

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 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 following each test session of the assessment.

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

- Noncalculators 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 QWERTY keyboards, typewriter-like keyboards (e.g., Dvorak), or keypads
- 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 cannot be used on the PSSA or Keystone Exams. Please note that as technology changes, this policy may also change.

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 and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

DO NOT...

- Bring notes with you to the test.
- Bring any unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, etc.) other than an approved calculator, if applicable, to the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers. Mark only the bubble for the one correct answer you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.)
- Take notes about the test to share with others.
- Leave an online test session until the session is complete or until instructed to do so.



Dear Parent/Guardian:

In an era of cell phones, smartphones and other electronic devices which can easily photograph and instantly share photographs, confidential and secure test materials can be easily compromised. Not only is it expensive to replace a compromised test item, the material contained in the PSSA and Keystone Exams is copyrighted property of the Commonwealth of Pennsylvania. Copying or duplicating the material from the assessment, including the taking of a photograph of secure assessment material, 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 fines of no less than \$750 up to \$30,000 for a single violation (17 U.S.C. § 101 et seq.).

In order to ensure reliable test results and to avoid the cost of replacing test items, the Department of Education requires schools to set rules and take certain steps to protect test materials. Electronic devices such as but not limited to cell phones, smartphones, smartwatches, E-readers, Nooks, Kindles, iPods, tablets, camera-ready devices, and any other electronic device which can be used to photograph or duplicate test materials, access the internet and/or communicate with others during the administration of the PSSA or Keystone Exams are not permitted in any testing site. Please speak with your child and let him or her know that the possession and/or use of a cell phone or other electronic device during the administration of the PSSA or Keystone Exams will result in consequences.

You will be contacted by the school if your child is discovered using and/or having a cell phone or other electronic device in his or her possession during the administration of the PSSA or Keystone Exams. Students who ignore this directive will be subject to the school's discipline policy and the Department of Education's requirement that the student's test will not be scored and the student will be required to retake the entire exam. The electronic device will be held by school staff, and the device's stored photographs and other functions will be examined with your permission. You may request to be present when the electronic device is examined. If a photograph of the PSSA or Keystone Exam is discovered or if permission to search other functions of the electronic device is refused, the device will be held by the school staff. The Pennsylvania Department of Education holds the copyright to all material contained within the PSSA and Keystone Exams, the Pennsylvania Department of Education will be contacted and further action may be taken.

If, after testing is complete and test materials have been returned, it is discovered that a student used and/or had a cell phone or other electronic device in his or her possession during the administration of the test, the school's discipline policy will be followed and the student's scores will be invalidated.

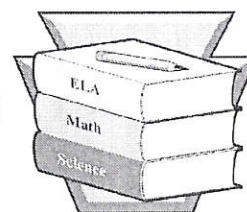
Information for Parents or Guardians

Pennsylvania System of School Assessment (PSSA)

English Language Arts Assessment, April 3–7, 2017

Mathematics Assessment, April 24–28, 2017

Science Assessment, May 1–5, 2017



GENERAL INFORMATION ABOUT THE PSSA

Which schools participate?

All school districts and charter schools participate in the assessments. Nonpublic and private schools may also participate on a voluntary basis.

Which students take the assessments?

Except for a very few students who meet specific criteria for participation in an alternate assessment, all students are included in the assessments as outlined below:

ELA & Mathematics—Grades 3, 4, 5, 6, 7, and 8

Science—Grades 4 and 8

Who decided what the assessments should measure?

Groups of educators from all levels of education in Pennsylvania chose the areas of knowledge and skills upon which the assessments are based. The groups included teachers, supervisors, curriculum directors, and college specialists. They also reviewed, edited, and approved the test items.

Who administers the assessments?

Each school chooses the person(s) who will administer the assessments. In most cases, these are teachers in the students' building.

How are the results reported?

Two copies of the individual student report for all assessments will be sent to all schools and districts that participate for distribution to parents, teachers, school counselors, and/or principals. The state will not receive any report with individual names included.

School-level reports will be used for curricular and planning purposes. School districts and charter schools may publish the results of PSSA testing for each school. The state will also release school-by-school assessment data.

May parents see the assessments?

Yes, under one circumstance. School entities are required to have policies to ensure that parents or guardians have the right to review a state assessment in the school entity during convenient hours for parents or guardians at least two weeks prior to their administration to determine whether a state assessment conflicts with their religious belief. This is the only reason allowable under regulation.

Confidentiality agreements must be signed, and no copies of the assessments or notes about assessment items will be permitted to leave the school. If after reviewing the test, parents or guardians find the test to be in conflict with their religious belief and wish their student(s) to be excused from the test, the right of the parents or guardians will not be denied upon written request to the applicable school district Superintendent, charter school Chief Executive Officer, or AVTS Director. Parents or guardians should contact their child's school to make arrangements to review the test.

Report Testing Irregularities

Parents/guardians who believe that a testing irregularity may have occurred may call 844-418-1651 to report the incident.

INFORMATION ABOUT THE ENGLISH LANGUAGE ARTS ASSESSMENT (grades 3 through 8)

How long does the assessment take?

The entire English Language Arts assessment takes approximately three to four hours to complete. Your school district will inform you about the assessment schedule.

What does the assessment include?

Each student completes four sections of questions for the English Language Arts assessment. Some portions will be the same for all students, and some will consist of different groups of questions.

What types of questions are on the assessment?

Students respond to multiple-choice, evidence-based selected-response, and constructed-response questions. In a multiple-choice question, the correct answer is chosen from four options. Evidence-based selected-response questions have two parts, and students select one or more answers for each part. Constructed-response questions may include a writing prompt, short-answer (grade 3), and/or text-dependent analysis (grades 4 through 8). The writing prompt requires students to compose a response using one of three modes: narrative (grades 3 through 8), informative/explanatory (grades 3 through 8), opinion (grades 3 through 5) or argumentative (grades 6 through 8). Short-answer questions require students to compose a brief response to support their answer. For the text-dependent analysis question, students analyze a text and use evidence from the reading passage to compose an essay.

How are written responses to constructed-response items scored?

The written responses for English Language Arts are scored by evaluators trained in applying an ELA-specific scoring guideline. For short-answer questions, scores are based on content only. Spelling and punctuation are not included as part of the scoring process. For writing prompts, scores are determined using a holistic scoring guideline that includes composition skills as well as conventions. Responses to text-dependent analysis questions are scored based on both content and writing skills.

What is assessed in English Language Arts?

The English Language Arts assessment addresses six major reporting categories as well as two text types. Students respond to a writing prompt and standalone multiple-choice items assessing language. Additionally, students read a number of passages from literature and informational genres and respond to questions about these passages that indicate both comprehension and reading skills and the students' analysis and interpretation of different types of texts.

INFORMATION ABOUT THE MATHEMATICS ASSESSMENT (grades 3 through 8)

How long does the assessment take?

The entire mathematics assessment takes approximately three to four hours to complete. Your school district will inform you about the assessment schedule.

What does the assessment include?

Each student completes three sections of questions for the mathematics assessment. Some portions will be the same for all students, and some will consist of different groups of questions.

What types of questions are on the assessment?

Students respond to two types of questions: multiple-choice and open-ended. In a multiple-choice question, the correct answer is chosen from the four presented options, while open-ended questions require students to compose their responses. Open-ended questions generally require students to provide detail in support of their answers (such as showing or describing the steps performed to complete a calculation).

How are written responses to open-ended items scored?

The written responses for mathematics open-ended items are scored by evaluators trained in applying a mathematics-specific scoring guideline. In mathematics, scores are based on content only. Spelling and punctuation are not included as part of the scoring process.

What is assessed in Mathematics?

The mathematics assessment addresses five major reporting categories across four clusters. The reporting categories assessed and the proportion of questions in each reporting category vary by grade level. As a part of the assessment of Cluster A, Numbers and Operations, students in grades 4 through 8 respond to a set of questions without a calculator. Constructed-response items may require the students to show all of their work (e.g., calculations, graphs, drawings) and/or to explain in writing how they solved the problems.

INFORMATION ABOUT THE SCIENCE ASSESSMENT (grades 4 and 8)

How long does the assessment take?

The entire science assessment takes approximately two to four hours to complete. Your school district will inform you about the assessment schedule.

What does the assessment include?

Students in grades 4 and 8 complete two sections of questions for the science assessment. Some portions will be the same for all students, and some will consist of different groups of questions.

What types of questions are on the assessment?

Students respond to two types of questions: multiple-choice and open-ended. In a multiple-choice question, the correct answer is chosen from the four presented options, while open-ended questions require students to compose their responses. At grade 8, the science assessment also includes science scenarios.

What is a science scenario?

A science scenario contains text, graphics, charts, and/or tables and uses these elements to describe the results of a class project, an experiment, or other similar research. Students use the information found in a science scenario to answer multiple-choice questions.

How are written responses to open-ended items scored?

The written responses for science open-ended items are scored by evaluators trained in applying a science-specific scoring guideline. In science, scores are based on content only. Spelling and punctuation are not included as part of the scoring process.

What is assessed in science?

The science assessment addresses the four major reporting categories: The Nature of Science, Biological Sciences, Physical Sciences, and Earth and Space Sciences. The proportion of items in each reporting category varies by grade level.



Pine Grove Area Elementary School

***P*romoting *G*rowth, *A*chievement, *S*uccess, and *D*irection for all students!**

Emergency Procedures during PSSA Testing

Should a fire drill, lock down, or any other emergency occur that would require an evacuation during PSSA testing the following procedure should be followed:

1. All students should close their test booklets and line up quietly.
2. Proceed to the nearest exit quietly and quickly, making sure the door is locked as you leave.
5. Upon notification that it is safe to reenter the building, return to your classroom.
6. Account for all test materials in your room. If something should be missing, please contact the SAC immediately.
7. Wait for direction from your SAC as to whether to proceed with the testing or to collect the assessment.

Minor Medical Emergency

Should a student have a minor medical emergency during the test (bloody nose, bleeding, vomiting):

1. Have the student close their booklet. The TA should collect the booklet if possible (if there are fluids on the booklet please take appropriate protective action). If the booklet was damaged with blood and/or other fluids, the TA should notify the SAC to complete the documentation allowing for the correct disposal of the book.
2. Keep the student calm and treat them to the best of your ability.
3. Look in the hall for a hall monitor. If there is a hall monitor available, have them escort the student to the nurse and/or office for assistance. If there is not a hall monitor available please call the nurse and/or office. The office and/or nurse will send someone immediately to assist the student.
4. If the student needs to go home and/or is unable to complete the test, the student will finish the test during a make-up session. If the student is able to return to the testing room after treatment, he/she may start the test again at the spot he/she stopped and will be given extended time as needed to complete the test.

Major Medical Emergency

Should a major medical emergency take place in your classroom during PSSA testing (seizure, fainting, heart attack):

1. All students should close their test booklets.
2. Attend the student or person that needs medical assistance.
3. Call the nurse, 911, the office, and/or SAC depending upon the seriousness of the issue.
4. Once the emergency has been handled, please account for all testing materials.
5. Wait for direction from you SAC as to whether to proceed with the testing or to collect the assessment.

Bathroom Procedures during PSSA Testing

Should a student need to use the bathroom:

1. The teacher should look into the hallway to see if there is a hall monitor in close proximity. If so, they should wave them over to the room. If not, the teacher should call the office who will alert one of the hall monitors.
2. The student will place his/her pencil at his/her current location in their test booklet. The TA will pick up the booklet and place it in a secure location. The students will sign out, noting the time he/she left for the bathroom. The students will be escorted to the bathroom by the hall monitor.
3. The hall monitor will wait in close proximity to the bathroom for the student.
4. The hall monitor will escort the student back to the classroom.
5. Once in the classroom the student will sign back into the room and sit down in their seat. The TA will return his/her booklet and the student will continue the test where he/she left off.

Should a TA (Test Administrator) need a bathroom break:

1. The TA will notify the office. The office will notify the SAC and/or administration.
2. The SAC and/or administration will come to the classroom to monitor the test.
3. The proctor will sign out of the test session on the test accountability form and the SAC and/or administration will sign in on the form. When the TA returns they will sign back in on the test accountability form and the SAC and/or administration will sign out.



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Parent Request for Exclusion from the Assessment Procedure

Section 4.4 of Chapter 4 of the State Board of Education regulations provides for the right of any parent/guardian to excuse their child from the state assessment if, upon inspection of the testing materials, they find the assessment to be in conflict with their religious beliefs. This is the only basis for a parent/guardian to excuse his or her child from the statewide assessments.

1. If you want to start this process you will need to schedule an appointment with your son or daughter's principal to review the exams they will be taken. All exams must be reviewed. March 21, 2017 is the first day tests can be reviewed and the last day for review will vary depending on the examine. English Language Arts end date is March 31. The math end date is April 21. Science end date is April 28.
2. The assessment must be reviewed on district property and district personnel must be present at all times while you review the assessment. The district must provide a convenient time for review including evening review time if necessary.
3. Parents and guardians must sign the **Parent Confidentiality Agreement** before reviewing the test. Parents and guardians may not photocopy, write down, or in any other manner record any portion of the assessments including the directions.
4. If after reviewing the test parents/guardians find the test to be in conflict with their religious beliefs and wish their student(s) to be excused from the test, the parent(s)/guardian(s) must provide a written request for each test stating the religious objection to the Superintendent, Mr. Heath Readinger, before the first day of the test.
5. If the student is excused from the assessment due to parental or guardian request, school personnel must provide an alternative learning environment for students during the assessment.