

PSSA Administration At a Glance: Frequently Asked Questions for Proctors

Q. What should I do if a student doesn't understand the directions for a test?

A. *Proctors should read the test directions exactly as written in the Handbook. If a student does not understand the task, the proctor may paraphrase the directions, giving no hints about potential answers to items. The proctor may also ask the student to repeat the directions back to check for understanding.*

Q. What if a student can't read a word in the test item or doesn't know what the word means?

A. *Proctors may read all parts of the math and science tests for the student, but **none** of the reading test prompts or questions. Proctors may read prompts on the writing test to individual students. They may not, however, read multiple choice questions or answer choices on the writing test. Proctors **may not** define a word or supply a synonym to assist a student.*

Q. What is the procedure for allowing restroom/drink breaks during a test session?

A. *To maintain test security, students may not leave the testing environment unless accompanied by an adult. The Testing Coordinator at each building should designate adult monitors to accompany students to and from the restroom, water fountain, health room, or office.*

Q. What should a student do if he/she finishes a test section before the rest of the students are finished?

A. *Students should be directed to raise their hand when they are finished a test section. Proctors should encourage the student to recheck their work, then supervise the student as he/she visually reviews the section to check for stray marks, scratch paper left in the booklet, items unintentionally skipped or left blank, or work not transferred from scratch paper to the test booklet. **Proctors may not influence students' responses, but may point out any of the above.***

The proctor should collect the student's test materials and direct the student to engage in an appropriate quiet and independent activity (e.g., reading an SSR book, drawing, completing a puzzle or writing project...)

Q. What happens if most of the students in the class are finished with a test, but a few are still working?

A. *There are no time limits on PSSA tests; students may continue to work as long as needed, provided that they are working productively. However, when most students in the class are finished, students requiring or requesting extended time to complete a test should be moved to a designated, supervised area. This allows the finished students to move on to a new activity, while providing a quiet and secure place for others to finish.*

*The extended work time for students **must** occur immediately; students **may not**, for example, take a break for lunch, a special, or another activity, and then come back to finish a test. When moving from the primary testing area to the extended-time area, students must be accompanied by an adult proctor who carries all testing materials; students may not carry their own testing materials.*

Q. What should I do if a situation arises that I am unsure how to handle?

A. *Consult the building Testing Coordinator and/or the Coach assigned to the building for assistance.*