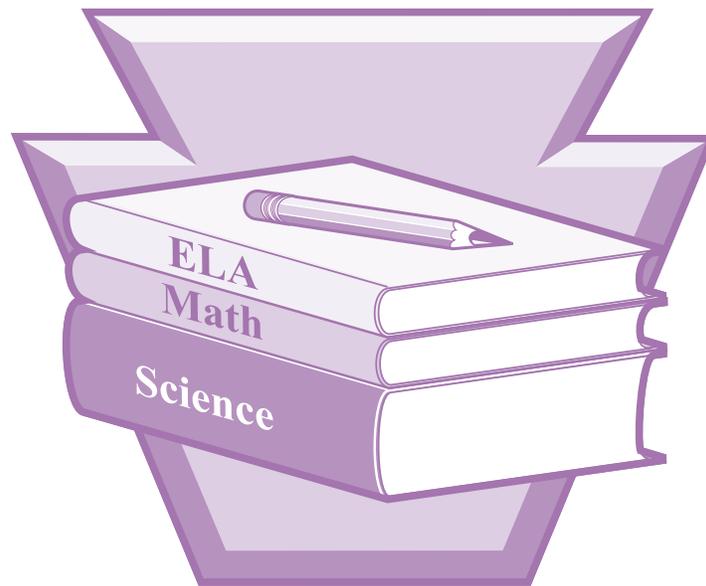# Pennsylvania
Department of Education

Grades 5 and 8 Science

Pennsylvania System of School Assessment

Spanish Translation
Directions for Online Administration

Spring 2026

APPENDICES

This manual is to be used for the administration of the **Online PSSA Science Assessment for students taking the online Spanish translations test, enrolled in Grades 5 and 8**. 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 assessment 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 assessment** *before* **the testing window, April 27 through May 8, 2026.**

Many questions about test administration 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

Topic or Subject	Contact Person / Telephone	Email Address
PA Customer Service	800-451-7849	PACustomerService@ DataRecognitionCorp.com
Test Security/Irregularities	NA	ra-edirregularities@pa.gov
General PSSA and Keystone Exam Testing Questions	Division of Assessment and Accountability	ra-ed-pssa-keystone@pa.gov
Religious Opting Out of Testing	NA	ra-ed-pssa-keystone@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	Craig Weller – 717-525-5825	crweller@pa.gov
Division Chief	Brian Truesdale – 717-214-5433	btruesdale@pa.gov

If a test security violation is suspected, contact the School Assessment Coordinator (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. The email should include a detailed subject line. Please ensure that you use only the email account provided here for security violations. Please do not send a question to multiple email accounts. This causes a delay in response.

B. Maintain Assessment Security

The PSSAs are a measure of individual student achievement conducted by the PDE. Any deviation from the assessment procedures outlined in this manual (including, but not limited to, group work, teacher coaching, teaching or releasing of the performance tasks or assessment questions, using non-released Pennsylvania assessment items as preparation tools, etc.) is strictly prohibited and is considered a violation of assessment security. (This prohibition does not include the use of the PSSA Item and Scoring Samplers available on PDE's website.) Those individuals who divulge assessment 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.

In order to ensure the validity and security of the PSSA, all TAs and Proctors should read and understand the *Handbook for Secure Test Administration* (Appendix A).

Students may not discuss, disseminate, or otherwise reveal the assessment content to others. This includes talking with others about questions on the test during or after the test. Students will be subject to discipline according to the Local Education Agency's (LEA) policy and procedures. Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.

1. **Test Security**

   a. District Assessment Coordinators (DACs), SACs, TAs, Principals, and all other individuals who are involved in this assessment program must maintain the security of all assessment materials. Together, they share the responsibility for ensuring that all assessment materials and student responses are handled securely, confidentially, and in accordance with security mandates and other general procedures. These include, but are not limited to, the following:

      i. Except where allowed by a specific written accommodation, only students being tested are allowed to view the content of the assessment materials.
      ii. No secure materials may be copied, photographed, or recorded in any manner.
      iii. Student responses must not be reviewed by anyone other than the student.
      iv. Students may not review responses at any time other than during the administration of a test.

   b. All TAs, Proctors, and any other individuals who handle secure assessment materials must read, sign, and date a *PSSA Test Security Certification (Test Administrator and Proctor)* **after** the administration of the assessments.

2. **Reporting Irregularities**

   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 PDE directly at ra-edirregularities@pa.gov. The email should include a detailed subject line. Please ensure that you use only the email account provided here for security violations. Please do not send a question to multiple email accounts. This causes a delay in response.

3. **Recording Excessive Logins**

   Data Recognition Corporation (DRC) prepares a report for PDE on excessive logins by the same student to an online assessment. Maintain a record of system failures, such as the loss of Internet access, in the event there are questions regarding excessive logins. The record should include the students in each administration session and their Test Administrator.

4. Storing Secure Materials

All 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. Instead, 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 Test Tickets received and returned in the presence of the SAC or the SAC's designee.

Note the following:

a. The *Directions for Online Administration* are not considered secure test materials and should be provided to TAs prior to the assessment for review.

b. Each student taking the PSSA Science Assessment will receive a **unique Test Ticket for each section**.

c. Scratch paper and any other paper on which students have written are 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. Materials must be kept secure after each testing session.

A. Summary of the Test Administrators' Responsibilities

1. Complete the Pennsylvania State Test Administration Training (PSTAT) online module, prior to working as a TA/Proctor, one time per school year (this satisfies both the PSSA and Keystone Exam requirement for the school year). If you have not administered online, please consider taking the PSTAT online training after February 2026.

2. Become familiar with the assessment administration procedures provided in this manual, the *Directions for Online Administration*.

3. Receive student assessment materials from the SAC immediately prior to the testing session on the day which you are scheduled to be a TA (or Proctor) for the PSSA Grades 5 and 8 Science Assessment.

4. Place students so that they minimize the view of other students' screens.

5. Distribute **unique Test Tickets for each section** to the students at the time of the assessment. Test Tickets are supplied for each student. If any student does not have a **unique Test Ticket for each section**, immediately notify the SAC.

6. Have the students verify that the information on their **unique Test Tickets for each section** is correct.

7. Immediately notify the SAC of any incorrect Test Ticket information identified by the students.

8. Read the directions for administration to students at the start and end of each section of the PSSA assessment that you are administering.

9. Actively monitor the assessment environment during the scheduled testing time. Actively monitoring is monitoring the administration of the assessment and nothing else.

10. Collect, account for (including counting the number received and returned), and return all student assessment materials to the SAC or the SAC's designee at the end of each assessment session.

11. Return the reference sheet (scoring guidelines), all scratch paper, and any other paper on which students have written to the SAC or the SAC's designee at the end of each assessment session.

12. Review, understand, sign, date, and return the *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.

B. Assessment Schedule

Follow the Assessment Schedule set by the School Assessment Coordinator. The Science Assessment must be administered within the PDE-designated testing window on the dates assigned by the LEA. The assessment consists of **two sections**. **Each section must be administered without a group break during the specific section.** Each **must be administered in the sequence in which it appears** on the screen. LEAs may chose to have students complete both sections in one day. Students must be given a break in between sections. The SAC must discuss the schedule with TAs at least one week prior to the assessment dates. Please note that some sections may require more time than others. Students must complete any section they begin the same day. LEAs choosing to administer more than one section in a day must schedule in such a way that all students can finish the assessment that day. See Part II: General Assessment Information for more information on administration and testing times.

C. Considerations for Test Administration

The procedures listed below must be followed prior to the online administration of the Science 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 that needs to be reviewed. This document is also posted on these portals:

   a. *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']

   b. *pa.gov/agencies/education.html* [Under 'Data and Reporting,' select 'Assessment Reporting.' Select 'Learn more about the PSSA.' Select 'Administration Materials.']

2. The entire Grades 5 and 8 Science *Directions for Online Administration* should be read in advance in order to become familiar with the procedures for administering the online assessment. Prior to the assessment administration, the TA must do the following:

   a. Plan sufficient time for distribution and collection of materials.

   b. Arrange student seating to prevent student interaction during the assessment sessions.

   c. Post a "**Testing—Do Not Disturb**" sign on the door(s) to the classroom to indicate that an assessment session is taking place.

   d. Distribute the *General Description of Scoring Guidelines for Science Open-Ended Questions* (Appendix G).

   e. **Optional:** Prepare copies of the *Keyboard Shortcuts for System* (Appendix D).

3. View the Online Tutorials and take the Online Tools Training to become familiar with the online testing tools and functionality. See Part III: PSSA Tutorials And Online Tools Training of this manual for more information.

4. Review the *Science Test Directions* (Appendix C) that students will have access to during the test administration.

5. Review the *Software Tools and Features for Test Administrators* (Appendix H) related to the Pause Test/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

6. Prior to the first scheduled testing session, confirm that the DRC INSIGHT Online Assessment software is installed on computers, iPads, and Chromebooks to be used for testing. Confirm that headphones are available for students using the audio accommodation. Contact the SAC for more information.

7. Prior to the assessment, be aware of approved embedded accommodations that are outlined in the current PSSA and Keystone *Accommodations Guidelines* and in the current *Accommodations Guidelines for English Learners (ELs)*. These documents are posted on these portals:

   a. *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']

   b. *pa.gov/agencies/education.html* [Under 'Data and Reporting,' select 'Assessment Reporting.' Select 'Learn more about the PSSA.' Select 'Accommodations.']

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 select the accommodation "Some test items/questions read aloud" within eDIRECT ('Student Management' > 'Manage Students'). 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 the SAC's designee must select the accommodation "All test items/ questions read aloud" within eDIRECT ('Student Management' > 'Manage Students').

Prior to the test administration, the TA/Proctor will need to consult with the teacher or case manager to determine which students have test accommodations. 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.

8. This assessment includes multiple test forms. One of these forms will be assigned to each student.

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, smart glasses, 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. See the *Accommodations Guidelines* for more information and procedures.**

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 possession of unapproved electronic devices, sharing and/or reproduction of test content.

4. Each student should know or be provided their PAsecureID. Students are asked to confirm their PAsecureID when logging in to the online testing system. For more information on PAsecureID, contact the SAC.

5. Discuss the *Code of Conduct for Test Takers* (Appendix F) with all students prior to the scheduled assessment 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 will be required to indicate 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.

6. 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 Science Assessment. They may use word-to-word bilingual/translation dictionaries that translate native language to English or English to native language. Bilingual/translation dictionaries that include word definitions or pictures are not allowed. If an EL student is using this accommodation, the TA must inform the SAC and the SAC must record the use in eDIRECT.

7. Only responses entered into the online test will be scored. Students may highlight or make notes or comments using the features available with the PSSA Online Assessment Software. They may also use scratch paper, but they must record their answers online. All scratch paper and any other paper on which students have written must be collected and returned to the SAC at the conclusion of each assessment session. Students using the print-on-demand paper/pencil accommodation will have their assessments collected and transcribed into the test portal. See the *Accommodations Guidelines* and the Directions for Administration for the Paper/Pencil Accommodation for more details.

8. The Science Assessment includes questions that require students to select from four possible answer choices or interact with answer options within the question to construct answers. Students will read each question and select the appropriate answer. **Answers written or marked on scratch paper will not be scored.**

9. The Science Assessment also includes questions that require students to construct and type their responses (open-ended questions). Students will read each question and record their responses using the keyboard and other online tools. **Answers written on scratch paper will not be scored.**

10. Individual restroom breaks during testing are permitted but require monitoring.

11. *FOR GRADE 8 ONLY:* The Science Assessment also includes multiple-choice questions associated with a science scenario.

   a. Scenarios utilize content-rich stimuli (text, graphics, charts, tables, etc.) and are specifically aligned to the Pennsylvania educator-developed Eligible Content.

   b. Science scenarios address connections between multidisciplinary and interdisciplinary content domains (e.g., creating stronger connections between Nature of Science and Science content).

   c. When answering the scenario stimuli-based questions, students are required to use their content knowledge and science process skills. That is, some of the scenario questions require that students use content knowledge to answer content-based questions, and other scenario questions require that students process pertinent information to answer questions from the scenario.

12. Students may use calculators for the Science Assessment, including graphing calculators, provided the calculator meets the guidelines in the *Pennsylvania Calculator Policy* (Appendix E). 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. 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 calculators during the test.** All calculators must be cleared of all stored information and programs that are not factory installed before they are used on any state assessment. 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* (Appendix E) of this manual. This document is also posted on these portals:

   a. *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']

   b. *https://www.pa.gov/content/dam/copapwp-pagov/en/education/documents/instruction/assessment-and-accountability/pssa/pennsylvania%20calculator%20policy.pdf*

Students are permitted to	Students are NOT permitted to
• use scratch paper. (Students may use it to create their own graphic organizers, etc., during the assessment.) • highlight and make notes or comments using the features available online. • use a computer, iPad, or Chromebook with the INSIGHT software installed to complete the assessment. • use a calculator on the assessment, including graphing calculators, in accordance with the *Pennsylvania Calculator Policy* (Appendix E).	• use preprinted graphic organizers. • possess or use unapproved devices, including cell phones, smartphones, smartwatches, earbuds, cameras, smart glasses, 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. • possess or use dictionaries, thesauri, and spellcheckers 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).

Part II

E. Prepare the Room for the Assessment

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

The assessment room may need to be rearranged for the PSSA administration. Since this assessment is to be administered online, the classroom or computer lab settings must include an adequate number of computer terminals. Other settings may be used according to local needs and available facilities. Assessment situations created to dishonestly inflate assessment scores are a violation of test security.

1. Remove or cover with opaque materials all classroom instructional materials or any other materials that could aid students in answering test items. Classroom libraries do not need to be covered.

DO *NOT* DISPLAY:

- vocabulary words and/or definitions
- examples of problems or answers
- tips on how to write responses and/or solve problems

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.

2. The *General Description of Scoring Guidelines for Science Open-Ended Questions* (Appendix G) may be displayed in the classroom. Additionally, each student may have a clean copy of the Scoring Guidelines. The guidelines are also posted on these portals:

    a. *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']

    b. *pa.gov/agencies/education.html* [Under 'Data and Reporting,' select 'Assessment Reporting.' Select 'Learn more about the PSSA.' Select 'Science.']

3. 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.

4. Each student should have at least two sharpened pencils with good erasers and some scratch paper. Extra sharpened pencils must be available for students.

F. Required Assessment Materials

The SAC will provide the TA with the appropriate assessment materials for each administration day.

Test Administrator materials:

1. One Grades 5 and 8 Science *Directions for Online Administration*
2. "**Testing—Do Not Disturb**" sign(s) to hang on the door(s)
3. Extra sharpened pencils
4. Extra scratch paper
5. A Student Login Roster
6. Unique Test Tickets for each student

Student materials:

1. A computer, iPad, or Chromebook with the testing software installed
2. Scratch paper for each session
3. Sharpened pencils
4. A Student Login Ticket (Test Ticket) for each student

Optional student materials:

1. A copy of the *Keyboard Shortcuts for System* (Appendix D)
2. A stylus, external mouse, and external keyboard
3. Calculators (Appendix E)
4. A copy of the *General Description of Scoring Guidelines for Science Open-Ended Questions* (Appendix G)

After each assessment session, Test Tickets and secure test materials, including scratch paper and any other paper on which students have written, must be returned immediately to the SAC. **All** secure assessment materials must be accounted for and destroyed by the SAC or the SAC's designee after each assessment session is completed. **Note: A Unique Test Ticket** is needed for each session of the Science Assessment. Test Tickets are secure materials and must be accounted for and destroyed by the SAC or the SAC's designee after the assessment is complete. The *Directions for Online Administration* manual is not considered secure and does not have to be returned unless required by the SAC or DAC.

G. Computers, Testing Software, and Student Test Tickets

The testing software should have been installed on all computers and testing devices prior to the start of testing. Make certain that all monitoring capabilities have been disabled on all computers being used during testing. TAs may not monitor students' computers and screens via software. Contact the SAC if more information is needed.

Each student taking the assessment requires a Test Ticket. **Unique Test Tickets for each section** will be provided immediately prior to the test administration. There are no other necessary preprinted student test materials used with any PSSA. After each administration, immediately return the Test Tickets to the SAC. Note that every Test Ticket has a unique Username and a unique Password. The Username is the student's PAsecureID.

The Test Tickets for a given testing session are part of the Student Login Roster. The roster is printed by the SAC and distributed on the day of the test. The roster summarizes test session information such as the administration name, test session name, and the name of the test. In addition, it provides a list of students who are registered as part of a specific test session to participate in a specific test. The Student Login Roster (Appendix I) contains a list of tasks (including accommodations) that the TA will perform prior to testing.

Keyboard Shortcuts (Appendix D) are available for students to use. These shortcuts may be copied from this manual and reproduced as necessary. If distributed to students, the shortcuts must be collected at the end of the section, similar to scratch paper being collected at the end of each section, and returned to the SAC. Shortcuts on which students have written should be destroyed, similar to the procedure for destroying scratch paper.

H. Test Management Concerns

A number of circumstances outlined in this manual can be resolved by the TA in consultation with the SAC, PDE, or by contacting the DAC. Those instances include, but are not limited to, the following:

1. Student cheating

2. Test security violation including possession of unapproved electronic devices

3. Improper test administration

4. Student illness (during testing)

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

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 PDE directly at ra-edirregularities@pa.gov. The email should include a detailed subject line. Please ensure that you use only the email account provided here for security violations. Please do not send a question to multiple email accounts. This causes a delay in response.

I. Use Spanish Translations

For the Grades 5 and 8 Spanish Science Assessments administered online, all answers must be entered into the Spanish version of the online assessment. For open-ended questions, students may choose to respond in Spanish, English, or a combination of both.

Students will have access to the English version of the test by clicking the "Select to Enlarge" button at the bottom of the screen, which will open the item they are working on in English.

During test administration, test administrators should follow the Spanish scripted directions provided in the Spanish DFA (*Directions for Online Administration*). If needed, test administrators may refer to and/or read aloud the directions from the English DFA to clarify instructions.

J. General Organization of the Assessment

The Grades 5 and 8 Online Science Assessment consists 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 two sections as a single testing session. The SAC must discuss the schedule with the TAs at least one week prior to the assessment dates. Enough time must be scheduled for the preparation of the computers and the testing space. Each section in the PSSA Online Assessment is designed to be completed in the same amount of administration time. The following administration times are estimates and are supplied for scheduling purposes only:

Grade/Section	Multiple-Choice & Technology-Enhanced 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)
Grade 5 Sections 1 and 2	23	2	15–20	**40–50**	55–70
Grade 8 Sections 1 and 2	24	2	15–20	**40–50**	55–70

K. Display Assessment Information

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

Grade	Section 1 – Science Sección 1 – Ciencias	Section 2 – Science Sección 2 – Ciencias
5	Questions 1–25 / Preguntas 1–25	Questions 26–50 / Preguntas 26–50
8	Questions 1–26 / Preguntas 1–26	Questions 27–52 / Preguntas 27–52

Además de la información anterior, también escribe cuál es la **Sección del Examen**. **Se te pedirá que confirmes la sección del examen cuando inicies sesión. Antes de hacer clic en el botón** *Finalizar Examen*, **asegúrate de haber respondido todas las preguntas.**

In addition to the above information, also post the **Test Session** name. **Students will be asked to confirm the Test Session name when they sign in to an assessment. Before you click the End Test button, please be sure you have answered all of the questions.**

The Test Session name is printed on the Student Login Roster to be provided by the SAC on the day of testing.

Part II

L. Extended Assessment Time

The administration of the PSSA Grades 5 and 8 Science Online Assessment is an untimed assessment. 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 select the 'Review/End Test' button and follow the on-screen directions when they have finished the section of the assessment that they have been assigned. TAs must collect assessment materials, including scratch paper and any other paper on which students have written, when students are finished testing.

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. TAs should ensure students finishing early exit the exam and log off from their computer.

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. 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 sessions 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. If a student needs to move to a new location to continue the assessment, the student should select the 'Pause Test' button located at the top-right of the screen. The student should not select the 'End Test' button as the assessment has not been completed. For more information, see Appendix H of this manual.

4. Students anticipated to need extra time due to special requirements or accommodations may be placed in a separate setting, so they will not be distracted by moving to a new extended time location.

5. When allowing extended time for an assessment session for a portion of the student population:

   a. **If the student's extended time extends through a reasonable time for lunch, the student should be given a lunch break before resuming the assessment. They may not talk or interact with any other students at this time.**

   b. **Do not** allow students to attend any classes or related activities between the original assessment session and the extended assessment session.

   c. **Do not** allow any overnight extensions.

      Note: In rare circumstances (e.g., illness, emergency), students may be required to complete the section the next day. If a student must continue the section the next day, the same Test Tickets may be used to sign in to the test. However, the Test Tickets must be unlocked before the student will have access to the test.

      i. **Contact the SAC for more information if these circumstances occur.**

      ii. **Students completing the section the next day must be monitored closely to ensure that no previous answers are changed.**

   d. Students are not able to return to a section after the completion of that section.

Do not allow the extended assessment session to be administered without monitoring. It is the responsibility of a TA to monitor any extended assessment session, whether in the classroom where the assessment began or in a separate location.

Important Reminder: There are certain scenarios for which a student will need to 'Pause Test' and 'Exit' the test during a session. The most common reason is for a student who requires extended testing time and needs to be moved to a different room and computer to finish a section. The only other reasons for students to 'Pause Test' and 'Exit' are for approved absences from the testing room that span longer than the time-out for test inactivity (e.g., illness/medical attention, unexpected fire drill). The 'Pause Test' and 'Exit' action must be strictly limited to situations that cannot be avoided or are educationally valid.

The testing room must be closely monitored to ensure that students remain logged in to the assessment at all times. Students who exit and re-enter the assessment during the administration of a section without explicit approval are violating test security. Any such violation must be addressed immediately and reported to PDE if it is determined that the student exited the test to access any information to give the student a testing advantage.

M. Assessment Administration Reminders

It is important to use standardized testing procedures to maintain fairness for all students. Following the assessment administration instructions carefully ensures that all students are tested under similar conditions in all classrooms.

Prior to test administration:

1. Be sure students have explored the Student Tutorials, have taken the Online Tools Training, and know how to use the tools within the online system—including where and how to mark their answers.

2. Follow the directions of the SAC and this manual for maintaining test security.

3. Establish an environment that encourages students to approach the assessment in a positive manner.

4. Read and follow the *Handbook for Secure Test Administration* (Appendix A). This document is also posted on these portals:

   a. *https://pa.drcedirect.com* [Click on the applications drop-down and select 'General Information.' Then select 'Documents.']

   b. *pa.gov/agencies/education.html* [Under 'Data and Reporting,' select 'Assessment Reporting.' Select 'Learn more about the PSSA.' Select 'Administration Materials.']

5. **Optional:** Prepare copies of the *Keyboard Shortcuts for System* (Appendix D).

6. The tutorial must be viewed at least once by all TAs prior to the first day upon which they will supervise each content area of the PSSA.

Immediately before assessment administration:

1. Review the roster contained within the Student Login Summary and make certain that all students intended for testing are on the roster. Notify the SAC if there are errors on the roster.

2. Make certain that a Test Ticket is ready for each student taking the assessment. Notify the SAC if any Test Tickets are missing.

3. Make certain students who are to receive the online audio accommodation have headphones (unless they are testing in a one-to-one setting).

4. Be sure each student has the correct Test Tickets.

   Note: Student Test Tickets will indicate when a student is to receive an embedded accommodation. If a student who requires an embedded accommodation does not have it indicated on the ticket, contact the SAC prior to the student beginning the assessment.

5. Review the Science Test Directions (Appendix C).

6. *General Description of Scoring Guidelines for Science Open-Ended Questions* used for constructed-response questions (Appendix G).

7. Review the *Software Tools and Features for Test Administrators* (Appendix H) related to the Pause Test/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

During test administration:

1. Follow the directions of the SAC and this manual for maintaining assessment security.

2. The test directions may be repeated to students as needed during the administration; however, the TA may not paraphrase, offer additional information, or give information that provides clues concerning test questions or answer choices.

3. It is acceptable to encourage the group of students to keep trying.

4. Be familiar with issues associated with the *Software Tools and Features for Test Administrators* (Appendix H) and with the Pause Test/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

5. In some places in this manual, the TA will be prompted to reference where specific administration information can be found within the online testing system. You may need to pause to show individual students how to find on-screen information.

6. Students are not permitted to assist other students with operating the computer or the online tools during the online assessment.

7. Screen captures included in this manual are intended to help TAs confirm that students are on the correct screen within the online assessment.

When ready to start the assessment, the TA should begin with the section titled *Administer Science – Section 1* in Part IV: Directions for Administering the Online Assessment of this manual.

Two trainings are provided to assist the students and TAs with functionality of the PSSA. The first is a student tutorial to help students become familiar with taking the online assessment. The second familiarizes students with the tools that are available to them during the online assessment administration.

A. PSSA Student Tutorials

The Student Tutorials are designed to be used by students prior to taking any PSSA. The tutorials use pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the DRC INSIGHT Online Assessment Software. There is a unique tutorial for Grades 5 and 8 Science. Each tutorial is an interactive environment that allows students to explore areas of interest within the PSSA and allows students to explore at their own pace. Although an exhaustive exploration of a tutorial will take about 20 minutes, most students can become knowledgeable about the DRC INSIGHT Online Assessment Software in as little as 10 minutes of exploration. However, additional time should be scheduled for students to review tutorial segments as needed.

1. The Student Tutorials can be accessed directly from students' device by double-clicking on the DRC INSIGHT Online Assessment Tutorials icon or from the PA eDIRECT website (*https://pa.drcedirect.com*; click on the applications drop-down and select 'General Information.' Then select 'Test Tutorials' or go to *https://www.pa.gov/agencies/education/programs-and-services/instruction/elementary-and-secondary-education/assessment-and-accountability/online-assessment-resources*).

2. There is a unique tutorial for each PSSA content area. Students should choose the tutorial that relates to the intended assessment.

3. The tutorial **must** be viewed at least once by all TAs prior to the first day upon which they will supervise each content area of the PSSA Online Assessments.

4. The tutorial **must** be viewed at least once by students in advance of their testing day. Encourage students to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools.

5. The narration within the tutorials is included both as spoken audio and as printed captioning displayed directly on the screen, allowing the student to be able to read along as the script is read aloud. It is recommended that headphones be provided for those students who might be going through the tutorial in close quarters.

6. Students are encouraged to review specific parts of the tutorials as needed. They can select specific topics or concepts within the tutorial using the links to specific tools and functions. Overview videos are also available, so students can review an entire grouping of topics.

7. TAs should explore the overview videos and review the specific functionality within each tutorial.

8. The tutorials should be viewed by students before viewing the Online Tools Training. (For more information, see the next section, *PSSA Online Tools Training*.) Many schools schedule a tutorial session for students and then immediately have the students complete the Online Tools Training. This training should be completed **before** the scheduled test administration of each content area. Experience with and awareness of the PSSA format are essential for a fair and valid student assessment.

9. TAs should review the Science Test Directions (Appendix C) that students will have access to during the administration of the assessment.

10. TAs must review *Software Tools and Features for Test Administrators* (Appendix H) and become familiar with the Pause Test/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

TIP: If your school has a limited number of computers, iPads, and Chromebooks available, TAs may lead the students through the Student Tutorials in the regular classroom using an LCD projector and one Internet connection. However, the Online Tools Training will require that each student has access to a computer, iPad, or Chromebook (whichever type will be used by the student during the PSSA).

B. PSSA Online Tools Training

The Online Tools Training (OTT) is designed to provide an introductory experience in preparation for taking a PSSA. The purpose of the OTT is for the students to observe and try out features of the DRC INSIGHT Online Assessment Software prior to an actual administration. The OTT is not a practice test and is not scored. Questions have been chosen to demonstrate the features and tools of online testing. The goal is instruction on the use of the computer and the online assessment software and not the testing of content or skills within any subject. Remind students that the OTT is designed for students to experience taking an assessment on a computer and to experiment with the tools and features available to them during an actual assessment.

1. Both TAs and students should take the OTT before students begin the online assessment administration.

2. To begin an OTT, students select the 'DRC INSIGHT Online Assessment' icon, select 'Insight Training', select 'Online Tools Training', select 'PSSA', select a content area, and then select a grade.

Select an Assessment screen
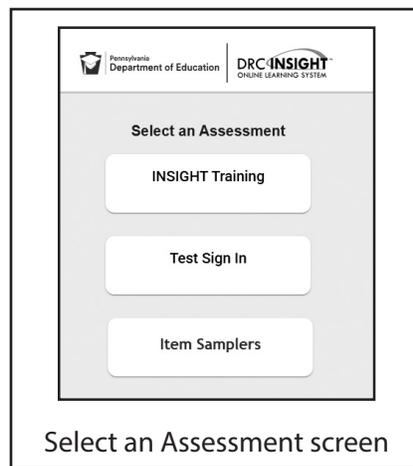
   a. Students who use accommodated assessments will find them with the same content area label but should select the second content label with the word "Accommodated" after it.

3. Students will learn to use the testing tools while answering the practice questions. Practice Hints are provided with some test questions. The Practice Hints are a guide to focus student exploration on key tools and features. **Note:** Practice Hints do not appear in the actual assessments.

4. TAs should review with students the Science Test Directions (Appendix C) and the *Software Tools and Features for Test Administrators* (Appendix H) related to the Pause Test/Exit Function, Interrupted Testing, and Unplanned Test Inactivity.

5. The OTT is provided so that students can practice using the tools and features of the DRC INSIGHT Online Assessment Software within the format of the actual assessment.

6. TAs may help students with questions concerning the OTT or show them how to use the tools in the OTT, not during the PSSA.

Note: The DRC INSIGHT Online Assessment Software provides students with a review screen after they have selected the 'Review/End Test' option.

A. Administer Science – Section 1

Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, earbuds, smart glasses, or other unapproved electronic device. Collect all unapproved electronic devices prior to the start of testing.

Make certain that every student is sitting at a separate computer, iPad, or Chromebook and make certain that every device used for testing is turned on and the screen is visible to the student seated at that device. The screens should not be visible to other students.

Students will have an opportunity to do some work on scratch paper, so make sure that all students have two sharpened pencils. These directions will also prompt you to distribute a supply of scratch paper. The scratch paper must not have any writing.

Note: The TA must not paraphrase the **indented text in bold type**. It must be read aloud to students **exactly** as written.

Say:

Bienvenido al PSSA de Ciencias. El PSSA es una evaluación sin límite de tiempo. Puedes tomar todo el que necesites para terminar esta sección. Sigue bien las instrucciones. Ahora voy a repartir el Código de Acceso del Estudiante (los códigos son únicos para cada sección) **y papel borrador. No comiences hasta que yo te lo indique.**

Welcome to the PSSA in Science. The PSSA is an untimed assessment. You may take as much time as you need to complete this section. Carefully follow the directions. I will now pass out your Student Login Ticket, or Test Ticket (Unique Test Tickets for each section)**, and scratch paper. Do not begin until I tell you to do so.**

Distribute individual Test Tickets and scratch paper. Test Tickets are unique to each section and for each student, so be sure to match the correct Test Ticket with each student. When you are ready, say:

Cada uno de ustedes tiene ahora un código de acceso único para esta sección. Verifiquen que su nombre aparezca en la ficha del examen. Levanten la mano si su ficha no tiene su nombre.

Each of you now has a Unique Test Ticket for this section. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.

Correct any ticket distribution errors. When you are ready, say:

Estamos listos para comenzar. Primero, selecciona el ícono de DRC INSIGHT Online Assessments. Deberás poder ver la pantalla Selecciona una Evaluación. ¿Hay alguien que no vea la pantalla Selecciona una Evaluación?

Now we are ready to begin. First, select the DRC INSIGHT Online Assessments icon. You should see the Select an Assessment screen. Is there anyone who does not see the Select an Assessment screen?

Part IV

First Select an Assessment screen

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

En la primera pantalla de Selecciona una Evaluación, selecciona Iniciar Sesión. En la segunda pantalla de Selecciona una Evaluación, selecciona Iniciar Sesión del Examen PSSA. ¿Hay alguien que no vea estas pantallas?

On the first Select an Assessment screen, select Test Sign In. On the second Select an Assessment screen, select PSSA Test Sign In. Is there anyone who does not see these screens?

Second Select an Assessment screen

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

Tu Nombre de Usuario y Contraseña se encuentran en tu ficha del examen. Cuando hayas terminado de ingresar tu Nombre de Usuario y Contraseña, selecciona el botón 'Iniciar Sesión' en el centro de la pantalla.

Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, select the 'Sign In' button in the middle of the screen.

PSSA—Test Sign In screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

Note: If any Test Ticket has an error on it, please contact the SAC.

When all students are ready, say:

Cuando hayas seleccionado el botón 'Iniciar sesión', se abrirá una segunda pantalla de Bienvenida. ¿Hay alguien que no vea la segunda pantalla de Bienvenida?	**When you have selected the 'Sign In' button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

Mira la información en la pantalla de Bienvenida y asegúrate de que los siguientes datos sean correctos:	**Look at the information on the Welcome screen and make sure that the following facts about you are correct:**
• **tu nombre**	• **your name**
• **nombre de tu examen**	• **your test name**
• **sesión del examen**	• **your test session**
• **nombre de tu escuela**	• **your school name**
• **tu PAsecureID**	• **your PAsecureID**
Si la información es correcta, selecciona el botón 'Continuar'. Si la información no es correcta, levanta la mano.	**If the information about you is correct, select the 'Continue' button. If the information is not correct, raise your hand.**

Part IV

PSSA—Second Welcome screen

Pause to assist students as necessary. Contact the SAC if a student finds an error on the "Welcome" screen. If a student's embedded accommodation information is not correct, the TA should collect the test ticket and inform the SAC immediately. The student should not begin the assessment if the embedded accommodation does not appear on the test ticket. When all students are ready, say:

Después de elegir el botón 'Continuar', se abrirá la pantalla Módulos del Examen. ¿Hay alguien que no vea la pantalla Módulos del Examen?	**After you have selected the 'Continue' button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?**

Pause to assist students as necessary. When all students are ready, say:

Ahora estamos listos para comenzar el examen. Selecciona 'Ciencias – Sección 1'. Una vez que hayas seleccionado 'Ciencias – Sección 1', debería abrirse la pantalla de Configuración de Pantalla. ¿Hay alguien que no vea la Configuración de Pantalla en el monitor?	**We are now ready to begin the test. Select 'Science – Section 1.' Once you have selected 'Science – Section 1,' the Display Setup screen should open. Is there anyone who does not see the Display Setup screen?**

Section 1—Test Selection screen

Pause to assist students as necessary. Collect all Test Tickets immediately after students have successfully logged into the assessment. When all students are ready, say:

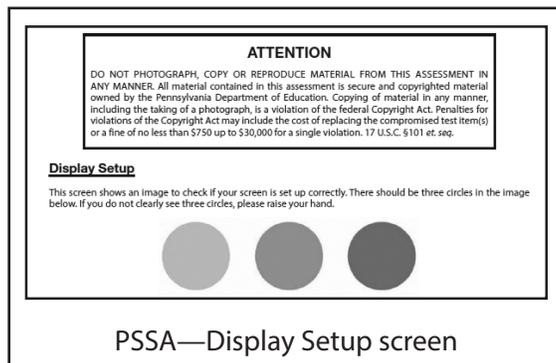|	
En la parte superior de la pantalla hay un recuadro titulado "ATENCIÓN". Lee el párrafo dentro del recuadro en silencio mientras yo lo leo en voz alta.	**At the top of the screen is a box labeled "ATTENTION." Read the paragraph inside the box silently as I read it aloud.**
Atención, no se permite fotografiar, copiar ni reproducir material de esta evaluación de ninguna manera. Todo el material contenido en esta evaluación está protegido por derechos de autor como propiedad del Departamento de Educación de Pennsylvania. Copiar el material de cualquier manera, incluso tomar fotografías, es una violación de la ley federal de derechos de autor. Las penas por violar la ley de derechos de autor pueden incluir indemnización del gasto de reemplazar el material expuesto o una multa de no menos de setecientos cincuenta dólares y hasta treinta mil dólares por una sola violación.	*Attention. Do not photograph, copy, or reproduce material from this assessment in any manner. All material contained in this assessment is secure and copyrighted material owned by the Pennsylvania Department of Education. Copying of material in any manner, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item or items or a fine of no less than seven hundred fifty dollars up to thirty thousand dollars for a single violation.*
¿Hay alguna pregunta sobre este párrafo?	**Are there any questions about this paragraph?**

ATTENTION

DO NOT PHOTOGRAPH, COPY OR REPRODUCE MATERIAL FROM THIS ASSESSMENT IN ANY MANNER. All material contained in this assessment is secure and copyrighted material owned by the Pennsylvania Department of Education. Copying of material in any manner, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or a fine of no less than $750 up to $30,000 for a single violation. 17 U.S.C. §101 *et. seq.*

Display Setup

This screen shows an image to check if your screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.

PSSA—Display Setup screen

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

Ahora voy a leer la sección de "Configuración de Pantalla". Lee la "Configuración de Pantalla" en silencio mientras yo la leo en voz alta.	**I will now read the "Display Setup." Read the "Display Setup" silently as I read it aloud.**
Configuración de Pantalla	*Display Setup*
Esta pantalla muestra una imagen para verificar si tu pantalla está configurada correctamente. Debes ver tres círculos en la imagen de abajo. Si no ves claramente los tres círculos, por favor, levanta la mano.	*This screen shows an image to check if your screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.*

Pause to assist students as necessary. Contact the SAC if a student does not see the three circles. Then say:

¿Hay alguna pregunta sobre la "Configuración de Pantalla"?	**Are there any questions about the "Display Setup"?**

Note: The "Display Setup" (as it appears online) are printed in Appendix C of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

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

Estamos listos para leer las Instrucciones del examen de la Sección 1. Selecciona la flecha marcada como 'Sigue'. Una vez que hayas seleccionado este botón, deberá abrirse la pantalla con las instrucciones de la Sección 1. ¿Hay alguien que no vea la pantalla con las instrucciones?	**We are now ready to read the Test Directions for Section 1. Select the arrow labeled 'Next.' Once you have selected this button, the screen with the Test Directions for Section 1 should open. Is there anyone who does not see the Test Directions screen?**

Pause to assist students as necessary. When all students are ready, say:

Ahora leeré las instrucciones para la Sección 1. Lean las instrucciones en silencio mientras yo las leo en voz alta. Usen la barra de desplazamiento en el lado derecho para seguir la lectura.	**I will now read the Test Directions for Section 1. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.**

GRADE 5 ONLY:

Instrucciones para la Sección 1 y la Sección 2	*Test Directions for Section 1 and Section 2*
Lee estas instrucciones con atención antes de empezar el examen. Si quieres volver a verlas, selecciona el botón '?' [Ayuda] y elige la pestaña 'Instrucciones del examen'.	*Read these directions carefully before beginning the assessment. To look at these directions again, select the '?' [Help] button and choose the 'Test Directions' tab.*
Esta sección del examen incluye preguntas de opción múltiple, preguntas con tecnología mejorada y preguntas de respuesta abierta. Cada pregunta de opción múltiple tiene cuatro opciones de respuesta. Cada pregunta con tecnología mejorada tiene un área con la que puedes interactuar para responder. Cada pregunta de respuesta abierta tiene una o más áreas donde debes escribir tu(s) respuesta(s). Las preguntas de respuesta abierta pueden tener varias páginas. El número de páginas aparecerá al lado del número de pregunta, por ejemplo: "Página 1 de 3."	*This section of the test has multiple-choice questions, technology-enhanced questions and open-ended questions. Each multiple-choice question has four answer choices. Each technology-enhanced question has an area to interact with the question to make a response. Each open-ended question has one or more areas in which to enter your response(s). The open-ended questions may have multiple pages. These page numbers will be shown next to the question number, for example, "1 of 3."*

Grade 5 Section 1—Test Directions screen

GRADE 8 ONLY:

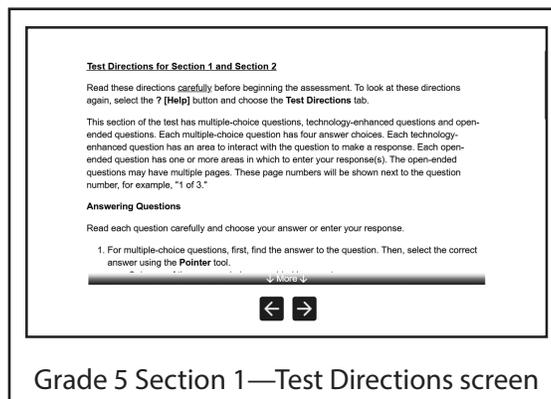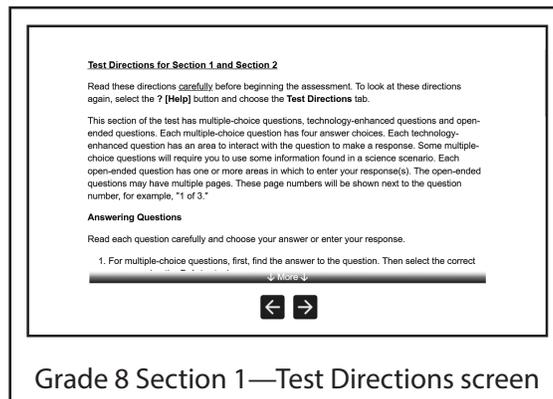*Instrucciones para la Sección 1 y la Sección 2*
Lee estas instrucciones con atención antes de empezar el examen. Si quieres volver a verlas, selecciona el botón '?' [Ayuda] y elige la pestaña 'Instrucciones del examen'.

Esta sección del examen incluye preguntas de opción múltiple, preguntas con tecnología mejorada y preguntas de respuesta abierta. Cada pregunta de opción múltiple tiene cuatro opciones de respuesta. Cada pregunta con tecnología mejorada tiene un área con la que puedes interactuar para responder. Cada pregunta de respuesta abierta tiene una o más áreas donde debes escribir tu(s) respuesta(s). Las preguntas de respuesta abierta pueden tener varias páginas. El número de páginas aparecerá al lado del número de pregunta, por ejemplo: "Página 1 de 3."

Test Directions for Section 1 and Section 2
Read these directions carefully before beginning the assessment. To look at these directions again, select the '?' [Help] button and choose the 'Test Directions' tab.

This section of the test has multiple-choice questions, technology-enhanced questions and open-ended questions. Each multiple-choice question has four answer choices. Some multiple-choice questions will require you to use some information found in a science scenario. Each technology-enhanced question has an area to interact with the question to make a response. Each open-ended question has one or more areas in which to enter your response(s). The open-ended questions may have multiple pages. These page numbers will be shown next to the question number, for example, "1 of 3."

Grade 8 Section 1—Test Directions screen

Continue speaking:

Respondiendo Preguntas	*Answering Questions*

Lee cada pregunta con atención y elige tu respuesta o escríbela.

1. *Para las preguntas de opción múltiple, primero encuentra la respuesta correcta. Luego, selecciónala con la herramienta de puntero.*

   • *Solo una de las opciones es correcta.*

   • *Para cambiar una respuesta, usa la herramienta puntero para escoger una respuesta diferente.*

   • *Selecciona el botón 'Marcar Pregunta' si no estás seguro de una respuesta. Esto marcará la pregunta para que sepas que debes regresar y responderla más tarde.*

2. *Para las preguntas con tecnología mejorada, lee con atención las instrucciones:*

   • *Algunas preguntas pueden pedir que interactúes con la pregunta para dar una respuesta.*

   • *Algunas preguntas pueden pedir que escribas tu respuesta o que uses herramientas en línea para proporcionar tu respuesta.*

3. *Para las preguntas de respuesta abierta, usa el teclado o el generador de ecuaciones para escribir tu respuesta en los espacios indicados.*

   • *Para las preguntas que piden el uso del generador de ecuaciones, selecciona el botón con el signo de interrogación '?' en la esquina superior derecha de esa herramienta. Esto abrirá la Ayuda, donde encontrarás descripciones sobre cómo usar esa función.*

   • *Un ejemplo de las pautas de calificación que los evaluadores profesionales usarán para evaluar tus respuestas a las preguntas de respuesta abierta se puede encontrar seleccionando el botón '?' [Ayuda] y eligiendo la pestaña 'Pautas de Calificación'. Puedes consultar las 'Pautas de Calificación' en cualquier momento mientras respondes a las preguntas de respuesta abierta.*

Read each question carefully and choose your answer or enter your response.

1. *For multiple-choice questions, first, find the answer to the question. Then, select the correct answer using the pointer tool.*

   • *Only one of the answer choices provided is correct.*

   • *To change an answer, use the pointer tool to choose a different answer.*

   • *Select the 'Flag' button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*

2. *For technology-enhanced questions, read the directions for each question carefully.*

   • *Some questions may ask you to interact with the question to make a response.*

   • *Some questions may ask you to type your response or use online tools to provide your response.*

3. *For open-ended questions, use the keyboard or the equation builder to type your response in the areas provided.*

   • *For questions that require using the equation builder, select the question mark button '?' in the upper-right corner of that feature. This will open Help, which offers descriptions about how to use that feature.*

   • *An example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended questions can be found by selecting the '?' [Help] button and choosing the 'Scoring' tab. You may refer to the 'Scoring Guidelines' at any time while responding to open-ended questions.*

Continue speaking:

4. *Usa las herramientas Tachar, Resaltador, Nota, Lupa, Línea Guía y Calculadora para ayudarte durante el examen.*

Navegación

1. *Solo aparecerá una pregunta a la vez en la pantalla. Usa los botones 'Sigue' y 'Regresa' para moverte de una pregunta a otra o de una página a otra. También puedes usar la función, Ir a Pregunta, en la esquina superior izquierda, para ir directamente a una pregunta específica.*

2. *Cuando hayas contestado todas las preguntas, selecciona el botón 'Revisar/ Finalizar Examen', en la esquina superior derecha de la pantalla.*

   • *Las preguntas que marcaste o que no contestaste aparecerán en la pantalla. Selecciona esas preguntas para revisar tu trabajo o volver a las que dejaste sin responder.*

   • *Cuando hayas terminado y revisado tus respuestas, sigue las instrucciones en la pantalla para salir.*

Consejos útiles

• *No hay límite de tiempo para terminar el examen.*

• *Si necesitas tomar un descanso de la evaluación, selecciona el botón 'Pausar el Examen'. Selecciona el botón 'Reanudar' para continuar. Si te ausentas de la evaluación por más de 20 minutos, deberás volver a iniciar sesión.*

• *Para ver tu progreso en el examen, selecciona el botón 'Revisar/Finalizar Examen'. Haz clic en cualquier pregunta de la lista que aparece en la pantalla para ir directamente a ella.*

• *Selecciona el botón '?' [Ayuda] para encontrar más información.*

¿Hay alguna pregunta sobre las instrucciones del examen para la Sección 1?

4. *Use tools such as the Cross-Off, Highlighter, Notepad, Magnifier, Line Guide, and Calculator to assist you during the test.*

Navigation

1. *Only one question at a time will appear on the screen. Use the 'Next' and 'Back' buttons to move from question to question or page to page. You can also use the Quick Navigation feature in the upper-left corner to move to a specific question.*

2. *When you have answered all the questions, select the 'Review/End Test' button at the top-right of the screen.*

   • *Questions which you flagged or did not answer will appear on the screen. Select the questions to check your work or return to unanswered questions.*

   • *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Helpful Hints

• *There is no time limit to finish the test.*

• *If you need to take a break from the assessment, select the 'Pause Test' button. Select the 'Resume' button to continue. If you are away from the assessment for more than 20 minutes, you will need to log back in.*

• *To see your progress on the test, select the 'Review/End Test' button. You may go to any question by selecting it from the list that appears on the screen.*

• *Select the '?' [Help] button to find more information.*

Are there any questions about the Test Directions for Section 1?

Note: The Test Directions for Section 1 (as they appear online) are printed in Appendix C of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

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

Recuerda: Para cada pregunta de opción múltiple, usa la herramienta puntero para marcar la burbuja junto a la respuesta que elijas. Para cada pregunta con tecnología mejorada, usa la herramienta puntero para interactuar con la pregunta y completar tu respuesta. Para cada pregunta de respuesta abierta, asegúrate de contestar todas las partes. Sigue trabajando hasta que completes todas las preguntas. Cuando llegues al final de la sección, selecciona el botón 'Revisar/Finalizar Examen' y sigue las instrucciones en la pantalla para revisar las preguntas que marcaste o que no terminaste en esta sección. Después de revisar tu trabajo, puedes seleccionar el botón 'Finalizar Examen' y seguir las instrucciones en la pantalla para completar tu examen. Luego, puedes permanecer sentado en silencio, leer para entretenerte o leer materiales que no estén relacionados con el contenido del examen hasta que el resto de la clase termine la sección.

Remember: For each multiple-choice question, use the pointer tool to fill in the circle next to the answer choice you select. For each technology-enhanced question, use the pointer tool to interact with the question to make a complete response. For each open-ended question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the section, select the 'Review/End Test' button and follow the on-screen directions to review all the questions that you have flagged or have not finished in this section. After you have checked your work, you may select the 'End Test' button and follow the on-screen instructions to complete your test. You may sit quietly, read for pleasure, or read non-content-related materials until the rest of the class completes the section.

¿Hay alguna pregunta?

Are there any questions?

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

Selecciona el botón 'Sigue' en la parte inferior de la pantalla.

Select the 'Next' button at the bottom of the screen.

Pause to assist students as necessary. When all students are ready, say:

Debiste haber leído o escuchado el *Código de Conducta para los Examinados*. Si no, levanta la mano ahora.

You should have read or had the *Code of Conduct for Test Takers* read to you previously. If not, raise your hand now.

Check to see if any students have raised their hands and share the *Code of Conduct for Test Takers* (Appendix F) with them at this time. Pause to assist students as necessary. When all students are ready, say:

Lee en silencio la declaración que aparece en tu pantalla mientras yo la leo en voz alta:

Read the statement on your screen silently as I read it aloud.

"He leído, o me han leído, el *Código de Conducta para los Examinados*. Al seleccionar el botón 'Empezar el Examen' en la parte inferior de la pantalla, confirmo que entiendo el *Código de Conducta para los Examinados*."

"I have read, or have had read to me, the *Code of Conduct for Test Takers*. By selecting the 'Begin The Test' button at the bottom of the screen, I verify that I understand the *Code of Conduct for Test Takers*."

Part IV

"I have read, or have had read to me, the 'Code of Conduct for Test Takers.' By selecting the
Begin The Test button at the bottom of the screen, I verify that I understand the 'Code of Conduct
for Test Takers'."

← Begin The Test

Code of Conduct screen

Pause to assist students as necessary. Answer student questions until all students understand the *Code of Conduct for Test Takers*. When all students are ready, say:

Si entiendes el *Código de Conducta para los Examinados* y estás listo(a) para comenzar el examen, selecciona el botón 'Empezar el Examen' que aparece en la parte inferior de la pantalla. Recuerda seleccionar el botón 'Pausar Examen' si necesitas detener el examen por cualquier motivo.	**If you understand the *Code of Conduct for Test Takers* and are ready to start the test, select the 'Begin The Test' button at the bottom of the screen. Remember to select the 'Pause Test' button if you need to pause your test for any reason.**
Puedes comenzar.	**You may begin.**

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 directions and assist students to functionally operate their computers, iPads, or Chromebooks. The Test Directions (as they appear online) are printed in Appendix C of this manual. They may be repeated to students as needed during the administration.

Reminder: See *Software Tools and Features for Test Administrators* (Appendix H) for additional information TAs may need to use during the test administration:

1. Pause Test/Exit Function: Temporary, short breaks (e.g., restroom break)
2. Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages)
3. Unplanned Test Inactivity: More than 20 minutes of no input from the student

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.

Keyboard Shortcuts for System (Appendix D) are available for students testing on computers or Chromebooks. These shortcuts are provided and may be reproduced as necessary. The copies of these shortcuts should be returned to the SAC for secure storage and destruction.

Note: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the test. If the problem persists, consult the SAC.

The testing time for this section is estimated to be 40 to 50 minutes, but the actual administration time may vary.

Part IV

Collect test materials, including Test Tickets, scratch paper, any other paper on which students have written, and optional materials, when students are finished testing rather than keeping them at student workstations. 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 time, see Part II: General Assessment Information of this manual.
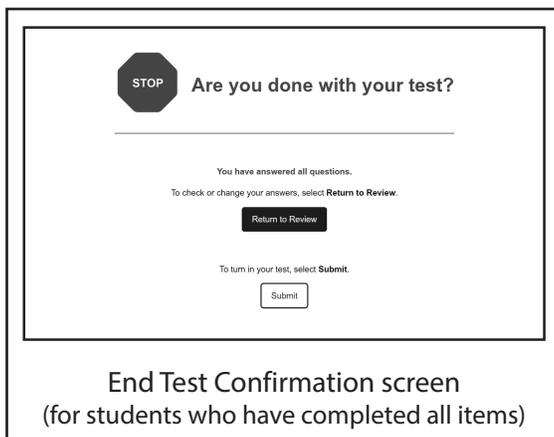
When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

Tienes aproximadamente cinco minutos para completar la Sección 1. Si completaste la sección, asegúrate de seleccionar el botón 'Revisar/Finalizar Examen' en la esquina superior derecha de la pantalla.

Luego, selecciona el botón 'Finalizar Examen' para terminar el examen. Se te pedirá que confirmes que terminaste. Si marcaste alguna pregunta del examen o dejaste alguna sin contestar, asegúrate de revisarlas y completarlas antes de seleccionar 'Finalizar Examen'. Si crees que vas a necesitar más de cinco minutos, levanta la mano y se te darán instrucciones adicionales para extender la sesión.

You have about five minutes to complete Section 1. If you have completed the section, be sure to select the 'Review/End Test' button in the top-right corner of the screen.

Then select the 'End Test' button to finish the test. You will be asked to confirm that you are done. If you have flagged any test questions, or have unanswered test questions, be sure to complete your review of those questions before you select 'End Test.' If you think you might need more than five minutes, raise your hand and you will be provided with an extended session and given additional directions.

End Test Confirmation screen
(for students who have completed all items)

Note: If a student needs to move to a new location to continue the assessment, the student should select the **'Pause Test'** button located at the top-right of the screen. As the student has not completed the assessment, the student **should not** select **'End Test.'** For more information, see Appendix H of this manual.

Once students select the **'End Test'** button, they must provide confirmation that they are done. If a student has left an item incomplete, the End Test Confirmation Screen will read "Be sure you have answered all of the questions. To continue testing, select 'Return to Review.'" The Finished Testing Confirmation screen will show which questions have been flagged and which questions are unanswered. Have students select 'Return to Questions' and finish the section. Once students have ended the section, they cannot go back into the test to review or answer test questions.

When all students have finished or sufficient time has passed, say:

Esto concluye la Sección 1 de Ciencias. Si terminaste la Sección 1 y no necesitas tiempo adicional para completarla, selecciona 'Revisar/Finalizar Examen' y luego selecciona 'Finalizar Examen'. Luego, selecciona 'Enviar' para confirmar que has terminado. Finalmente, selecciona 'Salir' en la última pantalla para concluir la evaluación.

This ends Science – Section 1. If you have finished Section 1 and do not need additional time to complete this section, select 'Review/End Test' and select 'End Test.' Then select 'Submit,' confirming that you are done. Then select 'Exit' on the last screen to close the test.

Finished Testing Confirmation screen
(for students who have not completed all items)

When all students are ready, say:

Ahora voy a recoger tu papel borrador y cualquier otro papel en el que hayas escrito.

I will now collect your scratch paper and any other paper on which you have written.

Collect all Test Tickets and scratch paper and any other paper on which students have written at this time. If students used optional materials like the Keyboard Shortcuts or the *General Description of Scoring Guidelines for Science Open-Ended Questions*, collect these at this time. Test Tickets, used scratch paper and any other paper on which students have written, and all optional materials should be returned to the SAC.

Note: All calculators must be cleared of any information entered during this section. If students used school-provided calculators, also collect the calculators at this time.

1. Section 1 and Section 2 should be administered in the morning and afternoon or over two days. All assessment materials must remain secure at all times.
2. Say:

Vas a tomar la Sección 2 en otro momento.

You are going to take Section 2 at another time.

Return all materials (Test Tickets, optional materials, used scratch paper, and any other paper on which students have written) immediately to the SAC for secure storage or destruction. If the calculators have not been cleared, please clear the calculators at this time.

B. Administer Science – Section 2

Make certain that no student is in possession of a cell phone, camera, smartphone, smartwatch, earbuds, smart glasses, or other unapproved electronic device. Collect all unapproved electronic devices prior to the start of testing.

Make certain that every student is sitting at a separate computer, iPad, or Chromebook and make certain that every device used for testing is turned on and the screen is visible to the student seated at that device. The screens should not be visible to other students.

Students will have an opportunity to do some work on scratch paper, so make sure that all students have two sharpened pencils. These directions will also prompt you to distribute a supply of scratch paper. The scratch paper must be blank.

Say:

El examen PSSA no tiene límite de tiempo. Puedes tomar todo el tiempo que necesites para terminar esta sección. Al final de esta sección hay preguntas de cuestionario. Esas preguntas no cuentan para tu puntaje de la PSSA.

The PSSA is an untimed assessment. You may take as much time as you need to complete this section. At the end of this section, there are survey questions. These questions do not count toward your PSSA score.

Ahora voy a repartir papel de borrador, la Descripción General de las Pautas de Calificación para las preguntas de respuesta abierta de Ciencias, y tu Código de Acceso (los códigos son únicos para cada sección)**. No empiecen hasta que yo se los indique.**

I will now pass out scratch paper, *General Description of Scoring Guidelines for Science Open-Ended Questions***, and your Test Ticket** (Unique Test Tickets for each section)**. Do not begin until I tell you to do so.**

Distribute scratch paper, any optional materials, and individual Test Tickets. Test Tickets are unique to each section and for each student, so be sure to match the correct Test Ticket with each student. When you are ready, say:

Cada uno de ustedes tiene ahora un Código de Acceso del Examen. Verifiquen que su nombre aparezca en la ficha del examen. Levanten la mano si la ficha del examen no tiene su nombre.

Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.

Correct any ticket distribution errors. When you are ready, say:

Estamos listos para comenzar. Primero, seleccionen el ícono de DRC INSIGHT Online Assessments. Deberán ver la pantalla Selecciona una Evaluación. ¿Hay alguien que no vea la pantalla Selecciona una Evaluación?

Now we are ready to begin. First, select the DRC INSIGHT Online Assessments icon. You should see the Select an Assessment screen. Is there anyone who does not see the Select an Assessment screen?

First Select an Assessment screen

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

En la primera pantalla de Selecciona una Evaluación, selecciona Iniciar Sesión. En la segunda pantalla de Selecciona una Evaluación, selecciona Iniciar Sesión del Examen PSSA. ¿Hay alguien que no vea estas pantallas?

On the first Select an Assessment screen, select Test Sign In. On the second Select an Assessment screen, select PSSA Test Sign In. Is there anyone who does not see these screens?

Second Select an Assessment screen

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the SAC. When all students are ready, say:

Tu Nombre de Usuario y Contraseña se encuentran en la ficha del examen. Cuando hayas terminado de ingresar tu Nombre de Usuario y Contraseña, selecciona el botón 'Iniciar Sesión' en el centro de la pantalla.

Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, select the 'Sign In' button in the middle of the screen.

Part IV

PSSA—Test Sign In screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

Note: If any Test Ticket has an error on it, please contact the SAC.

When all students are ready, say:

Cuando hayas seleccionado el botón 'Iniciar Sesión', aparecerá una segunda pantalla de Bienvenida. ¿Hay alguien que no vea la segunda pantalla de Bienvenida?	**When you have selected the 'Sign In' button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

Mira la información en la pantalla de Bienvenida y asegúrate de que los siguientes datos sean correctos: • **tu nombre** • **nombre de tu examen** • **sesión del examen** • **nombre de tu escuela** • **tu PAsecureID** **Si la información es correcta, selecciona el botón 'Continuar'. Si la información no es correcta, levanta la mano.**	**Look at the information on the Welcome screen and make sure that the following facts about you are correct:** • **your name** • **your test name** • **your test session** • **your school name** • **your PAsecureID** **If the information about you is correct, select the 'Continue' button. If the information is not correct, raise your hand.**

Part IV

PSSA—Second Welcome screen

Pause to assist students as necessary. Contact the SAC if a student finds an error on the "Welcome" screen. If a student's embedded accommodation information is not correct, the TA should collect the Test Ticket and inform the SAC immediately. The student should not begin the assessment if the embedded accommodation does not appear on the Test Ticket. When all students are ready, say:

Después de elegir el botón 'Continuar', se abrirá la pantalla, 'Módulos del Examen'. ¿Hay alguien que no vea la pantalla Módulos del Examen?	**After you have selected the 'Continue' button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?**

Pause to assist students as necessary. When all students are ready, say:

Ahora estamos listos para comenzar el examen. Selecciona 'Ciencias – Sección 2'. Una vez que hayas seleccionado 'Ciencias – Sección 2', debería abrirse la pantalla, Configuración de Pantalla. ¿Hay alguien que no vea la pantalla Configuración de Pantalla?	**We are now ready to begin the test. Select 'Science – Section 2.' Once you have selected 'Science – Section 2,' the Display Setup screen should open. Is there anyone who does not see the Display Setup screen?**

Section 2—Test Selection screen

Pause to assist students as necessary. Collect all Test Tickets immediately after students have successfully logged into the assessment. When all students are ready, say:

En la parte superior de la pantalla hay un recuadro titulado "ATENCIÓN". Lee el párrafo dentro del recuadro en silencio mientras yo lo leo en voz alta.

At the top of the screen is a box labeled "ATTENTION." Read the paragraph inside the box silently as I read it aloud.

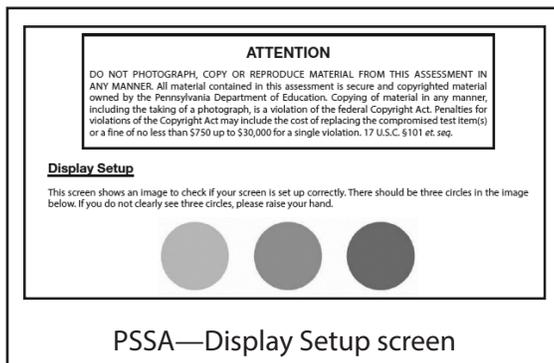*Atención. No se permite fotografiar, copiar ni reproducir material de esta evaluación de ninguna manera. Todo el material contenido en esta evaluación está protegido por derechos de autor como propiedad del Departamento de Educación de Pennsylvania. Copiar el material de cualquier manera, incluso tomar fotografías, es una violación de la ley federal de derechos de autor. Las penas por violar la ley de derechos de autor pueden incluir indemnización del gasto de reemplazar el material expuesto o una multa de no menos de setecientos cincuenta dólares y hasta treinta mil dólares por una sola violación.*

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¿Hay alguna pregunta sobre este párrafo?

Are there any questions about this paragraph?

PSSA—Display Setup screen

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

Ahora voy a leer la sección de "Configuración de Pantalla". Lee la "Configuración de Pantalla" en silencio mientras yo la leo en voz alta.

I will now read the "Display Setup." Read the "Display Setup" silently as I read them aloud.

Configuración de Pantalla

Display Setup

Esta pantalla muestra una imagen para verificar si tu pantalla está configurada correctamente. Debes ver tres círculos en la imagen de abajo. Si no ves claramente los tres círculos, por favor, levanta la mano.

This screen shows an image to check if your screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.

Pause to assist students as necessary. Contact the SAC if a student does not see the three circles. Then say:

¿Hay alguna pregunta sobre la "Configuración de Pantalla"?

Are there any questions about the "Display Setup"?

Note: The "Display Setup" (as they appear online) are printed in Appendix C of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

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

Estamos listos para leer las Instrucciones del examen de la Sección 2. Selecciona la flecha marcada como 'Sigue'. Una vez que hayas seleccionado este botón, deberá abrirse la pantalla con las instrucciones de la Sección 2. ¿Hay alguien que no vea la pantalla con las instrucciones?

We are now ready to read the Test Directions for Section 2. Select the arrow labeled 'Next.' Once you have selected this button, the screen with the Test Directions for Section 2 should open. Is there anyone who does not see the Test Directions screen?

Pause to assist students as necessary. When all students are ready, say:

Ahora leeré las instrucciones para la Sección 2. Lean las instrucciones en silencio mientras yo las leo en voz alta. Usen la barra de desplazamiento en el lado derecho para seguir la lectura.

I will now read the Test Directions for Section 2. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.

GRADE 5 ONLY:

Instrucciones para la Sección 1 y la Sección 2
Lee estas instrucciones con atención antes de empezar la evaluación. Para volver a leerlas, selecciona el botón '?' [Ayuda] y elige la pestaña 'Instrucciones del examen'.

Esta sección del examen tiene preguntas de opción múltiple, preguntas con tecnología mejorada y preguntas de respuesta abierta. Cada pregunta de opción múltiple tiene cuatro opciones de respuesta. Cada pregunta con tecnología mejorada tiene un área para interactuar con la pregunta y dar tu respuesta. Cada pregunta de respuesta abierta tiene una o más áreas donde puedes escribir tu(s) respuesta(s). Las preguntas de respuesta abierta pueden tener varias páginas. El número de página aparecerá junto al número de la pregunta, por ejemplo: "1 de 3".

Test Directions for Section 1 and Section 2
Read these directions carefully before beginning the assessment. To look at these directions again, select the '?' [Help] button and choose the 'Test Directions' tab.

This section of the test has multiple-choice questions, technology-enhanced questions and open-ended questions. Each multiple-choice question has four answer choices. Each technology-enhanced question has an area to interact with the question to make a response. Each open-ended question has one or more areas in which to enter your response(s). The open-ended questions may have multiple pages. These page numbers will be shown next to the question number, for example, "1 of 3."

Grade 5 Section 2—Test Directions screen

Part IV

GRADE 8 ONLY:

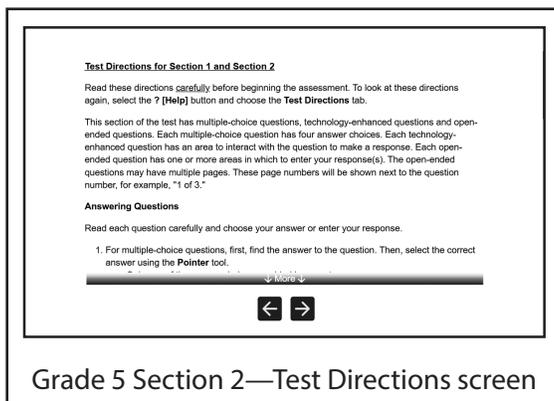*Instrucciones para la Sección 1 y la Sección 2*
Lee estas instrucciones con atención antes de empezar la evaluación. Para volver a leerlas, selecciona el botón '?' [Ayuda] y elige la pestaña 'Instrucciones del examen'.

Esta sección del examen tiene preguntas de opción múltiple, preguntas con tecnología mejorada y preguntas de respuesta abierta. Cada pregunta de opción múltiple tiene cuatro opciones de respuesta. Algunas preguntas de opción múltiple pueden pedirte que uses información de un escenario de ciencias. Cada pregunta con tecnología mejorada tiene un área para interactuar con la pregunta y dar tu respuesta. Cada pregunta de respuesta abierta tiene una o más áreas donde puedes escribir tu(s) respuesta(s). Las preguntas de respuesta abierta pueden tener varias páginas. El número de página aparecerá junto al número de la pregunta, por ejemplo: "1 de 3".

Test Directions for Section 1 and Section 2
Read these directions carefully before beginning the assessment. To look at these directions again, select the '?' [Help] button and choose the 'Test Directions' tab.

This section of the test has multiple-choice questions, technology-enhanced questions and open-ended questions. Each multiple-choice question has four answer choices. Some multiple-choice questions will require you to use some information found in a science scenario. Each technology-enhanced question has an area to interact with the question to make a response. Each open-ended question has one or more areas in which to enter your response(s). The open-ended questions may have multiple pages. These page numbers will be shown next to the question number, for example, "1 of 3."
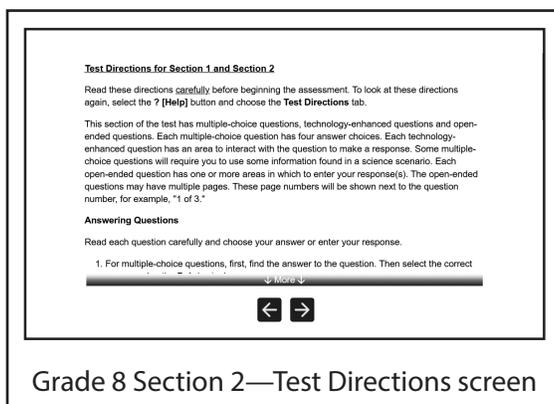

Grade 8 Section 2—Test Directions screen

Part IV

Continue speaking:

Respondiendo Preguntas	*Answering Questions*

Lee cada pregunta con atención y elige tu respuesta o escríbela.

Read each question carefully and choose your answer or enter your response.

1. *Para las preguntas de opción múltiple, primero encuentra la respuesta correcta. Luego, selecciónala con la herramienta de puntero.*

1. *For multiple-choice questions, first, find the answer to the question. Then, select the correct answer using the pointer tool.*

   • *Solo una de las opciones es correcta.*

   • *Only one of the answer choices provided is correct.*

   • *Para cambiar una respuesta, usa la herramienta puntero para escoger una respuesta diferente.*

   • *To change an answer, use the pointer tool to choose a different answer.*

   • *Selecciona el botón 'Marcar Pregunta' si no estás seguro de una respuesta. Esto marcará la pregunta para que sepas que debes regresar y responderla más tarde.*

   • *Select the 'Flag' button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*

2. *Para las preguntas con tecnología mejorada, lee con atención las instrucciones:*

2. *For technology-enhanced questions, read the directions for each question carefully.*

   • *Algunas preguntas pueden pedir que interactúes con la pregunta para dar una respuesta.*

   • *Some questions may ask you to interact with the question to make a response.*

   • *Algunas preguntas pueden pedir que escribas tu respuesta o que uses herramientas en línea para proporcionar tu respuesta.*

   • *Some questions may ask you to type your response or use online tools to provide your response.*

3. *Para las preguntas de respuesta abierta, usa el teclado o el generador de ecuaciones para escribir tu respuesta en los espacios indicados.*

3. *For open-ended questions, use the keyboard or the equation builder to type your response in the areas provided.*

   • *Para las preguntas que piden el uso del generador de ecuaciones, selecciona el botón con el signo de interrogación '?' en la esquina superior derecha de esa herramienta. Esto abrirá la Ayuda, donde encontrarás descripciones sobre cómo usar esa función.*

   • *For questions that require using the equation builder, select the question mark button '?' in the upper-right corner of that feature. This will open Help, which offers descriptions about how to use that feature.*

   • *Un ejemplo de las pautas de calificación que los evaluadores profesionales usarán para evaluar tus respuestas a las preguntas de respuesta abierta se puede encontrar seleccionando el botón '?' [Ayuda] y eligiendo la pestaña 'Pautas de Calificación'. Puedes consultar las 'Pautas de Calificación' en cualquier momento mientras respondes a las preguntas de respuesta abierta.*

   • *An example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended questions can be found by selecting the '?' [Help] button and choosing the 'Scoring' tab. You may refer to the Scoring Guidelines at any time while responding to open-ended questions.*

Continue speaking:

4. *Usa las herramientas Tachar, Resaltador, Nota, Lupa, Línea Guía y Calculadora para ayudarte durante el examen.*

Navegación

1. *Solo aparecerá una pregunta a la vez en la pantalla. Usa los botones 'Sigue' y 'Regresa' para moverte de una pregunta a otra o de una página a otra. También puedes usar la función, Ir a Pregunta, en la esquina superior izquierda, para ir directamente a una pregunta específica.*

2. *Cuando hayas contestado todas las preguntas, selecciona el botón 'Revisar/ Finalizar Examen', en la esquina superior derecha de la pantalla.*

   • *Las preguntas que marcaste o que no contestaste aparecerán en la pantalla. Selecciona esas preguntas para revisar tu trabajo o volver a las que dejaste sin responder.*

   • *Cuando hayas terminado y revisado tus respuestas, sigue las instrucciones en la pantalla para salir.*

Consejos útiles

• *No hay límite de tiempo para terminar el examen.*

• *Si necesitas tomar un descanso de la evaluación, selecciona el botón 'Pausar el Examen'. Selecciona el botón 'Reanudar' para continuar. Si te ausentas de la evaluación por más de 20 minutos, deberás volver a iniciar sesión.*

• *Para ver tu progreso en el examen, selecciona el botón 'Revisar/Finalizar Examen'. Haz clic en cualquier pregunta de la lista que aparece en la pantalla para ir directamente a ella.*

• *Selecciona el botón '?' [Ayuda] para encontrar más información.*

¿Hay alguna pregunta sobre las instrucciones del examen para la Sección 2?

4. *Use tools such as the Cross-Off, Highlighter, Notepad, Magnifier, Line Guide, and Calculator to assist you during the test.*

Navigation

1. *Only one question at a time will appear on the screen. Use the 'Next' and 'Back' buttons to move from question to question or page to page. You can also use the Quick Navigation feature in the upper-left corner to move to a specific question.*

2. *When you have answered all the questions, select the 'Review/End Test' button at the top-right of the screen.*

   • *Questions which you flagged or did not answer will appear on the screen. Select the questions to check your work or return to unanswered questions.*

   • *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Helpful Hints

• *There is no time limit to finish the test.*

• *If you need to take a break from the assessment, select the 'Pause Test' button. Select the 'Resume' button to continue. If you are away from the assessment for more than 20 minutes, you will need to log back in.*

• *To see your progress on the test, select the 'Review/End Test' button. You may go to any question by selecting it from the list that appears on the screen.*

• *Select the '?' [Help] button to find more information.*

Are there any questions about the Test Directions for Section 2?

Note: The Test Directions for Section 2 (as they appear online) are printed in Appendix C of this manual. If asked, refer to this appendix to repeat any portion to students during the test administration.

Part IV

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

Recuerda: Para cada pregunta de opción múltiple, usa la herramienta puntero para marcar la burbuja junto a la respuesta que elijas. Para cada pregunta con tecnología mejorada, usa la herramienta puntero para interactuar con la pregunta y completar tu respuesta. Para cada pregunta de respuesta abierta, asegúrate de contestar todas las partes. Sigue trabajando hasta que completes todas las preguntas. Cuando llegues al final de la sección, selecciona el botón 'Revisar/Finalizar Examen' y sigue las instrucciones en la pantalla para revisar las preguntas que marcaste o que no terminaste en esta sección. Después de revisar tu trabajo, puedes seleccionar el botón 'Finalizar Examen' y seguir las instrucciones en la pantalla para completar tu examen. Luego, puedes permanecer sentado en silencio, leer para entretenerte o leer materiales que no estén relacionados con el contenido del examen hasta que el resto de la clase termine la sección.

Remember: For each multiple-choice question, use the pointer tool to darken the circle next to the answer choice you select. For each technology-enhanced question, use the pointer tool to interact with the question to make a complete response. For each open-ended question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the section, select the 'Review/End Test' button and follow the on-screen directions to review all the questions that you have flagged or have not finished in this section. After you have checked your work, you may select the 'End Test' button and follow the on-screen instructions to complete your test. You may sit quietly, read for pleasure, or read non-content-related materials until the rest of the class completes the section.

¿Hay alguna pregunta?

Are there any questions?

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

Selecciona el botón 'Sigue' en la parte inferior de la pantalla.

Select the 'Next' button at the bottom of the screen.

Pause to assist students as necessary. When all students are ready, say:

Debiste haber leído o escuchado el *Código de Conducta* para los Examinados. Si no, levanta la mano ahora.

You should have read or had the *Code of Conduct for Test Takers* read to you previously. If not, raise your hand now.

Check to see if any students have raised their hands and share the *Code of Conduct for Test Takers* (Appendix F) with them at this time. Pause to assist students as necessary. When all students are ready, say:

Lee en silencio la declaración que aparece en tu pantalla mientras yo la leo en voz alta:

Read the statement on your screen silently as I read it aloud.

"He leído, o me han leído, el *Código de Conducta para los Examinados*. Al seleccionar el botón 'Empezar el Examen' en la parte inferior de la pantalla, confirmo que entiendo el *Código de Conducta para los Examinados*."

"I have read, or have had read to me, the *Code of Conduct for Test Takers*. By selecting the 'Begin The Test' button at the bottom of the screen, I verify that I understand the *Code of Conduct for Test Takers*."

"I have read, or have had read to me, the 'Code of Conduct for Test Takers.' By selecting the **Begin The Test** button at the bottom of the screen, I verify that I understand the 'Code of Conduct for Test Takers'."

← Begin The Test

Code of Conduct screen

Pause to assist students as necessary. Answer student questions until all students understand the *Code of Conduct for Test Takers*. When all students are ready, say:

Si entiendes el *Código de Conducta para los Examinados* y estás listo(a) para comenzar el examen, selecciona el botón 'Empezar el Examen' que aparece en la parte inferior de la pantalla. Recuerda seleccionar el botón 'Pausar Examen' si necesitas detener el examen por cualquier motivo.	**If you understand the *Code of Conduct for Test Takers* and are ready to start the test, select the 'Begin The Test' button at the bottom of the screen. Remember to select the 'Pause Test' button if you need to pause your test for any reason.**
Puedes comenzar.	**You may begin.**

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 directions and assist students to functionally operate their computers, iPads, or Chromebooks. The Test Directions (as they appear online) are printed in Appendix C of this manual. They may be repeated to students as needed during the administration.

Reminder: See *Software Tools and Features for Test Administrators* (Appendix H) for additional information TAs may need to use during the test administration:

1. Pause Test/Exit Function: Temporary, short breaks (e.g., restroom break)
2. Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages)
3. Unplanned Test Inactivity: More than 20 minutes of no input from the student

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.

Keyboard Shortcuts for System (Appendix D) are available for students testing on computers or Chromebooks. These shortcuts are provided and may be reproduced as necessary. The copies of these shortcuts should be returned to the SAC for secure storage and destruction.

Note: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the test. If the problem persists, consult the SAC.

The testing time for this section is estimated to be 40 to 50 minutes, but the actual administration time may vary.

Collect test materials, including Test Tickets, scratch paper, any other paper on which students have written, and optional materials, when students are finished testing rather than keeping them at student workstations. 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 time, see Part II: General Assessment Information of this manual.
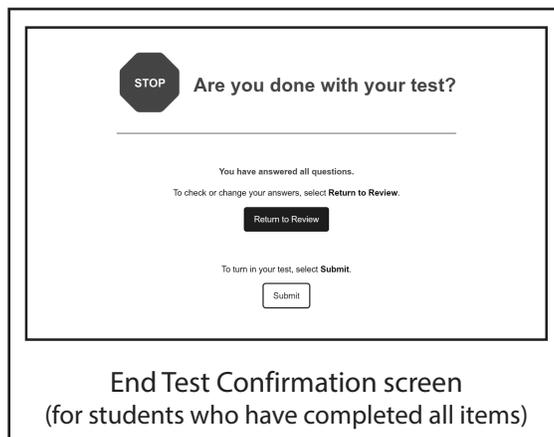
When you have confirmed that approximately five minutes remain in the testing time for the group and not all students have finished, say:

Tienes aproximadamente cinco minutos para completar la Sección 2. Si completaste la sección, asegúrate de seleccionar el botón 'Revisar/Finalizar Examen' en la esquina superior derecha de la pantalla.

Luego, selecciona el botón 'Finalizar el Examen' para concluir la evaluación. Se te pedirá que confirmes que has terminado. Si marcaste alguna pregunta para revisar más tarde, asegúrate de revisarla antes de seleccionar 'Finalizar el Examen'. Si crees que podrías necesitar más de cinco minutos, levanta la mano y se te darán instrucciones adicionales para extender la sesión.

You have about five minutes to complete Section 2. If you have completed the section, be sure to select the 'Review/End Test' button in the top-right corner of the screen.

Then select the 'End Test' button to finish the test. You will be asked to confirm that you are done. If you have flagged any test questions, or have unanswered test questions, be sure to complete your review of those questions before you select 'End Test.' If you think you might need more than five minutes, raise your hand and you will be provided with an extended session and given additional directions.

STOP Are you done with your test?

You have answered all questions.
To check or change your answers, select **Return to Review**.

Return to Review

To turn in your test, select **Submit**.

Submit

End Test Confirmation screen
(for students who have completed all items)

Note: If a student needs to move to a new location to continue the assessment, the student should select the **'Pause Test'** button located at the top-right of the screen. As the student has not completed the assessment, the student should not select **'End Test.'** For more information, see Appendix H of this manual.

Once students select the **'End Test'** button, they must provide confirmation that they are done. If a student has left an item incomplete, the End Test Confirmation Screen will read "Be sure you have answered all of the questions. To continue testing, select 'Return to Review.'" The Finished Testing Confirmation screen will show which questions have been flagged and which questions are unanswered. Have students select 'Return to Questions' and finish the section. Once students have ended the test, they cannot go back into the test to review or answer test questions.

When all students have finished or sufficient time has passed, say:

Esto concluye la Sección 2 de Ciencias. Si terminaste la Sección 2 y no necesitas tiempo adicional para completarla, selecciona 'Revisar/ Finalizar Examen' y luego selecciona 'Finalizar Examen. Luego, selecciona 'Enviar' para confirmar que has terminado. Finalmente, selecciona 'Salir' en la última pantalla para concluir la evaluación.

This ends Science – Section 2. If you have finished Section 2 and do not need additional time to complete this section, select 'Review/End Test' and select 'End Test.' Then select 'Submit,' confirming that you are done. Then select 'Exit' on the last screen to close the test.

Finished Testing Confirmation screen
(for students who have not completed all items)
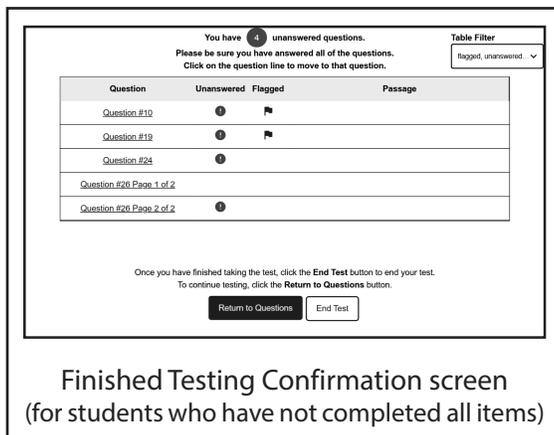
Allow time for students to finish the test. When all students are ready, say:

Ahora voy a recoger tu papel borrador y cualquier otro papel en el que hayas escrito.

I will now collect your scratch paper and any other paper on which you have written.

Collect all Test Tickets and scratch paper and any other paper on which students have written at this time. If students used optional materials like the Keyboard Shortcuts or the *General Description of Scoring Guidelines for Science Open-Ended Questions*, collect these at this time. Test Tickets, used scratch paper, any other paper on which students have written, and all optional materials should be returned to the SAC.

Note: All calculators must be cleared of any information entered during this section. If students used school-provided calculators, also collect the calculators at this time.

Say:

Esto concluye el examen de Ciencias PSSA.

This concludes the PSSA in Science.

Go on to read Part V: After Test Administration found on the next page of this manual.

A. Closing Out the Assessment

After testing is complete:

1. Make sure all students have closed out their testing session by
   a. selecting 'Review/End Test' (to open the Review Test screen), followed by
   b. selecting 'End Test' (to open the test submission dialogue box), then
   c. selecting 'Submit' (to complete the test, confirming that once the test is ended the student is unable to change any answers), and then
   d. selecting 'Exit' (to close the test session).

2. Collect and count Test Tickets, any scratch paper, any other paper on which students have written, and optional materials. Return them to the SAC.

3. Review the *PSSA Test Security Certification (Test Administrator and Proctor)* (Appendix B). Contact your SAC if you need more information.

B. Return Materials

Assessment materials must be kept secure. The Test Tickets (including any unused Test Tickets) and the Student Login Roster must be returned to the SAC or the SAC's designee. In addition, all used scratch paper, any other paper on which students have written, and any copies of the keyboard shortcuts and scoring guidelines must be returned to the SAC.

1. Return **all** materials to the SAC or the SAC's designee for secure storage or destruction, including:
   a. return and count used Test Tickets
   b. return and count unused Test Tickets
   c. Student Login Rosters
   d. copies of the *Keyboard Shortcuts for System* (Appendix D)
   e. copies of the *General Description of Scoring Guidelines for Science Open-Ended Questions* (Appendix G)
   f. used scratch paper and any other paper on which students have written

2. Return all assessment materials to the SAC immediately at the end of each testing session.

3. Consult the SAC if there are any questions regarding the return of assessment materials.

Remember: Every TA and Proctor involved in the administration of the Science Online Assessment **must** sign and date a *PSSA Test Security Certification (Test Administrator and Proctor)*. When a TA or Proctor 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 and Proctors 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 PDE directly at ra-edirregularities@pa.gov. The email should include a detailed subject line. Please ensure that you use only the email account provided here for security violations. Please do not send a question to multiple email accounts. This causes a delay in response.

Part V

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Appendix A:

Handbook for Secure Test Administration

Pennsylvania
Department of Education

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 online testing.

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 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 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 and training provided by the SAC. 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.

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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* 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 (religious exemptions).

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

Develop and maintain the LEA's procedure for handling disruptions during test administration and keeping test tickets 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 sequence.

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).

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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 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, smart glasses, 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.

Ensure all individuals who administer the assessment understand they may not guide or explain how to answer questions to students during the assessment. Test administrators may only refer students to the Help Button labeled as "?" during the assessment.

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, smart glasses, 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.)

Report any items not received.

Distribute materials 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.

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Immediately report suspected testing irregularities/security breaches to the Pennsylvania Department of Education. Irregularities and/or allegations should be reported to PDE via ra-edirregularities@pa.gov.

After Test Administration – DAC

DACs should not use test tickets to look at items or to change answers.

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 keep items secure 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*, and *Accommodations Guidelines*.

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 sequence.

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 are to 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, smart glasses, cameras, etc.).

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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.

Create and maintain the PAsecureID list that shows the connection between the student and test administrator(s) (refer to the *Handbook for Assessment Coordinators* for specific instructions).

Ensure all students are scheduled for the appropriate assessment. Ensure the students have the correct test ticket for subject and section or module.

Ensure that students testing have prior experience with the online practice test and tools.

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

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 tickets 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 tickets.

Ensure secure processes and procedures for extended time. Students may carry computers to an extended-time location under the supervision of the TA. Students are not required to carry their computer to the extended-time location.

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

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Minimize distractions, including intercom announcements.

Ensure test tickets 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. Irregularities and/or allegations should be reported to PDE via ra-edirregularities@pa.gov.

After Each Testing Session – SAC

Collect all materials from TAs excluding copies of the DFA.

Account for all student test tickets daily. It is recommended that the SAC or the SAC's designee count the 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

SACs should not use test tickets to look at items or to change answers.

Failure to keep items secure 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. Allegations should be referred to ra-edirregularities@pa.gov.

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*.

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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.

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 students. 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. 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 tickets.

Collect test tickets as soon as students have logged into the assessment.

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.

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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 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 tickets in the presence of the TA.

Failure to keep items secure 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:

Review student item responses 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 per the *Accommodations Guidelines*.

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.

Appendices

Pennsylvania
Department of Education

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.

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 ticket to any student after the student has completed the test, unless approval is granted by PDE, or for the reasons noted in the following sentence. Test tickets 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.

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.

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Department of Education

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.

Read or review test items.

Alter, influence, or interfere with a test response in any way.

Discuss or provide feedback regarding test items.

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

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

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. Irregularities and/or allegations should be reported to PDE at ra-edirregularities@pa.gov.

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

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Appendix B:

PSSA Test Security Certification

(Test Administrator and Proctor)

Appendices

Pennsylvania
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2026 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.

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:

Science Test Directions

Spanish Translation

ATENCIÓN

NO SE PERMITE FOTOGRAFIAR, COPIAR NI REPRODUCIR MATERIAL DE ESTA EVALUACIÓN DE NINGUNA MANERA. Todo el material contenido en esta evaluación es material seguro y con derechos de autor, propiedad del Departamento de Educación de Pennsylvania. Copiar este material de cualquier forma, incluyendo tomar una fotografía, constituye una violación de la Ley Federal de Derechos de Autor. Las sanciones por violar esta ley pueden incluir el costo de reemplazar los elementos comprometidos del examen o una multa de no menos de $750 hasta $30,000 por una sola infracción. 17 U.S.C. §101 *et. seq*.

Configuración de Pantalla

Esta pantalla muestra una imagen para asegurar que tu pantalla esté configurada correctamente. Deberá haber tres círculos en la imagen a continuación. Si no ves claramente los tres círculos, por favor levante la mano.

Display Setup

This screen shows an image to check if your screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.

Appendices

Instrucciones del examen para la Sección 1 y la Sección 2

Lee estas instrucciones <u>con atención</u> antes de empezar el examen. Para volver a ver estas instrucciones, selecciona el botón **? [Ayuda]** y elige la pestaña **Instrucciones del examen**.

GRADE 5 ONLY: Esta sección del examen tiene preguntas de opción múltiple, preguntas con tecnología mejorada y preguntas de respuesta abierta. Cada pregunta de opción múltiple tiene cuatro opciones de respuesta. Cada pregunta con tecnología mejorada tiene un área para interactuar y dar tu respuesta. Cada pregunta de respuesta abierta tiene una o más áreas donde puedes escribir tu(s) respuesta(s). Las preguntas de respuesta abierta pueden tener varias páginas. Los números de página se mostrarán junto al número de la pregunta, por ejemplo, "1 de 3".

GRADE 8 ONLY: Esta sección del examen tiene preguntas de opción múltiple, preguntas con tecnología mejorada y preguntas de respuesta abierta. Cada pregunta de opción múltiple tiene cuatro opciones de respuesta. Algunas preguntas de opción múltiple pueden pedirte que uses información de un escenario de ciencias. Cada pregunta con tecnología mejorada tiene un área para interactuar y dar tu respuesta. Cada pregunta de respuesta abierta tiene una o más áreas donde puedes escribir tu(s) respuesta(s). Las preguntas de respuesta abierta pueden tener varias páginas. Los números de página se mostrarán junto al número de la pregunta, por ejemplo, "1 de 3".

Respondiendo Preguntas

Lee cada pregunta con atención y elige tu respuesta o escribe tu respuesta.

1. Para las preguntas de opción múltiple, primero encuentra la respuesta correcta. Luego selecciona la respuesta con la herramienta **puntero**.

    •   Solo una de las opciones es correcta.

    •   Para cambiar tu respuesta, usa la herramienta **puntero** para elegir otra opción.

    •   Selecciona el botón **Marcar Pregunta** si no estás seguro de una respuesta. Esto marcará la pregunta para que sepas que debes regresar y responderla más tarde.

2. Preguntas con tecnología mejorada, lee las instrucciones de cada pregunta con atención.

    •   Algunas preguntas te pedirán que interactúes con la pregunta para dar tu respuesta.

    •   Algunas preguntas te pedirán que escribas tu respuesta o uses herramientas en línea para darla.

3. Para las preguntas de respuesta abierta, usa el teclado o el generador de ecuaciones para escribir tu respuesta en las áreas indicadas.

    •   Para preguntas que requieren el generador de ecuaciones, selecciona el botón **[?]** en la esquina superior derecha de esa función. Esto abrirá **Ayuda**, que te explica cómo usar la herramienta.

    •   Un ejemplo de las pautas de calificación que los evaluadores profesionales usarán para evaluar tus respuestas a las preguntas de respuesta abierta se puede encontrar seleccionando el botón **? [Ayuda]** y eligiendo la pestaña **Pautas de Calificación**. Puedes consultar las **Pautas de Calificación** en cualquier momento mientras respondes a las preguntas de respuesta abierta.

4. Usa las herramientas **Tachar**, **Resaltador**, **Nota**, **Lupa**, **Guía de línea** y **Calculadora** para ayudarte durante el examen.

Appendices

Test Directions for Section 1 and Section 2

Read these directions <u>carefully</u> before beginning the assessment. To look at these directions again, select the **? [Help]** button and choose the **Test Directions** tab.

GRADE 5 ONLY: This section of the test has multiple-choice questions, technology-enhanced questions and open-ended questions. Each multiple-choice question has four answer choices. Each technology-enhanced question has an area to interact with the question to make a response. Each open-ended question has one or more areas in which to enter your response(s). The open-ended questions may have multiple pages. These page numbers will be shown next to the question number, for example, "1 of 3."

GRADE 8 ONLY: This section of the test has multiple-choice questions, technology-enhanced questions and open-ended questions. Each multiple-choice question has four answer choices. Some multiple-choice questions will require you to use some information found in a science scenario. Each technology-enhanced question has an area to interact with the question to make a response. Each open-ended question has one or more areas in which to enter your response(s). The open-ended questions may have multiple pages. These page numbers will be shown next to the question number, for example, "1 of 3."

Answering Questions

Read each question carefully and choose your answer or enter your response.

1. For multiple-choice questions, first, find the answer to the question. Then, select the correct answer using the **pointer** tool.

    *   Only one of the answer choices provided is correct.

    *   To change an answer, use the **pointer** tool to choose a different answer.

    *   Select the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.

2. For technology-enhanced questions, read the directions for each question carefully.

    *   Some questions may ask you to interact with the question to make a response.

    *   Some questions may ask you to type your response or use online tools to provide your response.

3. For open-ended questions, use the keyboard or the equation builder to type your response in the areas provided.

    *   For questions that require using the equation builder, select the question mark button **[?]** in the upper-right corner of that feature. This will open **Help**, which offers descriptions about how to use that feature.

    *   An example of the scoring guidelines that professional scorers will use to evaluate your responses to open-ended questions can be found by selecting the **? [Help]** button and choosing the **Scoring** tab. You may refer to the **Scoring Guidelines** at any time while responding to open-ended questions.

4. Use tools such as the **Cross-Off**, **Highlighter**, **Notepad**, **Magnifier**, **Line Guide**, and **Calculator** to assist you during the test.

Navegación

1. Solo aparecerá una pregunta a la vez en la pantalla. Usa los botones **Sigue** y **Regresa** para ir de pregunta en pregunta o de página en página. También puedes usar la función Ir a Pregunta en la esquina superior izquierda para ir a una pregunta específica.

2. Cuando hayas respondido todas las preguntas, selecciona el botón **Revisar/Finalizar Examen** en la esquina superior derecha de la pantalla.

   • Las preguntas que marcaste o que no respondiste aparecerán en la pantalla. Selecciona esas preguntas para revisar tus respuestas o volver a las preguntas sin contestar.

   • Cuando termines y hayas revisado tus respuestas, sigue las instrucciones en la pantalla para salir del examen.

Consejos útiles

   • No hay límite de tiempo para terminar el examen.

   • Si necesitas tomar un descanso, selecciona el botón **Pausar el Examen**. Selecciona el botón **Reanudar** para continuar. Si te ausentas del examen por más de 20 minutos, deberás volver a iniciar sesión.

   • Para ver tu progreso en el examen, selecciona el botón **Revisar/Finalizar Examen**. Puedes ir a cualquier pregunta seleccionándola de la lista que aparece en la pantalla.

   • Selecciona el botón **? [Ayuda]** para encontrar más información.

Acuerdo del Código de Conducta

He leído, o me han leído, el *Código de Conducta para los Examinados*. Al seleccionar el botón 'Empezar el Examen' en la parte inferior de la pantalla, verifico que entiendo el *Código de Conducta para los Examinados*.

Navigation

1. Only one question at a time will appear on the screen. Use the **Next** and **Back** buttons to move from question to question or page to page. You can also use the Quick Navigation feature in the upper-left corner to move to a specific question.

2. When you have answered all the questions, select the **Review/End Test** button at the top-right of the screen.

   - Questions which you flagged or did not answer will appear on the screen. Select the questions to check your work or return to unanswered questions.

   - When you have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

- There is no time limit to finish the test.

- If you need to take a break from the assessment, select the **Pause Test** button. Select the **Resume** button to continue. If you are away from the assessment for more than 20 minutes, you will need to log back in.

- To see your progress on the test, select the **Review/End Test** button. You may go to any question by selecting it from the list that appears on the screen.

- Select the **? [Help]** button to find more information.

Code of Conduct Agreement

I have read, or have had read to me, the *Code of Conduct for Test Takers*. By selecting the 'Begin The Test' button at the bottom of the screen, I verify that I understand the *Code of Conduct for Test Takers*.

Appendices

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Appendix D:

Keyboard Shortcuts for System

Spanish Translation

A. Atajos de teclado del sistema para estudiantes que toman el examen en computadora

Estos atajos se pueden copiar de este folleto y reproducir según sea necesario. Las copias deben devolverse al administrador del examen para su custodia segura y posterior destrucción.

ATAJOS DEL SISTEMA

Atajos de Tecla-do	Función
Tab	Transfiere el foco de un botón al siguiente (**de izquierda a derecha**). El foco se indica con una línea en negrita que aparece debajo de la herramienta o botón de una función seleccionado al presionar la tecla Tab.
Shift + Tab	Transfiere el foco de un botón al siguiente (**de derecha a izquierda**). El foco se indica con una línea en negrita que aparece debajo de la herramienta o botón de una función seleccionado al presionar las teclas Shift y Tab.
Enter/Space Bar	Activa la herramienta o función resaltada por la línea en negrita. Al presionar Enter o la barra espaciadora nuevamente, se desactiva la herramienta o función (a excepción de las herramientas que mantienen el foco, como la herramienta Nota).
Esc	Cierra la herramienta Lupa y el botón '?' [Ayuda] cuando están activados. Si la línea en negrita está activa y presionas la tecla Esc estando en la barra de herramientas sin ninguna herramienta activada, la línea en negrita se moverá la herramienta puntero.
ABCD, abcd	Selecciona una opción de respuesta en una pregunta de opción múltiple. Seleccionar una de las opciones de respuesta activa o desactiva la burbuja de respuesta correspondiente. Se pueden usar letras mayúsculas o minúsculas.
Alt + X	Sale del sistema desde cualquier página que tenga un botón de salida (Salir).
Ctrl + {Left, Right, Up, Down Arrows}	Mueve cualquier herramienta emergente como el botón '?' [Ayuda] por la pantalla. (No funciona con la herramienta Nota).
Ctrl + Minus (Numerical Row)	Rota la herramienta activa 1 grado.
Up/Down Arrows	Mueven el cursor hacia arriba o hacia abajo dentro de una lista de opciones.
Enter	Selecciona la pregunta resaltada en la página Revisar o Finalizar Examen. Selecciona el botón Iniciar sesión después de ingresar el nombre de Usuario y la Contraseña. Selecciona el botón Sigue en la página de verificación del estudiante. Selecciona el botón Ir al número de página en el menú desplegable.
Alt—R	Activa el botón Revisar o Finalizar Examen y envía al usuario a la página Revisar Examen.
Alt—P	Activa el botón Pausar el Examen y pausa el examen.
Alt—F	Activa el botón Marcar Pregunta y marca o desmarca una pregunta.
Alt—B	Activa el botón Regresa y retrocede una pregunta.
Alt—N	Activa el botón Sigue y avanza una pregunta.

Atajos de Tecla-do	Función de Adaptaciones
F7	Activa el botón de "Puntos de Inicio" pa reproducir el audio de un punto selecciones cuando está activo (en una Mac use FUNC F7).
F8	Activa el botón Reproducir / Pausar cuando el audio está activo (en una Mac usar FUNC + F8).
Alt—O	Activa el botón Opciones para abrirlo o cerrarlo.

Appendices

A. Keyboard Shortcuts for System for Students Testing on Computers

These keyboard shortcuts may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts should be returned to the SAC for secure storage and destruction.

SYSTEM SHORTCUTS

Keyboard Shortcut	Function
Tab	Transfers the focus from one button to the next (**from left to right**). The focus is indicated by a bold line that appears under the selected tool or function button when the Tab key is pressed.
Shift + Tab	Transfers the focus from one button to the next (**from right to left**). The focus is indicated by a bold line that appears under the selected tool or function button when the Shift key and Tab key are pressed.
Enter/Space Bar	Activates the tool or function highlighted by the bold line. Pressing the Enter key or Space Bar a second time deactivates the tool or function (with the exception of tools that keep the focus, such as Notepad).
Esc	Closes the Magnifier and '?' [Help] button when activated. If the bold line is activated and the Esc key is pressed while on the tool bar without having any tools activated, the bold line will move to the Pointer button.
ABCD, abcd	Selects an answer option on a multiple-choice question. Entering one of the letters fills or unfills the letter bubble before each answer option. Both uppercase and lowercase letters can be used.
Alt + X	Exits the system from each page that has an Exit button.
Ctrl + {Left, Right, Up, Down Arrows}	Moves any pop-up tool like the '?' [Help] button around the screen. (Does not work with Notepad.)
Ctrl + Minus (Numerical Row)	Rotates the active tool 1 degree.
Up/Down Arrows	Moves the cursor up and down through a list of choices.
Enter	Selects the highlighted test question from the Review Test page. Selects Sign In button after Username and Password are entered. Selects Continue from the Student Verification Page. Selects the Go To Page number within the quick navigation dropdown arrow.
Alt—R	Activates the Review/End Test button and moves the user to the Review page of the test.
Alt—P	Activates the Pause Test button and pauses the test.
Alt—F	Activates the Flagged Question button and marks an item as flagged or removes a flag from an item.
Alt—B	Activates the Back button and moves the student back a question.
Alt—N	Activates the Next button and moves the student forward a question.

Keyboard Shortcut	Accommodations Function
F7	Activates "Start Points" (audio tracks) button when Audio is active (on a Mac use FUNC F7).
F8	Activates the Play/Pause button when Audio is active (on a Mac use FUNC F8).
Alt—O	Activates the Options button to open or close.

Appendices

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Appendix E:

Pennsylvania Calculator Policy

Spanish Translation

Pennsylvania
Department of Education

POLÍTICA DE USO DE CALCULADORAS EN PENNSYLVANIA

Si un estudiante decide usar una calculadora (que no esté incluida en las opciones en línea) para los exámenes de Keystone o PSSA, en las secciones donde se permita usar calculadora, el estudiante debe apegarse a las pautas indicadas abajo. Le corresponde al Coordinador de Exámenes de la Escuela asegurarse que se implementen y cumplan todas las reglas del uso de calculadoras e incluso asegurarse que las calculadoras no tengan programas u otros datos almacenados en su memoria que no sean los instalados de fábrica. Tome en cuenta que si un estudiante quiere restaurar los programas borrados, tendrá que guardar una copia de respaldo antes de la prueba. Además, se debe vaciar la memoria de la calculadora antes y después de cada sesión de la prueba. Esta tarea la debe realizar el administrador o supervisor de la prueba. Los estudiantes no realizan esta tarea.

Antes de la sesión de la prueba, el supervisor o administrador de la prueba debe activar el modo de prueba o modo de examen en las calculadoras que tienen el modo de prueba o de examen. Las instrucciones para activar el modo de prueba o el modo de examen se proporcionan en el sitio Web de PDE.

No se permite usar lo siguiente en los exámenes de PSSA o Keystone:

- Dispositivos cuyo propósito principal no es funcionar como calculadoras, tales como teléfonos celulares, teléfonos inteligentes, relojes inteligentes, agendas electrónicas, computadoras portátiles, tabletas, organizadores electrónicos de bolsillo, etc.
- Calculadoras con transmisión por ondas infrarrojas, Wi-Fi, Bluetooth o algún otro medio inalámbrico, a menos que se desactive esta función inalámbrica
- Calculadoras con Sistema Algebraico Computacional (SAC) integrado
- Calculadoras que hacen ruido, que tienen cinta de papel, que necesitan enchufarse o que hablan; estas calculadoras específicas pueden usarse solamente como acomodamiento requerido de acuerdo a las Pautas de Acomodamiento
- Calculadoras compartidas por estudiantes durante una sesión de prueba
- Ningún programa que no sea de fábrica con funciones (añadidas) y ninguna información almacenada en la calculadora

En esta política sobre el uso de calculadoras se pretende describir de manera general lo que no está permitido. No representa una lista exhaustiva y específica de calculadoras, aparatos o tecnologías que no se pueden usar en los exámenes de PSSA o Keystone. Tome en cuenta que a medida que la tecnología cambie, esta guía también puede cambiar.

Appendices

Pennsylvania
Department of Education

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.

Appendices

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Appendix F:

Code of Conduct for Test Takers

Spanish Translation

Pennsylvania
Department of Education

CÓDIGO DE CONDUCTA PARA LOS EXAMINADOS

DEBES…

- Escuchar, leer y seguir todas las instrucciones que te den.
- Hacer preguntas si no entiendes las instrucciones.
- Leer cada pregunta con atención, especialmente las de opción múltiple que piden "la mejor respuesta". Leer también las preguntas de respuesta abierta cuidadosamente antes de contestar.
- Tener cuidado al marcar tus respuestas para que no te saltes espacios ni llenes secciones equivocadas.
- Mantener la vista en tu examen.
- Contesta cada una de las preguntas.
- Verificar que hayas contestado todas las preguntas antes de enviar tus respuestas finales en línea.
- Notificar a tu maestro o al director de la escuela si sospechas que alguien está haciendo trampa.

NO DEBES…

- Tener apuntes en tu posesión durante el examen.
- Tener aparatos electrónicos no autorizados (teléfono celular, cámaras, teléfono inteligente, reloj inteligente, audífonos, etc.) en tu posesión durante el examen. Ten en cuenta que puedes tener una calculadora autorizada, si es que se aplica, durante el examen.
- Compartir la calculadora con los demás.
- Usar calculadora cuando no sea permitido.
- Hablar con los demás sobre las preguntas del examen, ya sea durante o después del examen. (Se debe asegurar a los estudiantes que pueden hablar sobre el proceso de evaluación o cualquier inquietud con sus padres o tutores.)
- Tomar notas acerca del examen para compartirlas con otros estudiantes.
- Salir de una sesión del examen en línea antes de que se termine o antes de que te indiquen que lo hagas.
- Usar las redes sociales para publicar información acerca del examen y/o preguntas del examen.

Pennsylvania
Department of Education

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.
- Keep your eyes on your own test.
- Answer each test item.
- Check that you have completed all the test items before you submit 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, cameras, smartphones, smartwatches, earbuds, smart glasses, etc.) in your possession during the test. Note, you may have approved calculators, if applicable, during the test.
- Share a calculator with others.
- Use a calculator when not permitted.
- 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.

Appendices

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Appendix G:

General Description of Scoring Guidelines

for Science Open-Ended Questions

Spanish Translation

Appendices

DESCRIPCIÓN GENERAL DE LAS PAUTAS DE CALIFICACIÓN PARA LAS PREGUNTAS DE RESPUESTA ABIERTA DE CIENCIAS

3 Puntos

- La respuesta demuestra una comprensión *profunda* del contenido, los conceptos y los procedimientos científicos requeridos por la(s) tarea(s).

- La respuesta proporciona una respuesta clara, completa y correcta, según lo requerido por la(s) tarea(s). La respuesta puede contener una pequeña imprecisión u omisión en el trabajo o en la explicación que no afecte la demostración de una comprensión *profunda*.

2 Puntos

- La respuesta demuestra una comprensión *parcial* del contenido, los conceptos y los procedimientos científicos requeridos por la(s) tarea(s).

- La respuesta es parcialmente correcta y demuestra una comprensión *parcial* del contenido, los conceptos y/o los procedimientos científicos requeridos, ya sea demostrados y/o explicados. La respuesta puede contener trabajo incompleto o poco claro.

1 Punto

- La respuesta demuestra una comprensión *mínima* del contenido, los conceptos y los procedimientos científicos requeridos por la(s) tarea(s).

- La respuesta es parcialmente correcta y demuestra una comprensión *mínima* del contenido, los conceptos y/o los procedimientos científicos requeridos, ya sea demostrados y/o explicados. La respuesta puede contener trabajo incompleto o poco claro.

0 Puntos

- La respuesta proporciona evidencia *insuficiente* para demostrar cualquier comprensión del contenido, los conceptos y los procedimientos científicos requeridos por la(s) tarea(s) para ese nivel de grado.

- La respuesta puede mostrar únicamente información copiada o reformulada de la pregunta, o información correcta *insuficiente* para recibir una puntuación de 1.

Categorías especiales dentro de cero, reportadas por separado:

BLK (en blanco) - No hay respuesta, hay una negativa escrita a responder o la respuesta es demasiado breve para poder evaluarla.
OT (fuera del tema) - La respuesta no corresponde a la tarea o al tema.
LOE (idioma distinto del inglés) - La respuesta está en un idioma diferente del inglés.
IL (ilegible) - La respuesta no se puede leer.

GENERAL DESCRIPTION OF SCORING GUIDELINES FOR SCIENCE OPEN-ENDED QUESTIONS

3 Points

- The response demonstrates a *thorough* understanding of the scientific content, concepts, and procedures required by the task(s).

- The response provides a clear, complete, and correct response as required by the task(s). The response may contain a minor blemish or omission in work or explanation that does not detract from demonstrating a *thorough* understanding.

2 Points

- The response demonstrates a *partial* understanding of the scientific content, concepts, and procedures required by the task(s).

- The response is somewhat correct with *partial* understanding of the required scientific content, concepts, and/or procedures demonstrated and/or explained. The response may contain some work that is incomplete or unclear.

1 Point

- The response demonstrates a *minimal* understanding of the scientific content, concepts, and procedures required by the task(s).

- The response is somewhat correct with *minimal* understanding of the required scientific content, concepts, and/or procedures demonstrated and/or explained. The response may contain some work that is incomplete or unclear.

0 Points

- The response provides *insufficient* evidence to demonstrate any understanding of the scientific content, concepts, and procedures as required by the task(s) for that grade level.

- The response may show only information copied or rephrased from the question or *insufficient* correct information to receive a score of 1.

Special categories within zero reported separately:

BLK (blank) - No response or written refusal to respond or too brief to determine response
OT - Off task/topic
LOE - Response in a language other than English
IL - Illegible

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Appendix H:

Software Tools and Features

for Test Administrators

Appendices

A. Software Tools and Features for Test Administrators

The online testing system includes tools and features to assist the TA in managing the test during the test administration.

B. Pause Test/Exit Function

There is a blue Pause Test button in the tool bar along the top-right of the screen. If a student needs to leave the computer lab/classroom for a short break (e.g., restroom break, office visit) during the test administration, the student should select this button to pause the test. Once a student selects this button, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test. A student can exit the test by selecting the Pause Test button and then selecting Exit.

The **Pause Test** function should be utilized if a student has to leave the computer station for any reason for a period of less than 20 minutes.

- There is a countdown timer that will appear on the Pause Test screen notifying the student of how much time is remaining before the test will be automatically exited.

- Upon resuming, the student is returned to the test where it was paused.

- All of the highlights, flags, cross-offs, and notepads will remain within the test session.

- If the student does NOT resume the test within 20 minutes of selecting the Pause Test button, the student will be exited from the test. The student will be able to use the same Test Ticket to log back in to the assessment.

The **Exit** function should be utilized if a student needs to exit the test session without submitting selected answers for scoring. The student should not **End** the test if the assessment has not been completed.

- The student will be able to use the same Test Ticket to log back in to the assessment.

- All of the highlights, flags, cross-offs, and notepads will remain within the test session.

- If there is an extenuating circumstance in which the student cannot complete the test in the same day, contact the School Assessment Coordinator (SAC) for guidance.

C. Interrupted Testing for Individual Students

Generally, the only reason that a student should be interrupted during testing would be if the Internet connectivity for that computer is lost. When a student's workstation has been configured with a Testing Site Manager (TSM), the student will be able to continue testing and will not be aware of the loss of Internet connectivity until the student attempts to exit the assessment or attempts to submit the assessment for scoring. If Internet connectivity is not present at that time, a warning message will be displayed. If this happens, the TSM will store the student's responses and will transmit them for scoring when the Internet connection for the TSM is restored. If a student's workstation is not configured to utilize the TSM and the Internet connection is lost, a message will be displayed and the test session will close. The student may then log in to any computer with an available Internet connection to continue testing.

D. Interrupted Testing for a Group of Students

In the event that a whole class needs to stop testing (e.g., a fire drill, electrical outage, or other emergency), the TA should instruct all students to either Pause Test or Exit the test. If the student is not finished with the test, the student should not **End** the test. The student should select the **Pause Test** button and then the **Exit** button.

Note: If students do not pause or exit the test, an inactivity feature will also exit the student from the test if any mouse and/or keyboard activity is absent for 20 minutes.

- If students will return within 20 MINUTES, instruct all students to PAUSE their tests or the TA may PAUSE their tests for them. If they do not pause, the test will automatically exit the student after 20 minutes of mouse and/or keyboard inactivity.

- If students will not return within 20 MINUTES, instruct all students to EXIT the test (select Pause Test and then EXIT) or the TA may EXIT the tests for them.

- If it is uncertain whether students will return within 20 MINUTES, instruct all students to PAUSE their tests or the TA may PAUSE their tests for them.

If an unforeseen emergency occurs during testing (e.g., a fire drill, electrical outage), the TA must notify the SAC, District Coordinator, or District Technology Coordinator. Under emergency circumstances, PDE will provide additional instructions on how to proceed.

PDE has DRC (the test contractor) prepare a report on excessive logins by the same student to an online assessment. Please keep a record of system failures such as the loss of the Internet, etc., in the event an excessive login report regarding any of your students is questioned.

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Appendix I:

Student Login Tasks

Student Login Tickets (Test Tickets) are secure materials and must be treated appropriately. The Student Login Roster provides a list of students who are registered as part of a Test Session to participate in an assessment. Below is a list of tasks that should be performed to properly handle, distribute, and collect the Student Login Tickets.

A. Prior to Testing

1. Review the Student Login Roster to ensure all students scheduled to test have a login ticket and that all student information is correct, including embedded accommodations, if applicable to the assessment specified above.

2. If students are missing from the Student Login Roster, make the proper adjustments to the Test Session specified above and reprint the Student Login Tickets.

3. If a student is missing an embedded accommodation or has been incorrectly assigned an accommodation, notify your School Assessment Coordinator and reprint the Test Ticket after the embedded accommodation has been assigned.

4. If student information is incorrect, make note of it and notify your School Assessment Coordinator.

5. Separate Student Login Tickets (Unique Test Tickets for each session).

B. When Students Are at Their Computer Stations

1. Distribute the Student Login Tickets (Unique Test Tickets for each session) to the students.

2. Ensure that students with embedded accommodations noted on their Student Login Tickets are seated at a computer that has been set up to handle embedded accommodations.

3. Instruct the students to log in to the assessments using the Username and Password on their Student Login Tickets.

C. When Students Are Finished Testing

1. Collect all Test Tickets immediately after students have successfully logged into the assessment and return them along with the Student Login Roster to the School Assessment Coordinator.

NOTE: The Username on the Student Login Ticket is the student's PAsecureID and can be used to verify that students receive the correct Student Login Ticket.

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