

**PSSA Administration  
for Proctors**

East Stroudsburg Area School District  
2010 - 2011 School Year

**First...a thank you!**

You work so hard every day to provide every child with many opportunities to learn and grow in an environment that is safe and healthy.

You teach your students to read...and count...and tie their shoes. You settle arguments and heal hurt feelings.

And you also prepare them for PSSA!

**THANK YOU** for the job you do!

**PSSA and PSSA-M Reading: Some details**

- Only directions can be read to students. This includes students with IEPs.
- PSSA-M Reading tests follow same rules as regular PSSA Reading test.
- ELL students enrolled in a U.S. school after May 7, 2010 do not have to participate, but may choose to do so; scores do not count towards AYP.
- ELL students enrolled in a U.S. school on or before May 7, 2010, must take all PSSA subject tests assigned to their grade level.

**PSSA and PSSA-M Math: Some details**

- ELL students must take the math assessment.
- Math items may be read aloud to any student.
- Clarifications of item scoring:
  - Extraneous work is not held against a student, even if it is incorrect.
  - Work done on a calculator must be shown in writing; not enough for a student to say "I used my calculator."
  - Open-ended items are based on the Anchor statement, not just the eligible content.
  - Verbs used in open-ended items come from Anchor or Descriptor or Eligible content.

**PSSA and PSSA-M Math: Some details**  
*open-ended...*

Important! Have students read the open-ended items carefully and answer exactly what is being asked!

Examples of how open-ended items might be phrased:

- Show or explain all your work.
- Show all your work. Explain why you did each step.
- Explain why (something is true or false).
- Explain how (doing something affects something else).
- Write the explanation as if you are explaining to someone two grade levels below you.

**PSSA and PSSA-M Math: Some details**  
NEW FOR 2011

Clarification of item scoring

- When student uses "guess and check" as a method for solution, two incorrect attempts must be shown to receive full credit.

Sample Item where this might be used:

David's age this year is a multiple of 5. Next year it will be a multiple of 7. How old is David now?

Read directions only. Students can read it aloud.

Avoid numbers

## PSSA-M for Math and Reading

- Students with IEPs in grades 4 and 5
- Participants have been identified by case managers
- All accommodations allowed for PSSA are also allowed for PSSA-M tests
- The modified test matches on-grade-level content, but it is shorter and the question format is modified.
  - 1) Consists of two sections (about 30 multiple choice questions and 2 open-ended questions)
  - 2) No non-calculator section for math test . . .

## PSSA-M for Math and Reading

- Students taking PSSA-M for Math and/or Reading will respond directly in their item/answer booklet for that subject area.
- If a student takes a PSSA-M test in one only one subject, they will be using the answer booklet for the other subject. Be sure they are recording responses in the appropriate area. They should leave the "M" tested subject answers blank.

## PSSA Science: Some details

- No PSSA-M for Grade 4 Science
- Items may be read aloud, as they are for PSSA math
- Grade 4 will have 18 different forms of the assessment
- No scenarios in Grade 4
- Open-ended items score 2 points
- No Spanish version available

## Test Security

- 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/proctors may not have any assessment materials in their possession at any time other than during the actual testing session.
- Parent requests to view the tests must take place at the school with a monitor present at all times. Parents must sign a confidentiality agreement before viewing any secure materials.

## Monitoring

- PDE monitors PSSA administration procedures. Department of Education personnel visit schools/districts during the testing window. The visits are unannounced. Areas of review may include:
- Test security
  - Forms tracking
  - Test administration
  - Use of accommodations for ELL students and students with IEPs

## Monitoring Selection Criteria

- Schools will be selected randomly. PDE reserves the right to monitor schools in addition to those randomly selected. Criteria may include:
- Alleged violations that were not self-reported
  - Follow up of previously documented issues
  - Suspicious assessment results

Can read science aloud.

All students can have extended time...

All students may have extended time.

**Testing Accommodations**

Some students receive accommodations during testing. These may include:

- Testing in a small group setting
- Extended time
- Having test items read aloud (Math, Science only)
- Having a proctor scribe or transcribe answers
- Having a proctor mark multiple choice answers in a test booklet at the student's direction

It is important for proctors to be informed if accommodations are to be provided for a student.

**The Materials:**

*Directions for Administration Manual* - contains directions for proctors

Student materials:

Grade 3 - Student booklet, ruler, scratch paper, pencil(s) with erasers, highlighters

Grades 4 and 5 - Student test booklet and student answer booklet, PSSA-M booklets (when assigned), ruler, calculator, self-adhesive dot, scratch paper, pencil(s) with erasers, highlighters

**\*\*\* Check to be sure test and answer booklets match! \*\*\***

**Rulers for PSSA Math -**  
(Provided with the tests)

Grade	Scaled to	Measure to
3	1/4 <sup>th</sup> inch and centimeter	Nearest 1/2 inch
4	1/8 <sup>th</sup> inch and centimeter	Nearest 1/4 <sup>th</sup> inch or centimeter
5	1/16 <sup>th</sup> inch and centimeter	Nearest 1/8 <sup>th</sup> inch or centimeter

**PSSA Math - Calculator information**

The PSSA is designed so that calculators are not necessary for students to be successful.

However, beginning in Grade 4, students are permitted to use a calculator for the PSSA math assessment.

In Math Test 1, students complete 4-5 problems *without* the use of a calculator. Upon completion of these problems, the proctor provides each student with a self-adhesive dot sticker to seal this section shut.

Students may then use a calculator for any part of the rest of the math tests.

NO SHARING

**PSSA Math - Calculator information**

Students are not permitted to share calculators during testing.

If you do not have enough calculators for your students, contact your building's Testing Coordinator now!

**The Rules: During the Assessment**

- NO word walls, vocabulary words, definitions, manipulatives
- NO number lines or formula sheets  
(Number lines **permitted** with need specified in IEP, 504, or ELL program)
- NO helping eliminate multiple choice items
- NO pointing to key phrases or correct answers

**The Rules: During the Assessment**

- NO reading test items aloud to a group of students
- NO orchestrating test pacing by not allowing students to go on until all have completed the item
- NO defining words or synonyms
- NO pointing to correct answers
- ALL assessment directions MAY be read aloud, and teachers may have students explain directions aloud to confirm understanding. **NO PART OF THE READING PROMPT MAY BE READ ALOUD.**
- Can read writing prompts

**The Rules: During the Assessment**

Allowable writing implements:

- If highlighters are used over the bubble areas, item CANNOT be scored. (Avery highlighters recommended)
- Only No. 2 pencils to fill in bubbles.
- Grade 3 students may use a highlighter in any part of an item except the answer choices: students should not write with a pencil in the test booklet, except for the Open-ended questions.
- Grade 4 - 5 students may mark, underline, or make notes with pencils and/or highlighters anywhere in the test booklet, but ALL answers and responses must be bubbled in and written in pencil in the PSSA answer booklet.
- NO PENS!

DO:	DO NOT:
Remove/cover all instructional materials (e.g., word walls, teacher-made rubrics, vocabulary words, number lines, multiplication charts)	Display visual cues; e.g., pictures, icons, charts, vocabulary words
Establish calm and quiet atmosphere	Allow unsupervised breaks
Provide: Blank scratch paper Sharpened pencils Erasers Allowable highlighters	Provide preprinted graphic organizers (Note: Students <u>may</u> create graphic organizers for themselves on scratch paper <i>without teacher assistance</i> .)
<b>Very Important:</b> Circulate around the room and encourage students	Allow stray marks from pencils or highlighters
<b>Very Important:</b> Check to be sure each student has not skipped any part of the test each day <u>before</u> you collect and return all test materials to secure location	Allow use of ink pens
	Prompt students on narrow answer choices

**The Rules: Some Practical Considerations**

Breaks for students:

- If a student needs to use the restroom or get a drink during testing, he/she must be accompanied by an adult.
- If a student is feeling ill during the test, he/she may be sent to the nurse. (Try to keep this to a minimum, if possible.)

**The Rules: Some Practical Considerations**

Students needing extended time:

There is no time limit for completing a test; students may have as much time as needed. When most students in a class are finished, students needing extended time go to a designated room. An adult must escort the student and carry his/her test materials to the extended-time area.

**The Rules: Some Practical Considerations**

Students needing extended time:

If a student is still working on a test during his/her assigned lunch period, the proctor accompanies the student to the cafeteria or classroom to get his/her lunch. The student eats lunch in the extended-time room, then continues working on the test.

★ Ask before collecting if they want to look it over / double check answers!

**Finishing up: the Assessment** After

If a student does not complete the PSSA, the reason for the student's non-participation must be reported by darkening Item #5 in the student's answer book.

This may include:

- Student responds to the PASA
- Student had a recent medical emergency
- Student had an extended absence for the entire testing window
- Student had a parental request for exclusion from the assessment
- Other - typically reserved for a student who refuses to participate in the assessment after efforts by school personnel to gain compliance have failed

**Finishing up: the Assessment** After

Before turning in students' test materials, proctors should:

- Remove all scratch paper, rulers, etc.
- Oversee erasure of stray marks in test booklets or on answer sheets.
- Make certain that all bubbled answers are clear and dark.

**Important Contact Information - DRC**

Toll free number: 1-800-451-7849

Fax number: 1-763-268-3008

Email: [pacustomerservice@datarecognitioncorp.com](mailto:pacustomerservice@datarecognitioncorp.com)

**Important Contact Information - PDE**

Phone number: 1-717-787-4234 or 1-717-705-2343

Fax: 1-717-783-6642

Email: [00testing@psupen.psu.edu](mailto:00testing@psupen.psu.edu)

When in doubt, leave it out...  
or call Mr. Baker.