

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!

Read directions

Students

can read

it aloud

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 <u>after</u> 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.
 - \bullet 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.

Avoid numbers.

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

Important! Have students read the open-ended items carefully and answer <u>exactly</u> 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.

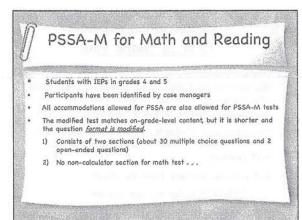
PSSA and PSSA-M Math: Some details NEW FOR 2011

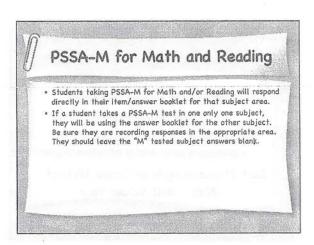
Clarification of item scoring

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?





PSSA Science: Some details

- No PSSA-M for Grade 4 Science
- · Items may be read aloud, as they are for PSSA
- · 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.









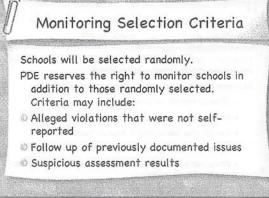


PDE monitors PSSA administration procedures. Department of Education personnel visit schools/districts during the testing window. The visits are unannounced. Areas of review may include:

- Test security
- Forms tracking
- Test administration
- Use of accommodations for ELL students and students with IEPs



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 -

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

PSSA Math -

Calculator

information

The PSSA is designed so that calculators are <u>not</u> 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.

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

NO SHARING



The Rules:

During

the Assessment

· NO reading test items aloud to a group of students

students to go on until all have completed the item

· ALL assessment directions MAY be read aloud, and

NO orchestrating test pacing by not allowing

The Rules:

During

the Assessment

Allowable writing-implements:

- If highlighters are used over the bubble areas, item CANNOT be scored. (Avery highlighters recommended)

- 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!



writing · can read

 NO defining words or synonyms · NO pointing to correct answers

teachers may have students explain directions aloud to confirm understanding. NO PART OF THE READING PROMPT MAY BE READ ALOUD.



Remove/cover all instructional materials (e.g., word walls, teacher-made rubrics, vocabulary words,

number lines, multiplication charts) Establish calm and quiet atmosphere

DO:

Blank scratch paper Sharpened pencils Erasers Allowable highlighters

Very Important: Circulate around the room and encourage students

Very Important: 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

DO NOT:

Display visual cues; e.g., pictures, icons, charts, vocabulary words

Allow unsupervised breaks

Provide preprinted graphic organizers (Note: Students <u>may</u> create graphic organizers for themselves on scratch paper without teacher assistance)

Allow stray marks from pencils or highlighters

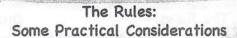
Allow use of ink pens

Prompt students or narrow answer

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.
- 1 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.)



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:

After

the Assessment

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:

After

the Assessment

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

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

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