Keystone Exams Assessment Coordinator Training

DRC Contact Information:
  Toll free number: 1-800-451-7849
  Email: pacustomerservice@datarecognitioncorp.com

PDE contact information
  Phone number: 717-787-4234
      or: 717-705-2343

Slide 2

Accountability

Any questions concerning accountability (SPP) reporting should be directed to the Department of Education's PDE Division of Performance Analysis and Reporting.

Email your questions to ra-pas@pa.gov

Slide 3

Agenda

- Introductions – PDE
- Policy – PDE
- Keystone Exams – PDE
- Planning for the Assessment – PDE
- Participation in the Assessment – PDE
- Administering the Assessment – PDE
- Monitoring - PDE
- Data Recognition Corporation General Information – DRC
- Paper/Pencil Administration – DRC
- Online Administration – DRC

Slide 4

General Overview

- All policy decisions come from PDE
- All Keystone Exam logistics are the responsibility of DRC and include:
  - ✓ Delivery of Paper Materials
  - ✓ eDIRECT System
  - ✓ Insight System (DRC's online test engine)

Slide 5

Policy
Federal accountability requirement
- Students are required to take the Keystone Exams at least one time prior to (or during) the spring administration of their grade 11 year. All student results are banked.
- Students who attempted the Winter Keystone Exams and did not score proficient or above are permitted to retake the Keystone Exams during the spring 2015 window.

Chapter 4. Academic Standards and Assessment

Policy

Graduation (state requirement)
The class of 2017 is the first class that will be required to demonstrate proficiency on the Algebra I, Literature, and Biology Keystone Exams to graduate.

PA Code 4.24.High school graduation requirements

Keystone Exams
• Information Guide
• Test Definitions
• Item and Scoring Samplers
• Scoring Guidelines (Handbook, Appendix G)

Additional Resources:
- PDE Standards Aligned System (SAS) website; Keystone Exams

- DRC eDirect site

Planning for the Assessment
• Paper or Online
    • Guidance Document for Online Testing

• Administration Materials
    • Handbook for Assessment Coordinators
    • Directions for Administration

• Resources
    • Getting Ready
    • Test Definitions
    • Item and Scoring Samplers
    • Anchors and Eligible Content

Planning for the Assessment

• Accommodations
    • Accommodations Guidelines
    • Guidelines for ELLs

• Calculators
    • Online Calculator Manual
    • Calculator Policy

• General Scoring Guidelines

• Calendars

Keystone Exams Administration

Planning for the Assessment
- Part VII, Handbook for Assessment Coordinators
  - Scheduling the Exams
  - Parent/Guardian Notifications
  - Preparing Students
  - Preparing the Classroom
  - Extended Sessions
  - Make-Ups
  - Opt-Out (Appendix F)
  - Parent Information (Appendix A)
  - Student Prep (Appendix D)
  - Calculators (Appendix C)

Keystone Exams Administration

Participation in the Assessment
- Part II – Handbook for Assessment Coordinators
  - Accommodations
  - ELLs
  - Non-Assessed Students
  - Miscellaneous
  - Withdrawal
  - Suspended/Expelled
  - Home Education

Keystone Exams Administration

Participation in the Assessment
- Accommodations Guidelines
  - Read Aloud
  - Small groups
  - De-spiraling
  - Concussion
  - Broken Arm
  - Scribing
  - Unique Accommodations
  - Accommodations Section

Keystone Exams Administration

Participation in the Assessment

English Language Learner (ELL) students are treated the same as every other student with the following exceptions:
- Participation in the Algebra I and Biology exams are mandatory.
- Participation in the Literature exam is optional for students in their first year of enrollment in a U.S. school.

Keystone Exams Administration

Participation In the Assessment

Pennsylvania Alternate System of Assessment (PASA) Students

Eligible students in grade 11 will participate in the PASA for math, reading, and science instead of the Keystone Exams during the spring PASA window.

Pennsylvania Alternate System of Assessment (PASA); jmachella@pa.gov

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Keystone Exams Administration

Administering the Assessment

- Handbook for Assessment Coordinators, Part 1 and Appendices B thru E
  - Training
  - Roles and Responsibilities
  - Test Security
    - Chain of Custody
    - Common Violations
    - Potential Consequences for Violations
    - Cautions

Keystone Exams Administration

Training

- District Assessment Coordinator
- School Assessment Coordinator
- Test Administrator/proctor
  - PSTAT
    - Go to www.pssatraining.com
    - Technical Support - Contact DRC at 844-734-1422 or pstat@datarecognitioncorp.com
- Other (General)
- Test Security Certification documents (Appendix E, Handbook for Assessment Coordinators)

Keystone Exams Administration

Roles and Responsibilities

District Assessment Coordinator (DAC)

- Attend required PDE training
- Update eDIRECT accounts for district and school users
- Review all *Directions for Administration* (DFA) manuals, the *Handbook for Assessment Coordinators*, and *Online User Guides* (if testing online)
- Review your district's procedures for home-schooled students
- Review your district's policy for handling cyber charter school requests to test their students

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Roles and Responsibilities

District Assessment Coordinator (DAC)
- Train school assessment coordinators
- Receive and inventory tests
- Distribute tests to school assessment coordinator(s)
- Collect tests from school assessment coordinator(s)
- Inventory, package, and return tests to DRC

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Roles and Responsibilities

School Assessment Coordinator
- Attend training offered by DAC
- Update eDIRECT accounts for Test Administrators (if testing online)
- Review all *DFA's*, the *Handbook for Assessment Coordinators*, and *Online User Guides* (if testing online)
- Train Test Administrators and Proctors
  Note: Test Administrators must be a member of the school/district staff (includes substitute teachers). No volunteers.

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Roles and Responsibilities

School Assessment Coordinator (cont)
- Create testing schedule, including:
  - Be prepared for parental requests to view the test Parental review must be done with a paper assessment booklet
  - Schedule small group setting(s)
  - Schedule extended time setting(s)
  - Assign test administrators for breaks and movement to other setting(s)
- Receive tests from District Assessment Coordinator (ship to district sites) or DRC (ship to school sites)

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Roles and Responsibilities

School Assessment Coordinator (cont)
- Inventory tests for school, order additional materials if needed
- Create Test Sessions in eDIRECT (if testing online)
- Put labels on test booklets (Do not open test booklets while doing this!)
- Distribute tests to Test Administrators on the day and time scheduled for test administration

Roles and Responsibilities

School Assessment Coordinator (cont)
- Monitor testing sessions
- Collect tests from Test Administrators
- Make sure no prohibited materials are on the classroom or hallway walls
- Make sure tests are in a locked area with controlled and limited access
- Return all tests to District Assessment Coordinator (ship to district sites) or DRC (ship to school sites)

Roles and Responsibilities

School Assessment Coordinator (SAC)

As the School Assessment Coordinator, you are responsible for the security and proper administration of the PSSA

Roles and Responsibilities
Test Administrator
- Attend training led by School Assessment Coordinator
- Review all *DFA's* and *Online User Guides* (if testing online)
- Be familiar with all testing protocols, including the *Ethical Standards of Test Administration*
- Follow all testing protocols
- Sign the *Test Security Certification* statement
- Make sure students understand the *Code of Conduct for Test Takers*
- Make students familiar with testing procedures
- Answer any questions students may have about test directions

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Roles and Responsibilities
Test Administrator (cont)
- Actively monitor the test session
- Maintain a calm, quiet environment during testing
- Collect test materials as soon as a student indicates he or she is finished
- Collect and return test books to the School Assessment Coordinator when testing is complete
- Report any suspected testing violations to the School Assessment Coordinator and to PDE
- Note: Student teachers may be in the testing room but may **not** be test administrators or proctors.

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Test Security

PAsecureID List Distribution
- School assessment coordinators must generate a list(s) of students *by PAsecureID* to show all students taking the PSSA
- The list must include for each student the test administrator (TA) name, school, year, and subject being administered
- Student names should not be included on this list
- All lists must be retained at the district/school for three years and be available when requested by PDE

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Test Security

- 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/Test Administrators should not have assessment materials in their possession at any time other than during the actual assessment administration

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Test Security

Test Security Certifications
- The Test Security Certifications must be signed after the assessments are administered
  - District Assessment Coordinator (DAC), School Assessment Coordinator (SAC) and Principal, Test Administrator (TA) and Proctor (if applicable)
  - Provided in Appendix E of *Handbook for Assessment Coordinators*
- All other individuals handling secure materials MUST have a signed General Test Security Certification on file
- The chief school administrator must retain all certifications for three years
- DO NOT return these forms to DRC

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Test Security

Test Security Certifications

- If an individual does not sign the appropriate Test Security Certification, the chief school administrator must provide the PDE's Bureau of Curriculum, Assessment and Instruction with a written explanation of the reason or reasons why the certification was not executed. The explanation must provide a description of the action taken by the chief school administrator in response to the failure to execute the Test Security Certification

Chain of Custody

- Tests must be secured and accounted for at all times
- District Assessment Coordinators must inventory the tests as soon as they arrive in the district and keep them in a locked storage area that has limited access
- School Assessment Coordinators must inventory the tests as soon as they arrive in the school and keep them in a locked storage area that has limited access

Chain of Custody (cont)

- When distributing tests to or collecting tests from Test Administrators, the tests should be counted by the School Assessment Coordinator and/or designee(s) in the presence of the Test Administrators
  - PDE recommends the use of a sign-off sheet.
- Tests must be collected by the School Assessment Coordinator as soon as a testing session is completed

Chain of Custody (cont)

- Tests must be stored in a locked storage area
- Only people who require access to the tests should have a key to the storage area
- Samples of the test booklets are **NOT** to be furnished to the Test Administrators as part of the training
- Test Administrators must **NOT** receive any test booklets until the test is to be administered

Common Violations
The following are examples of testing violations. This is **NOT** an exhaustive list.
- Misuse of accommodations (e.g., reading the math test to the entire class; reading aloud the reading test)
- "Under" proctoring (e.g., inadequately monitoring the testing session)
- "Over" proctoring (e.g., reminding a student without the appropriate accommodation to answer a specific question)

Common Violations (cont)

- Changing answers or encouraging students to change their answers
- Discussing the test or test questions with individual students
- Reading aloud a math question or answer choice when doing so cues the correct answer
- Not removing or covering instructional materials in the testing room or the hallways
- Allowing students to possess cell phones during testing

Common Violations (cont)

- Giving reminders to individual students or to the entire class (e.g., "Remember, we covered this last week")
- Allowing students to have devices in the testing room that take pictures
- Copying or recording any part of the secure test materials
- Viewing secure test material by teachers, proctors, administrators, etc.
- Returning test materials to students to complete or enhance answers

Potential Consequences of Testing Violations
For Educators
- Verbal reprimand
- Written reprimand
- Suspension with or without pay
- Termination
- Revocation of certification
- Criminal charges

Potential Consequences of Testing Violations
For Students
- "Do Not Score" label will be placed on the student's answer booklet and the student must retake the exam during the same administration testing window in order to receive a score
- Other consequences for students violating test security are up to the individual LEA
- Students should be made aware of all consequences prior to testing
- ALL test security violations by students must be reported to PDE immediately

Cautions!

- <u>Do</u> actively proctor the test but do not over proctor
- <u>Do</u> encourage the class to check their answers but do not encourage specific students to check their answers
- <u>Do</u> report all prohibited actions
- Do <u>not</u> review student test or answer booklets (except as stated in the Administration Manual and the Accommodations Guidelines).
- Do <u>not</u> provide answers to students.
- Do cover all materials on the walls that relate to tested content, including motivational posters.
- Do ensure students sitting next to each other have different test form numbers.

Cautions!

- Do <u>not</u> assist, direct, or counsel students during the administration of the test in any way that would influence student answers
- Do <u>not</u> alter, influence, or interfere with a test response in any way, fill in any unanswered item, or instruct a student to do so.
- Do <u>not</u> discuss or provide feedback regarding test items.
- Do <u>not</u> direct students to use the answer sheet as scratch paper or as a method to eliminate incorrect answer options.
- Do <u>not</u> allow students to do work in tested subjects when they finish.

Monitoring

- Types
  - Data forensics
  - On-site visits (unannounced)
  - Remote monitoring system
- Documentation

Questions? – crweller@pa.gov

Data Forensics

Examples of data available to PDE
- Student erasures
- How long it takes a student to answer an item when taking the test on a computer
- When answers are changed and how often they are changed on a computer
- Statistical analyses of student scores and performance

Documentation
- Documents (not an exhaustive list)
  - Training agendas and sign-in sheets
  - Master Test Schedule, including small group rosters
  - Make-up Test Schedule
  - PASecureID List Distribution with TAs/Proctors
  - Written procedure for handling breaks/disruptions
  - Written school/district specific procedures for parents to view the test
  - Parental Opt-out Request Letters
  - Test Security Certification Statements from previous year
  - PSTAT Certificates
  - Sign-in/Sign-out sheet for test distribution

Contact Information

To report suspected violations, contact PDE at 717.787.4234

Additional Test Security Contact Information

Jay Gift: 717.783.1144 or rgift@pa.gov
Kerry Helm: 717.783.6538 or khelm@pa.gov
Charlie Wayne: 717.783.0358 or cwayne@pa.gov

DRC General Information

DRC General Information

2015 Spring Keystone testing window is May 13 – 27.

NOTE: Make-ups can occur anytime during the PDE-established window.

Materials should be returned when the majority of the population has completed an assessment.

Ensure that early returns do not include booklets for students who need a make-up session.

DRC General Information

Description	Date Available
PA Online Assessment Software and Test Tutorials	Currently Available
PA eDIRECT Test Setup System	Currently Available
Handbook and User Guides (PDFs on eDIRECT)	Currently Available
Handbook and DFA Hardcopies Delivered	Already Delivered
Secure Materials Delivered	By April 29, 2015
Spring Testing Window	**May 13 – 27, 2015**
All Materials out of schools	No later than June 1, 2015
Spring Keystone Corrections Window	June 22-24, 2015
Spring Keystone Data files delivered	July 8, 2015

DRC General Information

If a student begins a test but is completely removed from the school's enrollments:

- Paper pencil testers – If at least one module is complete, return the booklet as is. If neither module is complete, place a "Do Not Score" label on top of the student label on the booklet.
- Online testers – Send an email with student information (PAsecureID and School Code) and an explanation to pacustomerservice@datarecognitioncorp.com.

Paper/Pencil Administration

Materials Receipt Notice

- Notice of secure material receipt MUST be provided via eDIRECT
- Permissions have been granted to District Assessment Coordinators
- District Assessment Coordinators can provide permissions to School Assessment Coordinators

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The Materials Receipt Notice must be completed in eDIRECT for every site that receives materials directly from DRC.

School Assessment Coordinator accounts in eDIRECT are established by the District Assessment Coordinator.

Accommodated Materials

- Accommodated assessments are available in Braille and Large Print versions
  - All student responses from accommodated assessments must be transcribed into a scannable answer booklet
- A Spanish-translation version of the Algebra I and Biology exams are available


Additional Materials

- Inventory/account for all materials as soon as possible
- Additional materials should be requested AFTER material has been received and counts have been verified
- All orders will be placed through eDIRECT, which will be available by April 29, 2015
- Order additional materials as soon as possible

Additional large print and Spanish-translation booklets must be ordered through eDIRECT.

Contact DRC Customer Service for additional Braille booklets.

Additional Materials Requests will be processed after the initial shipment of secure materials.

Match Booklets by Form Number
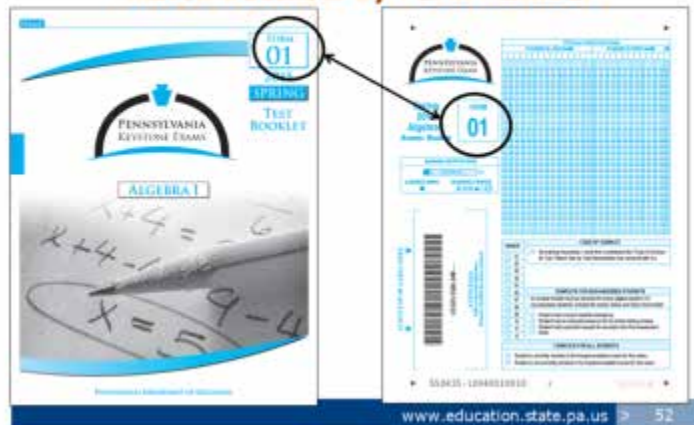
Barcode Labels

- Answer booklets returned to DRC for processing must have a label attached. The only answer booklets that should **NOT** have labels attached are booklets that are unused and **COMPLETELY** blank.
- For all students, the Enrolled In Course bubble on page 1 needs to be completed

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The form numbers on the test and answer booklet MUST match to ensure accurate scoring of student responses.

It is important one of these bubbles is marked for each student because the information is used for PVAAS calculations.

Barcode Labels

STUDENT PRECODE LABELS

Student Precode Labels contain student demographic information as reported in eDIRECT. If a student withdraws or transfers prior to the start of the testing window, discard student label.

NAME: ORROCK, STACEY M.
DIST: TREE FROG AREA SD
SCHL: GILLIN SHS
AUN: 123456789-000009999

SPRING KEYSTONE
2015   ALG I
ID: 1234567890
DOB: 01/05/2002

P550435   199999999   9

DO NOT return a used answer booklet to DRC without a barcode label affixed to the front cover.

Precode labels for students no longer enrolled in your school should be destroyed.

DRC cannot update a student's record with new PIMS data if the name or PAsecureID printed on the precode label is different than the information in PIMS during the testing window.

Barcode Labels

DISTRICT/SCHOOL LABELS

District/School Labels contain district and school specific information only. These labels must be used when Student Precode Labels are not used.

2015 SPRING KEYSTONE
DIST: TREE FROG AREA SD
SCHL: GILLIN SHS
AUN: 123456789-000009999

L550435   12999999   9

Barcode Labels

DISTRICT/SCHOOL LABELS (cont)

When using District/School Labels, the student's name, birth date, and PAsecureID must be bubbled **exactly** as it appears in your school's student information system.

2015 SPRING KEYSTONE
DIST: TREE FROG AREA SD
SCHL: GILLIN SHS
AUN: 123456789-000009999

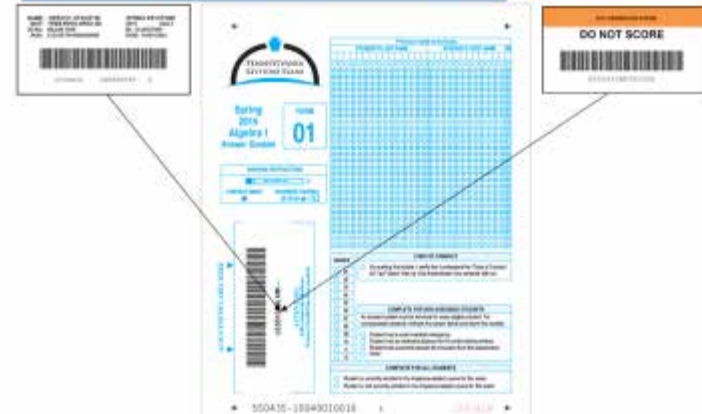L550435   12999999   9

When using District/School Labels, the front cover and all applicable items on page 2 of the answer booklets must be hand-bubbled.

A student's name, PAsecureID, and birth date must be bubbled on the answer booklet exactly as it appears in PIMS in order to match the student to the PIMS file for reporting.
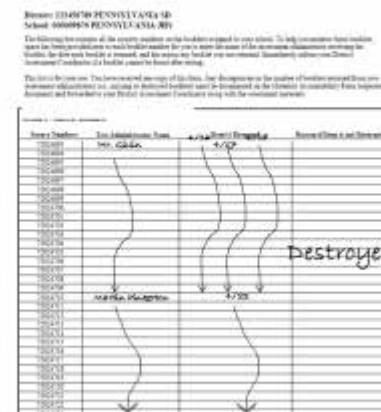
Do Not Score Labels must be affixed over any label already on the booklet.

Keep your security checklists on file after you've returned your materials to DRC. The checklist can be very beneficial in determining the location of a missing booklet.

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Materials Accountability Form

- Available electronically via the eDIRECT website
- Inventory all materials to be returned to DRC
- Document discrepancies in the online form
- Form can be accessed and updated throughout the testing window
- Updates should be made by June 5, 2015

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Return instructions for answer booklets
- Answer booklets must be sealed in bags and packed in boxes for return to DRC. Use appropriate packing material to fill empty space.

DATA RECOGNITION CORP.
8900 WYOMING AVE. N.
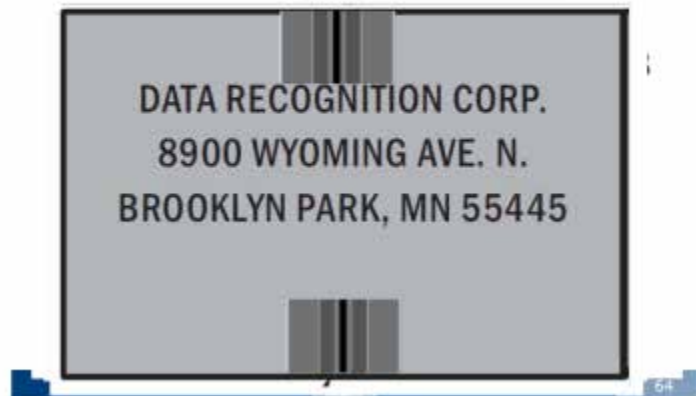BROOKLYN PARK, MN 55445

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Every testing site is responsible for completing their Materials Accountability Form via eDIRECT.

The Materials Accountability Form is your tool for notifying DRC of discrepancies in the receipt or return of secure materials.

Remember that all answer booklets (used and unused) should be boxed separately from test booklets.

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Return instructions for answer booklets

DATA RECOGNITION CORP.
8900 WYOMING AVE. N.
BROOKLYN PARK, MN 55445

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Return instructions for test booklets and unopened packages.
- Do not need to be bagged. Can be placed directly into box.
- Use appropriate packing material for filler.

Paper

DATA RECOGNITION CORP.
8900 WYOMING AVE. N.
BROOKLYN PARK, MN 55445

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Use the box-flaps labeled A and B to affix the appropriate Return Shipment labels.

Test booklets and unopened packages (shrink-wrapped packs) do not need to go into a plastic bag.

Return instructions for test booklets and unopened packages.

DATA RECOGNITION CORP.
8900 WYOMING AVE. N.
BROOKLYN PARK, MN 55445
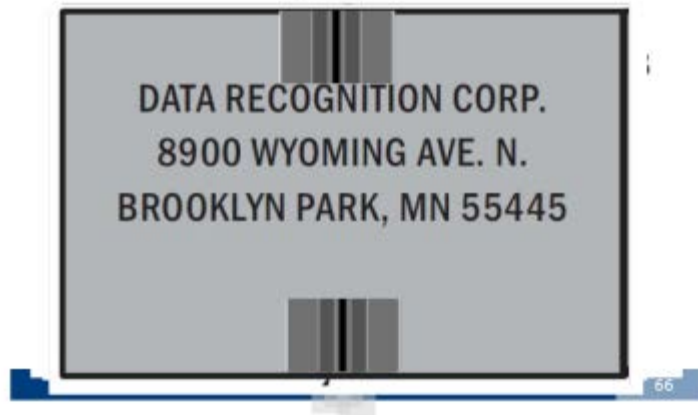
Follow the same labeling and sealing procedures for the boxes of test booklets.

Return instructions

Material pick-up

If you do not have a regularly scheduled UPS pick-up or delivery, call UPS at 866.857.1501 to arrange a pick up at least 24 hours prior to your requested pick-up

All booklets must be shipped by June 1, 2015.

Special note

- Keep a copy of the UPS-RS tracking numbers used
- If DRC has questions about a district's assessment materials, we make follow-up phone calls after the testing window has closed
- It is important to return these calls as soon as possible in order ensure fast and accurate reporting and to keep your schools off the missing materials report sent to PDE

Make sure that school personnel answering phones know who is responsible for handling PSSA questions from DRC.

Online Administration

System Overview

- Internet connectivity is required for testing
- The PA Online Assessment software must be installed on all computers to be used for testing
- iPADs and Chromebooks are allowable devices
- Student responses are regularly saved to DRC servers throughout testing
- A Testing Site Manager (TSM) is recommended

The Online Process

1. Technology
   - Install all required software
2. Prepare the Students
   - Tutorials and Online Tools Training (OTT)
3. Manage Students
   - Verify, add, and update student information
   - Create test sessions
   - Print test tickets
4. Administer the Assessments
   - Actively monitor
   - Unlock tickets

Technology

- All required software is available for download from eDIRECT

Technology User Guide can be found on eDIRECT under General Information/Documents

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Prepare the students - PA Online Assessment Tutorials

The online tutorials are videos that demonstrate how to use the DRC Insight test engine.

- Prior to online testing, ensure students view the video tutorials for the applicable subject(s)
- Allow a minimum of 20 minutes for viewing

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Prepare the students - Online Tools Training

- Students can practice using the online tools and become familiar with functionality of the software
- Schedule time for students to take the Online Tools Training (OTT) prior to testing
    - One OTT for each subject
    - Allow 15 minutes to take a single OTT
- District Assessment Coordinators, School Assessment Coordinators, and Test Administrators should use the OTT prior to administering an assessment

PA Tutorials can be found on eDIRECT under Test Setup/General Information. Also the tutorials are downloaded with the testing software.

The Online Tools Trainings (OTTs) are downloaded with the test engine software.

The OTTs provide hands-on experience of the tools including online accommodations.

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Prepare the Students - Online Tools Training

- Access by double-clicking PA Online Assessments icon on computer desktop
- Then choose Online tools Training
- Then follow the directions above the login area

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Manage Students - Verify student data

- Student data received from a PIMS file cannot be updated in eDIRECT
- If a student is not listed in eDIRECT, the student must be added to the system

Audio, Color Chooser, and Contrasting Text Chooser accommodations can be accessed through the Online Tools Training. "Audio" or "color" must be added after the username.

If the student's name, PAsecureID, or birthdate is incorrect, do not add the incorrect record to the test session. A new record must be uploaded to eDIRECT. If any other demographic information is incorrect, the record can be used. Make sure PIMS is updated so the correct demographic information is provided to DRC.

Manage Students – Update Student Data - Accommodations

- *On the Edit Student* page, use the Accommodations tab to enter accommodations.
- The Audio and Color Chooser accommodations must be updated prior to testing.

Manage Students – Create Test Sessions

- A student can only be in one session per content.
- If a student is no longer testing online, remove student from the session.
- Test tickets are generated by subject for each student in a session.
- For easier ticket management, create sessions for the different classes, times, etc.

Audio, Color Chooser, and Contrasting Text Chooser accommodations must be added prior to the student starting the test.

Test Setup User Guide is available on eDIRECT under General Information/Documents.

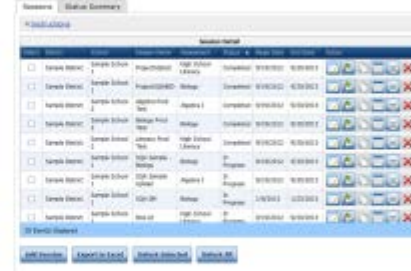Test Sessions can be added individually or with an upload file.

Manage Students – Student Login Tickets

- Click **Print All** to print the test tickets for all students in the session or select individual students and click **Print Selected** to print individual tickets.
- All tickets must be stored in a secure location.
- Give tickets to Test Administrators on the day of testing.

Manage Students – Test Sessions

- Assessment coordinators have the ability to check sessions and student status.
- The review of session and student status assists with managing make-up sessions.
- Session exports provides rosters and statuses.

Administer the Assessments

- Actively monitor student testing
- Monitor and record student logins
  - Pausing and accidentally exiting the test
  - Loss of Internet connectivity
  - Student needs extended time
- Ability to unlock student test tickets
  - Wrong ticket is used
  - Student goes home ill before completing online assessment

Keep a record of each extra login

Administer the Assessments - Status Reports

- Cumulative Student Status Report
  - Shows student testing status, accommodations, and testing codes
- Excessive Login Report
  - Is a cumulative report showing the number of logins for each test ticket
- Daily Student Resets Report
  - Keeps record of each ticket unlocked

These are district level reports and access has been assigned to the District Assessment Coordinators.

Permission needed is Status Reports-District Reports

Administer the Assessments - Collect materials

- Test Administrators must return all student login information and scratch paper to the School Assessment Coordinator
- After testing is complete, School Assessment Coordinators must destroy the documents to ensure that secure data is not compromised
- Test Tickets should be handled similar to secure testing materials

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Additional contact information

PDE
Call 717.787.4234 or 717.705.2343

DRC CUSTOMER SERVICE
Call 1-800-451-7849
or email
pacustomerservice@datarecognitioncorp.com