2019-2020 Winter Keystone Exams Administration | **DRC**

2019-2020
Winter Keystone Exams
Assessment Coordinator
Training

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2019-2020 Winter Keystone Exams Administration | **DRC**

DRC General Information

DRC INSIGHT Portal - **https://pa.drcedirect.com**

- Uses a single user ID and password that is used for all administrations.
- Prior to each assessment, DRC will grant assessment permissions to the District Assessment Coordinator.
- The District Assessment Coordinator is responsible for assigning permissions to other users.

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2019-2020 Winter Keystone Exams Administration | **DRC**

DRC General Information

Materials Receipt Notice - Used for confirming receipt of secure materials, one entry for each wave used.

Additional Materials - Will be available on November 18, 2019.

Materials Accountability Form - Form can be updated throughout the testing window.

Keystone Corrections - Corrections Window is February 18-21, 2020.

Announcements Page
User guides for using DRC software and systems
All Online Assessment Software downloads
Online Tutorials

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DRC General Information

The Pennsylvania State Test Administration Training Site (PSTAT) is where District Assessment Coordinators, School Assessment Coordinators, Test Administrators, and Proctors complete their training for the Pennsylvania State Assessments.

All coordinators, administrators, and proctors must complete the training prior to the administration of the PSSA or Keystone Exams in the 2019-2020 school year.
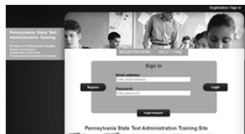
www.pstattraining.net

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2019-2020 Winter Keystone Exams Administration | DRC

DRC General Information

Accommodated Assessments
- Braille and Large Print versions
  - ✓ All student responses from Braille and Large Print versions must be transcribed into a scannable answer booklet.
- A Spanish-translation version of the Algebra I and Biology exams is available.
- Audio versions of the Algebra I and Biology exams are available online.
- Video Sign Language versions of the Algebra I and Biology exams are available online.
  - ✓ Make sure all online accommodations are indicated on the student record prior to testing.

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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 – If the student is in the middle of a module, send an email with student's PAsecureID and module tested to pacustomerservice@datarecognitioncorp.com with the subject line "Do Not Score Online Test."

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DRC General Information

A student's proficiency on another state's graduation assessment may be eligible to have his/her non-Pennsylvania proficiency applied to the Keystone Exams graduation requirement.

The decision is made by the school principal. If the decision is made to accept the out-of-state assessment, please contact Jay Gift at PDE, rgift@pa.gov, **before** the assessment for additional information.

It is important that a booklet gets returned for these students for each subject.

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2019-2020 Winter Keystone Exams Administration | **DRC**

DRC General Information

Winter Testing Dates:

Wave One - December 2-13, 2019
Wave Two - January 6-17, 2020

Subjects must be completed within the wave chosen during the enrollment system.

Make-ups can occur anytime during the wave.

For students using the large-print or Braille transcription accommodation, make sure that all items in all sections have been completed.

Check that all booklets that require scoring have a precoded label or district school label affixed to the booklet.

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DRC General Information

Description	Date (s)
PA Online Assessment Software and Test Tutorials	Currently Available
Test Setup System	Currently Available
Handbook and User Guides (PDFs on eDIRECT)	Currently Available
Handbook and DFA Hardcopies Delivered	Already Delivered
Wave One Secure Materials Delivered	By November 18, 2019
Wave One Testing Window	**December 2-13, 2019**
Wave Two Secure Materials Delivered	By December 18, 2019
Wave One Secure Materials Shipped to DRC	By December 18, 2019
Wave Two Testing Window	**January 6-17, 2020**
All Materials out of schools – Any booklets shipped after this date may not get scored and the student will not receive a score report	**January 22, 2020**
Winter Keystone Corrections Window	February 18-21, 2020
Winter Keystone Data files delivered	March 3, 2020

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Paper/Pencil Administration

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Barcode Labels

Answer booklets returned to DRC for processing must have a label attached. This includes answer booklets that are:
- Partially complete due to absent without make-up.
- Incomplete for an enrolled student who was not assessed (e.g., Medical Emergency, Parental Exclusion).

The only answer booklets that should **NOT** have labels attached are booklets that are unused and **COMPLETELY** blank.

If you return a used booklet without a label, it may not get scored and the student will not receive a score for his/her efforts.
If you place a label on a booklet but do not use the booklet, you will have records in the corrections system with no name.

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PRECODE LABELS

- Labels are delivered and slip-sheeted by subject, grade, test session (when applicable).
- DO NOT make copies.
- Discard the label if a student is no longer enrolled with your district and school.
- Verify that the First Name, Last Name, PAsecureID, and Date of Birth are accurate.

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2019-2020 Winter Keystone Exams Administration DRC

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.

All applicable items on page 2 of the answer booklets must also be hand-bubbled.

When using District/School Labels, the student's name, Date of Birth, and PAsecureID must be bubbled exactly as it appears in PIMS in order to match the student to the PIMS file for reporting.
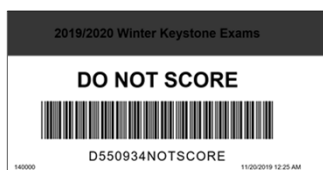
If a student uses an accommodation, page 3 of the answer booklet will need to be completed, regardless of label type. Accommodation information is not received from PIMS.

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2019-2020 Winter Keystone Exams Administration DRC
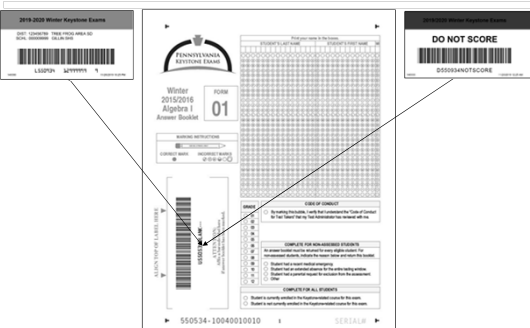
DO NOT SCORE LABELS

All sites will receive Do Not Score Labels for answer booklets that should not be scored.

2019/2020 Winter Keystone Exams

DO NOT SCORE

D550934NOTSCORE

140000   11/20/2019 12:25 AM

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Returning Secure Materials

1. Transcribe Large Print, Braille, and other special accommodation responses into the form appropriate scannable answer booklet
2. Confirm every used answer booklet has a barcode label affixed to the front cover
3. Separate answer booklets from test booklets (except shrink-wrapped packs) making sure there are no "tucked" answer booklets inside test booklets
4. Complete the Materials Accountability Form

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2019-2020 Winter Keystone Exams Administration DRC
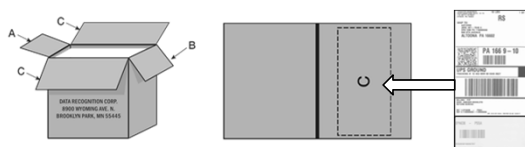
Return instructions for answer booklets
- Answer booklets must be sealed in bags and packed in boxes for return to DRC. Use appropriate packing material to fill empty space.

① ② ③
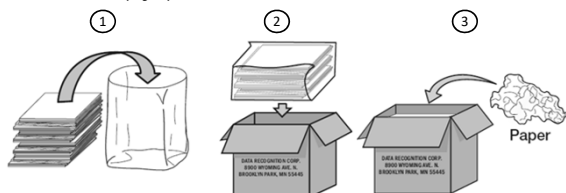
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Return Instructions – Answer Booklets

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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.
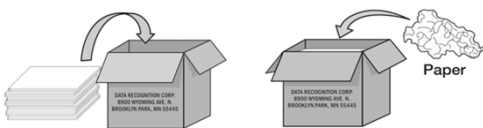
Paper

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

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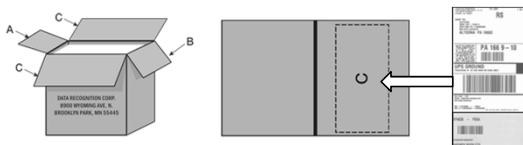

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Return Instructions for test booklets and unopened packages.

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

PA 166 9–18

UPS GROUND

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PA Assessment Box Return System

If you do not have a daily, scheduled UPS pickup, access the PA Assessment Box Return System at www.astship.com to arrange for a UPS materials pickup. Pick-up should be scheduled 24 hours prior to pick up. If you need assistance logging into the website, call DRC at 800-451-7849 for assistance.

Another method for scheduling a UPS pickup is to call UPS at 1-866-857-1501 to arrange for a materials pickup. You must call at least one day prior to the day on which you will ship your materials.

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<u>Special note</u>

- If you do not use the AST system, 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 to ensure fast and accurate reporting and to keep your schools off the missing materials report sent to PDE.

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Online Administration

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<u>DRC General Information – Online Testing</u>

Internet connectivity is required for testing.

The DRC INSIGHT Secure Browser/App must be installed on all devices used for testing.

Desktops   Windows & Macs
Laptops
iPads
Chromebooks

Use of the COS Service Device software is recommended.

Student responses are regularly saved to DRC servers throughout testing.

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The Online Process – Technology checks and setup
- Check infrastructure
- Install all required software

The Central Office Services (COS) Installer for the Secure Device and the Windows and Mac Secure Browser installers are available in the DRC INSIGHT Portal under the Downloads tab in General Information.

iPad, Chromebook, and Windows 10 in S mode apps - Available in Apple's App Store, Google's Chrome Store, and the Microsoft Store.
- For the iPad, update via the App Store or download the version to the Mobile Device Manager (MDM) and deploy out via the MDM.
- Chromebooks can only be installed via the Chrome Store.
- Windows 10 in S mode can only be installed via the Microsoft Store.

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The Online Process - Prepare the Students for Online Testing

Tutorials - Ensure students view the subject applicable online tutorials which are videos that demonstrate how to use the DRC INSIGHT test engine. Allow approximately 20 minutes for viewing.

Online Tools Training (OTT) - Schedule time for students to take the Online Tools Training where the students can practice using the online tools and become familiar with functionality of the software prior to testing. There is one OTT for each subject, and each OTT takes approximately 15 minutes to complete.

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The Online Process - Manage Student Information Before Testing
Verify, add, and update student information
- All student records received from PIMS will be available.
- Students who are not in the system and will be testing online will need be uploaded directly into the DRC INSIGHT Portal.
- Add all online accommodations before creating test sessions.
Create test sessions
- For easier ticket management, create separate sessions for different classes, times, etc.
Print test tickets
- Print all the test tickets for all students or select individual students and click Print Selected to print individual tickets.
- All tickets must be stored in a secure location and given to Test Administrators on the day of testing.

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Students using an Audio version **MUST** be connected to a COS Service Device as well as having the accommodation indicated on the student record in the DRC INSIGHT Portal.

The student's test ticket will indicate AU for an accommodation.

- If a student using an Audio version receives an "Internet Connection Error" message, make sure that the student's device is connected to a COS Service Device.

2019 Summer Keystone Exams

Alex Baldwin

Biology
Username: 1234567890
Password: 477PMZMP
Form: 01
Accommodations: AU

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The Online Process - Administer the Assessments

Coordinators should actively monitor student testing. Users have the ability to:

- Actively monitor students via the Student Status Dashboard.
- Unlock tickets.
- Monitor and record student logins using the Status, Resets, and Excessive Login reports.
- Test Tickets are considered secure testing materials. Test Administrators must return all student login information to the SAC who should destroy the documents

Reports		
Title	▲	Action
Daily Cumulative Student Status Report		
Daily Student Status Report		
Daily School Resets Report		
Daily Student Resets Report		
Excessive Login Report		
Daily State Summary of Test Times Report		
Weekly District Report		
Daily District Report of Testing Status by School		

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DRC INSIGHT Testing Setup

Local Device/Server

Student Devices

DRC
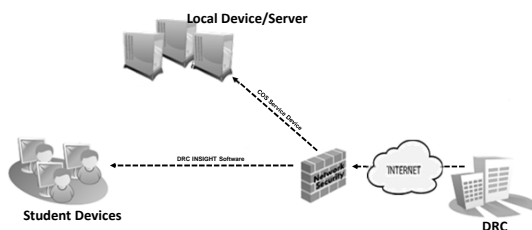
INTERNET

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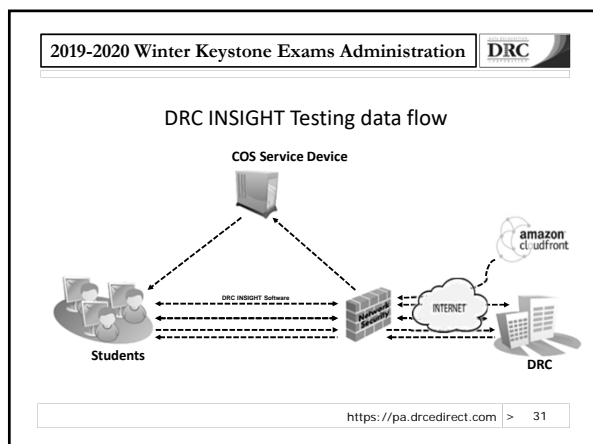**2019-2020 Winter Keystone Exams Administration** DRC

DRC INSIGHT Testing data flow

COS Service Device

Students

DRC

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If INSIGHT cannot send a test response to DRC due to connectivity issues, it displays the following error message:

Connection Retry is in Progress

Please wait ... tying to reconnect ...

Message to Test Administrator:
You are experiencing a temporary Internet connectivity issue. The system is attempting to reconnect. When this message closes, your student can continue testing. If the system cannot reconnect, an Internet Connectivity Error message will display and the student will need to exit the test. If needed, the student can exit the test now by selecting the 'Exit the Test' button.
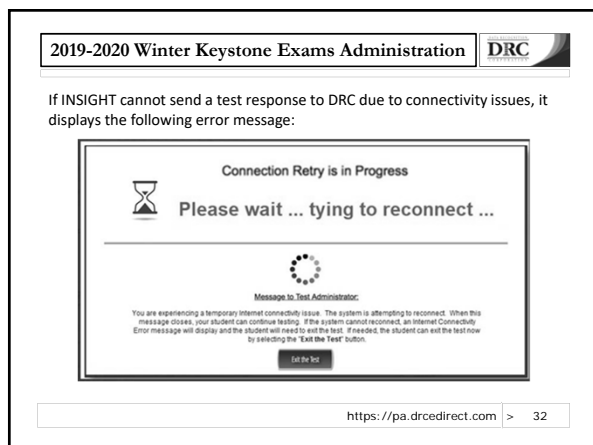
Exit the Test

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INSIGHT attempts to send the test response to DRC for five minutes. During this time, the following could occur:

1 - A connection is re-established quickly, the error message closes, and the test continues. This could occur very quickly, even before a test administrator has had time to see the message.

2 - The test administrator sees the message and directs the tester to wait. If a connection is re-established within five minutes, the test response is sent to DRC, the message closes, and the test continues. If a connection is not re-established within five minutes, the message closes and an Internet Connection Error message displays, requiring the tester to exit INSIGHT by clicking "OK."

3 - The test administrator sees the message and directs the tester to click "Exit the Test," INSIGHT closes, and testing ends for the tester. All test information is saved, and tester can resume testing at same point in the test when they re-enter the test.

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2019-2020 Winter Keystone Exams Administration	DRC

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

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