Distribute tests to SAC(s) (ship-to-district).

### **During Test Administration – DAC**

Monitor testing sites to ensure administration of the assessments in accordance with PDE policies and procedures.

Ensure that sections/modules are started and completed in the same day as per the LEA testing schedule.

Instruct all school staff to minimize distractions, including intercom announcements.



Suspected testing irregularities/security breaches must immediately be reported to the Pennsylvania Department of Education. For the most rapid response, irregularities and/or allegations should be reported to PDE via [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov). You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

### **After Test Administration – DAC**

Collect tests from SAC(s) (ship-to-district).

Complete the Materials Accountability Form after inventorying, packaging, and returning the materials to the vendor.

NOTE: DACs should not open or look into answer booklets or test booklets.

Record the UPS Tracking Number for each package, noting the assessment(s) for which it was used and the content of each box. Please keep the number(s) for future reference to document the materials returned to DRC.

Sign the *Test Security Certification (District Assessment Coordinator)*. The DAC should sign the *Test Security Certification* at the end of each testing window.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe, up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

## **B. SCHOOL ASSESSMENT COORDINATOR AND/OR BUILDING PRINCIPAL TEST SECURITY GUIDELINES**

General Statement: Maintain the security and integrity of all assessment materials, prevent any dishonest or fraudulent behavior in the administration and handling of the assessment, and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

### **Before Test Administration – SAC**

Attend the annual training for SACs provided by the DAC.

Complete the PSTAT training for SACs and for TAs/Proctors annually.

Review DFA's, the *Handbook for Assessment Coordinators*, *Accommodations Guidelines*, and *Online User Guides* (if testing online).

Develop a building level master test schedule (including make-ups) that falls within PDE established testing windows for each administration and include it in training. Ensure that the test schedule is developed so that sections are administered in the sequence in which they are printed in the test booklets.

Develop an agenda and train TAs/Proctors and other building level personnel (review the *Handbook for Assessment Coordinators* for more information).

Ensure that all individuals involved in the handling of assessment materials and/or the administration of the assessment receive instruction regarding test security protocols and procedures.

Ensure that all TAs/Proctors receive a copy of the *TA/Proctor Test Security Certification*.



Ensure that all individuals who will administer and/or proctor the assessment complete the Pennsylvania State Test Administration Training (PSTAT). Translators, interpreters, and scribes must complete the PSTAT training for TAs/Proctors and must also complete the training offered by the school/district.

Ensure that all individuals involved in the handling and/or administration of the assessment receive instruction that all assessment materials must remain secure. This includes all assessment booklets and other materials containing secure assessment questions and student responses that must be kept secure and precisely accounted for in accordance with the procedures specified in the *Handbook for Assessment Coordinators*.

Ensure that all TAs/Proctors are instructed on the policy regarding electronic devices (cell phones, smartphones, smartwatches, cameras, etc.).

Ensure that all individuals who assist in the administration of the assessment and all individuals who have access to the secure assessment materials are instructed that they are not in any manner to alter or cause the alteration of any examinee response, assessment booklet, or papers used by examinees.

Create and maintain the PAsecureID list (refer to the *Handbook for Assessment Coordinators* for specific instructions).

Ensure all students are scheduled for the appropriate assessment.

Ensure TAs/Proctors understand that each assessment returned will be linked to the TA who administered the assessment. For paper and pencil assessments, TA initials will be collected on the back page of each answer booklet. For online testing, teacher (TA) names must be included with each online test session created. This will link the TA to the online session prior to test tickets being generated.

Ensure that students testing online have prior experience with the online practice test and tools that model the testing mode (online).

Maintain a contingency plan for breaks and for disruptions during testing.

Ensure monitoring software or spyware is disabled or removed from computers, iPads, and Chromebooks to be used for testing.

Ensure all instructional materials that could aid students in answering test items are covered with opaque material or removed from classrooms and hallways.

Make sure the testing environment is secure and educationally appropriate.

Know the required accommodations and those allowable accommodations for each student with an IEP or 504 Service Plan and/or for each English Learner being assessed and communicate this to the appropriate personnel.

Provide the appropriate testing environment for each student requiring an accommodation.

Inventory tests received in ship-to-district sites. If additional materials are needed, notify DRC. In a ship-to-school site the SAC should order additional materials, if needed.

Report any shipping or ordering mistakes immediately to DRC.

Create Test Sessions in the DRC INSIGHT portal (if testing online). Make sure to list the correct TA when creating test sessions in the DRC INSIGHT portal.



Put labels on answer booklets (Do not open test booklets while labeling).

Place a "Testing—Do Not Disturb" sign on doors where testing is occurring.

### **During Test Administration – SAC**

Develop and maintain a procedure for distribution and collection of secure test materials to TAs each day utilizing a sign-out/sign-in process. It is recommended that TAs count the test booklets in the presence of the SAC or the SAC's designee.

Ensure that TAs are following proper testing protocols.

Make sure students are supervised at all times during testing and all breaks. This supervision requirement includes those students who need additional time to complete any test session.

If there is a disruption (e.g., fire alarm, power outage) ensure the safety of students at all times, and take appropriate precautions concerning the security of the test and answer booklets.

Ensure secure processes and procedures for extended time. Do not allow students to move to an extended time location without a TA and do not allow students to carry materials to an extended time session/location.

Make sure that sections/modules are started and completed in the same day.

Minimize distractions, including intercom announcements.

Ensure tests are stored in a locked area with controlled and limited access.

Report suspected testing irregularities/security breaches to the DAC. If the DAC is unavailable for an extended time or has any involvement in the testing irregularity, PDE must be contacted directly. For the most rapid response, irregularities and/or allegations should be reported to PDE via [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov). You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

### **After Each Testing Session – SAC**

Collect all materials from TAs excluding copies of the DFA.

Account for all student test tickets, test booklets, and answer booklets daily. It is recommended that the SAC or the SAC's designee count the test booklets and/or test tickets in the presence of the TA.

Store testing materials in a locked, secure location.

Destroy scratch/grid paper, rough drafts, online administration test tickets, and any other paper on which students have written.



### After Test Administration – SAC

Inventory and return tests to the DAC (ship-to-district) or follow pack and ship procedures to return tests to DRC (ship-to-school).

NOTE: SACs should not open answer booklets or test booklets or review test items.

In ship-to-school LEAs, SACs should record the UPS Tracking Number for each package, noting the assessment(s) for which it was used and the content of each box. Maintain the number(s) for future reference to document that the materials were returned to DRC.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe; up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

Sign the *Test Security Certification (School Assessment Coordinator and Principal)*. The SAC should sign the *Test Security Certification* at the end of each testing window.

Ensure all TAs, Proctors, Translators, Interpreters, Scribes, and other individuals with access to secure testing materials sign the *Test Security Certification*. If someone cannot or does not sign the *Test Security Certification*, immediately report that fact to the Chief School Administrator to report to the Department of Education. For the most rapid response, allegations should be referred to [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov) or report by phone at 844-418-1651 (using the telephone report may delay the response).

### C. TEST ADMINISTRATOR/PROCTOR TEST SECURITY GUIDELINES

General Statement: Maintain the security and integrity of all assessment materials, prevent any dishonest or fraudulent behavior in the administration and handling of the assessment, and promote a fair and equitable testing environment in order to obtain reliable and valid student scores.

#### Before Test Administration – TA/Proctor

Attend the annual training for TAs/proctors provided by the SAC.

Annually (each school year) complete the PSTAT.

Review the *Directions for Administration Manual* for the test to be administered.

Read and understand the *Test Security Certification*.

Know and understand that each assessment returned will be linked to the TA who administered the assessment. For paper and pencil assessments, TA initials will be collected on the back page of each answer booklet. For online testing, teacher (TA) names must be included with each online test session created. This will link the TA to the online session prior to test tickets being generated.

Remove or cover with opaque materials all classroom instructional materials or any other materials that could aid students in answering test items.

Make sure the testing environment is secure and educationally appropriate.



Review the *Code of Conduct for Test Takers* with students prior to the day of testing and respond to all student questions.

Review the *Calculator Policy* and ensure calculators (other than calculators provided within the online testing engine) meet the requirements of the *Calculator Policy*. Clear the calculator memory. For calculators with exam mode capability, place the calculator in exam mode.

Know and prepare to appropriately implement the required accommodations for each student with an IEP or 504 Service Plan and for each English Learner being assessed in your room.

Review with students the possible local sanctions the district will enforce for student misconduct (e.g., cheating and recording test questions).

### **During Test Administration – TA/Proctor**

Collect cell phones, smartphones, and other unauthorized electronic devices as students enter the testing site.

Ensure students are seated for optimal security and at the assigned workstation (online test).

Appropriately implement required accommodations.

During the administration of the mathematics assessment, collect all used scratch/grid paper and any other paper on which students have written after the non-calculator portion to ensure students have not recorded non-calculator items on scratch/grid paper. Provide new scratch/grid paper to students.

Actively monitor testing. Closely monitor to ensure students do not return to non-calculator questions. These pages are labeled with a bright border for ease in identification. TAs should take positions with the best vantage points and continually move around the testing site to ensure students are adhering to the instructions given and are in the correct session. Ascertain that students are not using inappropriate item elimination strategies or making stray marks in the answer bubbles. TAs/Proctors must not be engaged in off task activities such as working on electronic devices, talking with colleagues, or grading student work.

Make sure students are supervised at all times during testing and all breaks. This supervision requirement includes those students who need additional time to complete any test session.

If there is a disruption (e.g., fire alarm, power outage) ensure the safety of students at all times, and take appropriate precautions concerning the security of the test and answer booklets.

Collect test materials when students are finished testing rather than keeping them closed on the students' desks.

Students who finish early may sit quietly, read for pleasure, or read non-content related materials until all students have finished. Reading for pleasure includes magazines along with fiction text such as novels, short stories, poetry, etc. Reading anything that may include information related to the content area being assessed is not allowed. Written work/drawing/coloring of any kind is prohibited to ensure students are not recording secure test content.

Immediately report suspected testing irregularities/security breaches to the SAC/Building Principal.



### After Each Testing Session – TA/Proctor

Return all scratch/grid paper, rough drafts or any other paper on which students have written to the SAC to be destroyed.

Account for all student test tickets, test booklets, and answer booklets daily and return all secure testing materials to the SAC immediately after the testing session each day. It is recommended that the SAC or the SAC's designee count the test booklets and/or test tickets in the presence of the TA.

Failure to account for and/or return assessment materials constitutes a breach in security, the consequences of which can be severe, up to and including remuneration should it be determined loss of or misappropriation of materials has compromised the integrity of test items.

Clear the memory of calculators and set the calculators in testing or exam mode before and after each testing session.

### After Test Administration – TA/Proctor

Sign the *Test Security Certification (Test Administrator/Proctor)* and return it to the SAC. The TA/Proctor should sign the *Test Security Certification* at the end of each testing window.

## D. GENERAL TEST SECURITY GUIDELINES

The assessments rely on the measurement of individual achievement. Any deviation from assessment procedures is strictly prohibited and will be considered a violation of test security.

School administrators, teachers, and any other education personnel who are involved in the assessment program must maintain the security of all assessment materials at all times.

Because the assessment must remain secure, teachers/TAs should not have assessment materials in their possession at any time other than during the actual assessment administration.

### Before Test Administration

DO NOT:

Teach students a test-taking technique that would require them to bubble more than one response to a test question and then return and erase all but one response.

Review student test booklets except for purposes as stated in the *Directions for Administration Manual* and any of the accommodations guidelines documents. Knowledge or review of test items is not necessary for valid test administration and is prohibited.

Note: Interpreters may have access to test materials three days prior to test administration to prepare for accurate interpretation of the test.

Reveal any part of copyrighted materials to anyone.

Copy or otherwise reproduce any part of copyrighted materials.

Review and/or provide answers to test items to students. This includes using any of the test items for instructional purposes.





Possess unauthorized copies of state tests.

Assist in, direct, aid, counsel, encourage, or fail to report immediately any of the actions prohibited in this document.

## During Test Administration

### DO NOT:

Leave students unattended with testing materials or permit any student to leave the testing site with testing materials for any reason.

Permit students to have unauthorized electronic devices in their possession or accessible to them.

Permit students to look ahead to another section or module of the test before being instructed to do so, or allow students to look back in a test booklet once a test section or module has been completed.

Discuss, disseminate, or otherwise reveal contents of the test to anyone.

Possess secure test materials at any time other than during the actual administration of the test. TAs should be given the secure materials immediately prior to the administration of the test, and the materials must be collected and counted by the SAC immediately after the testing session ends each day.

Coach or provide feedback to students (e.g., answer any questions pertaining to the content of the test, review rough drafts, or give students feedback of any kind including indicating items students may not have answered correctly). This prohibition applies to, but is not limited to, Personal Care Aides (PCA), Therapeutic Support Staff (TSS), or any other one-on-one aide who is assigned to a student.

Define or clarify a word in a test item.

Deviate from any of the read-aloud rules for any portion of the assessments. (The *Pennsylvania Read-Aloud and Scribing Guidelines for Operational Assessments* can be found on the PDE website.)

Read aloud any part of the assessments that will cue the correct answer(s) or provide a hint for the test taker.

Read-aloud the parts of the assessment that are not permitted to be read-aloud.

Return a test booklet to any student after it has been turned in to the TA, unless approval is granted by PDE, or for the reasons noted in the following sentence. Test booklets will be returned to students for makeup sessions for absences and for students who go to another testing site for extended time.

Alter, influence, or interfere with a test response in any way; fill in any unanswered item, or instruct the student to do so.

Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this document.

Play music while students are taking the test.



## After Test Administration

### DO NOT:

Discuss, disseminate, or otherwise reveal the contents of the test to anyone.

Keep/save, copy, reproduce, or use any test, test item, specific test content, or examinee responses to any item or any section of a secure test in any manner inconsistent with the instructions provided by and through the Pennsylvania Department of Education. This includes using any of the test items for instructional purposes.

Review student responses in the answer booklet.

Read or review test booklets, answer booklets, or combined test/answer booklets containing the test items.

Alter, influence, or interfere with a test response in any way, fill in any unanswered items, or instruct the student to do so.

Discuss or provide feedback regarding test items.

Copy or reproduce any portion of the secure test materials or prepare/provide answer keys.

Erase or change student answers.

Make false or misleading statements about assessment results, including inappropriate interpretations, inaccurate reports, or unsubstantiated claims.

Erase stray marks or darken bubbles or make any alteration to a student's test.

Assist in, direct, aid, counsel, encourage, or fail to report any of the actions prohibited in this document.

### DO:

Immediately report suspected testing irregularities/security breaches. TAs/Proctors should report to the SAC/Building Principal; SACs should report directly to the DAC. In either case if the appropriate coordinator, whether SAC or DAC, is unavailable for an extended time or has any involvement in the testing irregularity, contact PDE directly. For the most rapid response, irregularities and/or allegations should be reported to PDE at [ra-edirregularities@pa.gov](mailto:ra-edirregularities@pa.gov). You may also report by phone at 844-418-1651; however, using the telephone may delay the response.

Sign the *Test Security Certification (General)*. Those involved with testing should sign the *Test Security Certification* at the end of each testing window.

# **Appendix B:**

## **PSSA Test Security Certification**

### **(Test Administrator and Proctor)**



## **2024 PSSA Test Security Certification**

(Test Administrator and Proctor)

District: \_\_\_\_\_

School: \_\_\_\_\_

AUN: \_\_\_\_\_

Maintaining the security and integrity of all assessment materials, preventing any dishonest or fraudulent behavior in the administration and handling of the assessment, and promoting a fair and equitable testing environment are essential in order to obtain reliable and valid student scores. In that regard, I certify the following:

Prior to the administration of the assessment, I completed the Pennsylvania State Test Administration Training, and I understand that the assessment materials are secure, confidential, and proprietary documents owned by the Pennsylvania Department of Education.

I have not reviewed, discussed, disseminated, described, or otherwise revealed the contents of the assessment to anyone. I have not removed any assessment materials from the school building unless I was specifically authorized to administer the assessment to a student on homebound instruction. I have not kept, copied, reproduced, released, or used any assessment, assessment question, specific assessment content, or examinee response to any item or any section of the secure assessment in any manner that is inconsistent with the instructions provided by or through the Pennsylvania Department of Education. I have not provided any examinee with an answer to an assessment question or in any way influenced an examinee's response to any assessment question. I have not in any manner altered or caused the alteration of any examinee response, assessment booklet, or papers used by examinees.

I understand that any breach in assessment security could result in the invalidation of assessment results, professional discipline, and/or criminal prosecution.

I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904.

\_\_\_\_\_  
Administrator/Proctor Name

\_\_\_\_\_  
Administrator/Proctor Signature

\_\_\_\_\_  
Date of Signature

# Appendix C:

## Code of Conduct for Test Takers



## CODE OF CONDUCT FOR TEST TAKERS

### DO ...

- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the “best answer.” Also, be sure to read any open-ended items carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer(s) you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

### DO NOT ...

- Have notes in your possession during the test.
- Have any unapproved electronic devices (cell phones, smartphones, smartwatches, earbuds, etc.) in your possession during the test. Note, you may have approved calculators, if applicable, during the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers by making marks in multiple bubbles and erasing. Mark only the bubble for the correct answer(s) you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.)
- Take notes about the test to share with others.
- Leave an online test session until the session is complete or until instructed to do so.
- Use social media to post information about the test and/or test items.

# Appendix D: Pennsylvania Calculator Policy



## PENNSYLVANIA CALCULATOR POLICY

If a student chooses to use a calculator (other than the online options) on the Keystone Exams or PSSA in sections where the calculator is permitted, the student must adhere to the guidelines listed below. It is incumbent upon the School Assessment Coordinator to ensure that all calculator policies are implemented and followed, including making sure calculators have no programs or other data stored in their memory other than those that are factory installed. Please note that if a student wants to restore the deleted programs, the student will need to back up these programs prior to the assessment. In addition, the memory must be cleared on the calculator prior to and following each test session of the assessment. This task must be completed by the Test Administrator or Proctor. Students are not to complete this task.

Calculators with testing mode or exam mode must have the testing mode or exam mode activated prior to the exam session by the Test Administrator or Proctor. Directions to activate testing mode or exam mode are provided on the PDE website.

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

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

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



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SPRING 2024  
GRADES 4–8—PSSA  
MATHEMATICS  
DIRECTIONS FOR PAPER AND PENCIL ADMINISTRATION