

PSSA Administration At a Glance: Do's and Don'ts for Proctors

Before Testing

- Thoroughly read and understand Test Administrator's Handbook
- Know building procedures for provision of extended testing time as needed by individual students
- Remove/cover all instructional materials within the classroom environment (including, but not limited to word walls, teacher-made rubrics, vocabulary words, number lines)
- Assemble student materials: test booklets, answer booklets (grade 3), answer sheets (grades 4 – 11), rubrics (a clean sheet each day), formula sheets (grades 7, 8, and 11), pencils, rulers (provided by PDE for grades 3 – 5), calculators (grades 4 – 11), scratch paper, highlighters
- Post notice of "Testing in Progress" on classroom door
- Vigilantly maintain test security

During Testing

- Establish a calm and quiet testing environment
- Administer all tests in the order in which they appear in the test booklet
- Read all directions aloud as written in the Test Administrator's Handbook; you may paraphrase directions if you sense a student does not understand the directions as written
- You may read all parts of the Math and/or Science assessments aloud to a student; this includes the directions, questions and the answer choices. Be careful to keep your voice tone neutral as you read.

At the End of Each Testing Session

Prior to accepting a student's PSSA test at the end of each testing session, look it over with the student to ensure that:

- Multiple Choice Questions**
 - All stray marks have been erased on the answer sheet, including any answers that were changed
 - Each multiple choice question has been answered with only one bubble filled in
 - Every bubble on the answer sheet is completely filled in
 - Scratch paper, reference sheets, rough drafts and rubrics have been removed from the assessment booklet
- Open-ended Questions**
 - Each open-ended question in the answer booklet has been answered with no pages or sections skipped
 - Each open-ended response has been answered in the appropriate place, rather than on lined paper
 - Scrap paper, reference sheets, rough drafts and rubrics have been removed from the assessment booklet

Students may not go back to a previously completed test section once the test has been collected.

- Collect and return all testing materials to designated secure storage area. Sign materials in (if required). Be sure to collect pencils, highlighters, and rulers for later use.