

**COLONIAL ACADEMY
KEYSTONE/PSSA
PROCEDURES**

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Keystone Exams Testing Windows 2014-2015

Winter:

Wave 1: December 3-17, 2014	Algebra I, Biology, Literature
Wave 2: January 7-21, 2015	Algebra I, Biology, Literature

Spring:

May 13-27, 2015	Algebra I, Biology, Literature
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Summer:

July 27-31, 2015	Algebra I, Biology, Literature
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Keystone Exams Testing Windows 2015-2016

Winter:

Wave 1: December 2-16, 2015	Algebra I, Biology, Literature
Wave 2: January 6-20, 2016	Algebra I, Biology, Literature

Spring:

May 16-27, 2016	Algebra I, Biology, Literature
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Summer:

August 1-5, 2016	Algebra I, Biology, Literature
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PSSA Testing Window for 2014-2015

Assessment	Dates	Grades
English Language Arts	April 13-17, 2015	Grades 3-8
Mathematics	April 20-24, 2015	Grades 3-8
Science	April 27 – May 1, 2015	Grades 4 and 8
Make-up	May 4-8, 2015	

PSSA Testing Window for 2015-2016

Assessment	Dates	Grades
English Language Arts	April 11-15, 2016	Grades 3-8
Mathematics	April 18-22, 2016	Grades 3-8
Science	April 25-29, 2016	Grades 4 and 8
Make-up	May 2-6, 2016	

Colonial Academy
Cell Phone and Electronic Devices Policy & Procedures

Cell Phone and Electronic Devices Policy:

All cell phone, smart phones, and other electronic devices are to be collected as students enter the testing site. School personnel and students must understand that the integrity of the test cannot be compromised; thus there must be full cooperation of all school personnel in complying with this policy:

Cell Phone and Electronic Devices Notification (Prior to Testing):

- Inform parents and students before testing that cell phones or other electronic devices are not allowed during the testing administration.
- Informs parents and students that the consequence for using/and or having a cell phone or other electronic device during the test administration will result in the application of a “Do Not Score” label on his/her test booklet and the student will not receive a score.
- Inform parents and students that, if the student uses a cell phone or electric device in any manner during the administration of the test, the phone or electronics device will be confiscated until such time that the parent or guardian can come to school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present.
- Inform parents and students that violation of the no cell phone or other electronic device rule will result in discipline will vary depending on whether test material was compromised; and
- Inform parents and students that any items on an assessment that have been compromised, and can no longer be used will have to be replaced, and the parents and students may be responsible for the replacement.

Cell Phone and Electronic Devices Test Site Procedures:

1. If a Test Administrators and Proctors find a cell phone and electronic device prior to the distribution of testing materials they will call for School Administration. Administration will remove the student from testing and discuss why the student has a cell phone or electronic device with them.
2. All cell phones and electronic devices are to be confiscated and held until the end of the day.
3. Administration will contact parent/guardian informing them that an electronic device was confiscated during this time.

Colonial Academy Religious Exemption Policy & Procedures

Religious Exemption Policy: A parent or guardian may request an exclusion from the assessment. *Section 4.4 of Chapter 4*, provides for the right of any parents or guardians 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 or guardian to excuse his or her child from the statewide assessments. Two weeks prior to each testing window, each assessment must be made available for review by parents or guardians. Parents/Guardians will be informed of the Religious Exemption Review Policy via the Colonial Academy website and/or PSSA/Keystone exams Information Handouts.

Religious Exemption Procedures:

A parent or guardian must submit a request to review the test in writing within a two week period before the test;

The assessment must be reviewed on school property and school personnel must be present at all times;

Colonial Academy must provide a convenient time for the review. This may include an evening review time, if requested.

Proper security and confidentiality of the assessment must be maintained at all times throughout the review process.

School personnel may remove the prompt seals from one copy of a write booklet to facilitate a review of the writing assessment;

Parents and guardians must sign a locally prepared statement concerning the requirements of assessment security and confidentiality;

Parents and guardians may not photocopy, write down, or in any other manner record any portion of the assignments, including directions;

After reviewing the test, parents and guardians must provide a written request addressed to the Executive Director of CIU20 to excuse their child based upon religious beliefs, not do they have to identify specific test content to which they object; simply stating that they are requesting exclusion based on religious grounds is sufficient; and,

If the student is excused from the state assessment due to parental or guardian request, school personnel must provide an alternative learning environment for the student during the assessment and complete the "Non-Assessed Students" grid on the students answer booklet by marking "Student has a parental request for exclusion from the assessment."

PSSA Test Security Certification (Religious Exemption Review)

District: Colonial Academy

School: Colonial Academy

Test: _____

Aun: 120000000

The security of assessment materials, the prevention of any dishonest or fraudulent behavior in the administration and handling of the assessment, and the promotion of a fair and equitable testing environment are essential to obtain reliable and valid scores.

In that regard, I certify that:

I understand that the assessment materials are secure, confidential, and proprietary documents owned by the Pennsylvania Department of Education.

Although I am reviewing the above-mentioned PSSA Exam, I will not discuss, disseminate, describe or otherwise reveal the contents of the assessment to anyone. I have not and will not keep, copy, reproduce, release or use any assessment question or specific assessment content for any reason.

Print Parent or Guardian Name

Parent or Guardian Signature

Date of Signature

Principal Name

Principal Signature

Date of Signature

Keystone Test Security Certification (Religious Exemption Review)

District: Colonial Academy

School: Colonial Academy

Test: _____

Aun: 120000000

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Print Parent or Guardian Name

Parent or Guardian Signature

Date of Signature

Principal Name

Principal Signature

Date of Signature

Colonial Academy Breaks and Disruptions Policy & Procedures

Breaks and Disruptions Policy:

All testing sites will be posted with a “Do Not Disturb” sign, which should be observed by all school personnel and students during all testing sessions. It is the responsibility of the Test Administrator and Proctor to keep all disruptions and breaks at a minimum to ensure that students are testing in a comfortable and quiet environment. In the event of an emergency, in which there is an evacuation of a given classroom, area of the building, or entire building; the first and upmost concern is always the safety or well-being for one or more students, or the entire school, Colonial Academy will utilize the following procedures:

Breaks and Disruptions Procedures:

Student Lavatory Usage

- Test Administrator will call for assistance from Administrators.
- Administration will then decide if it is necessary to take the student to the lavatory. If deemed necessary, Administration will escort one student at a time to the restroom and back to the test site.

Test Administrator Lavatory Usage

- Every testing location will have a Test Administrator, in the case either the Test Administrator or the Proctor needs to use the lavatory, only one individual may use the restroom at a time, and they will call for Administration.

Evacuations (I.e.: Fire Alarm, Bomb Threat)

- All testing materials should be closed and left on the desks in the classroom.
- All students should exit the classroom quickly, quietly, and as orderly as possible.
- After all students have exited, the classroom door should be locked.

Sickness

- The Test Administrator calls Administration for the student who has become ill.
- Each Test Administrator will be provided with a gallon-size clear food storage bag.
- In the event that a student becomes ill on testing materials, the test will be immediately placed in the gallon-size, clear food storage bag and sealed.
- The Administration will provide the Test Administrator with a new exam; where the student will begin where he or she left off.

Inclement Weather

- Schedule will be adjusted per Administration.

School Intercom Announcements & Classroom Phone Calls

- School announcements made over the intercom and/or classroom phone calls should not be made during testing sessions, unless in an emergency.

Colonial Academy
Security of Test Materials Procedures & Secure I.D.'s

Security of Test Materials Procedures:

All PSSA and Keystone Exams materials are to be locked away in a secure location.

Colonial Academy's location is the closet next to the principal/assistant principal's office.
All testing material will be stored and locked in this closet.

Accessing Testing Materials:

The DAC/SAC will have the keys for the closet where the testing materials are securely stored.

No copies of the keys will be made or distributed.

Administration will have a binder indicating the handling of materials. Please refer to the PSSA/Keystone Binder.

Secure I.D. List Policy:

A Pennsylvania Secure I.D. list will be created. Please refer to binder for PA Secure I.D.

Administration will have copies of the Secure I.D. list.

Test Administrators will receive a copy of the Secure I.D. list each testing day.

Colonial Academy
Distribution of Test Materials Procedures

Distribution of Test Materials Procedures:

All Test Administrators must **sign** and **count** all testing materials in the Administrator's Office, no later than **15 minutes prior** to testing window each day.

List of students, pencils, calculators, scratch paper, and rulers, as needed, will be stores in the individually labeled boxes.

Colonial Academy
Collection of Test Materials Procedures

Collection of Test Materials Procedures:

Once testing is complete, the Test Administrator will contact Administration. Administration will have the Test Administrator bring all testing materials to the Administrator's Office where the following will occur:

The Test Administrator will count all testing materials in front of Administration.

The Test Administrator will read and sign the General Test Security Certification.

The Test Administrator will return testing supplies (student lists, pencils, scratch paper, calculators, and rulers) to Administration.

Administration will organize and secure the collected testing materials in the Colonial Academy Secure Location.

Colonial Academy
Teacher and Staff Training Policy

Teacher and Staff Training Policy:

All Test Administrators and Proctors must complete the 2014 Test Administrator On-line Training Program instated by the Pennsylvania Department of Education.

All designated school personnel must complete all on-site PSSA & Keystone trainings.

- Please refer to the PSSA/Keystone Binder for all certificates.

Colonial Academy
Pennsylvania Department of Education
Calculator Policy

Calculator Policy: If a student chooses to use a calculator 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 Administrator 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 program, the students 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 Exam:

- Non-calculators such as cell phones, smart phones, 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, or keypads (e.g., Dvorak)
- 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 on the *Accommodations Guidelines*
- Calculators shared by students during a test session
- Any and all non-factory programs or information stored in the calculator.

This calculator policy is intended to be a general description for 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.

Colonial Academy
Extended Time & Make-Up Exam Procedures

Extended Time Procedures: Students who did not finish testing on any testing day, will be given Extended Time. The Test Administrator will notify Administration that they have students that needed extended time. If extended time is necessary, the Test Administrator will bubble in item 11 on the Demographic page of the test booklet indicating extended time was taken. The Test Administrator will return all necessary materials to Administration for accountability.

- The designated room will be Room 148

Make-Up Exam Procedures: Students who need to make-up all or sections of the PSSA or Keystone Exams will make them up during the scheduled make-up windows deemed by Administration.

Colonial Academy Preparing the Test Area

Prepping the Test Area: Organization of assessment materials and well-executed procedures will make the administration proceed smoothly. A quiet, calm atmosphere is essential for concentration on the test. Extra sharpened pencils should be available to students. Do not permit student to sharpen pencils during the assessment sessions, as this may be disruptive to other students.

Remove or cover all classroom instructional materials that may affect the validity of the PSSA or Keystone Exam. For example, posters about math rules or times tables should be covered or removed from the room on assessment days.

DO NOT DISPLAY:

Vocabulary words and/or definitions

Examples of problems or answers

Instructions on how to use a calculator

Tips on how to write responses and/or solve problems

Illustrations on drawings of geometric shapes, algebraic equations, graphs, or number lines

Colonial Academy
Inventory of the Assessment Materials

For the person administering the assessment:

- One 2014 Directions for Administration Manual
- “PSSA TESTING DO NOT DISTURB” sign to hang on classroom door
- One Student test booklet to use for demonstration purposes
- One student answer booklet to use for demonstration purposes

For each student taking the assessment:

- One test booklet/answer booklet
- Two sharpened No. 2 pencils with good erasers
- Scratch paper for each section

CODE OF CONDUCT FOR TEST TAKERS

DO:

- Get a good night's sleep.
- Eat a good breakfast.
- 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 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.
- Report any suspected cheating to your teacher or principal.

DO NOT:

- Bring notes with you to the test.
- Bring any electronic devices (e.g., cell phones, etc.) other than an approved calculator, if applicable, to the test.
- Share a calculator with others
- Use the bubbled 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.
- Take notes about the test to share with others.