

February 26, 2018

Dear Parents and Guardians:

The PSSA Exams are quickly approaching. In order to better prepare you and your child, this document was created as a reference guide. Inside this document you will find the testing schedule per school, as well as other testing policies and procedures that will allow for a smooth testing administration.

School	English & Language Arts Grades 3 – 8	Mathematics Grades 3 – 8	Science Grades 4 & 8
<b>Cheltenham Elementary</b>	April 10 – April 12	April 17 & April 18	April 24 & April 25
<b>Glenside Elementary</b>	April 10 – April 12	April 17 & April 18	April 24 & April 25
<b>Myers Elementary</b>	April 10 – April 12	April 17 & April 18	April 24 & April 25
<b>Wyncote Elementary</b>	April 10 – April 12	April 17 & April 18	April 24 & April 25
<b>Elkins Park Elementary</b>	April 10 – April 12	April 17 & April 18	-
<b>Cedarbrook Middle School</b>	April 10 – April 12	April 17 & April 18	April 24 & April 25

For the 2018 PSSA, the ELA exam has three sections, the Math exam has two sections and the Science exam has two sections. Each testing session will last approximately 90 minutes. If a student requires additional time, the testing period will be extended to accommodate individual needs. In order for your child to have a successful and smooth testing experience, please see the following documents:

*Electronic Device Policy*  
*PDE FAQs - Information for Parents & Guardians*  
*Calculator Policy*  
*Code of Conduct for Test Takers*  
*Religious Objection to the PSSA and Keystone Exams*  
*CSD FAQs*

Please feel free to contact me or the building principals if you have specific testing questions.

  
Raymond Realdine, Jr., Ed.D.

Supervisor of Counseling, Holistic Support and K-12 Testing  
rrealdine@cheltenham.org

<https://www.cheltenham.org/Page/2899>



Dear Parent/Guardian:

In an era of cell phones, smartphones and other electronic devices which can easily photograph and instantly share photographs, confidential and secure test materials can be easily compromised. Not only is it expensive to replace a compromised test item, the material contained in the PSSA and Keystone Exams is copyrighted property of the Commonwealth of Pennsylvania. Copying or duplicating the material from the assessment, including the taking of a photograph of secure assessment material, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or fines of no less than \$750 up to \$30,000 for a single violation (17 U.S.C. § 101 et seq.).

In order to ensure reliable test results and to avoid the cost of replacing test items, the Department of Education requires schools to set rules and take certain steps to protect test materials. Electronic devices such as but not limited to cell phones, smartphones, smartwatches, E-readers, Nooks, Kindles, iPods, tablets, camera-ready devices, and any other electronic device which can be used to photograph or duplicate test materials, access the internet and/or communicate with others during the administration of the PSSA or Keystone Exams are not permitted in any testing site. Please speak with your child and let him or her know that the possession and/or use of a cell phone or other electronic device during the administration of the PSSA or Keystone Exams will result in consequences.

You will be contacted by the school if your child is discovered using and/or having a cell phone or other electronic device in his or her possession during the administration of the PSSA or Keystone Exams. Students who ignore this directive will be subject to the school's discipline policy and the Department of Education's requirement that the student's test will not be scored and the student will be required to retake the entire exam. The electronic device will be held by school staff, and the device's stored photographs and other functions will be examined with your permission. You may request to be present when the electronic device is examined. If a photograph of the PSSA or Keystone Exam is discovered or if permission to search other functions of the electronic device is refused, the device will be held by the school staff. The Pennsylvania Department of Education holds the copyright to all material contained within the PSSA and Keystone Exams, the Pennsylvania Department of Education will be contacted and further action may be taken.

If, after testing is complete and test materials have been returned, it is discovered that a student used and/or had a cell phone or other electronic device in his or her possession during the administration of the test, the school's discipline policy will be followed and the student's scores will be invalidated.

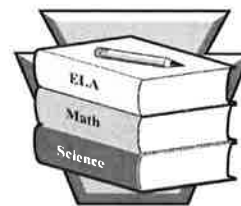
# Information for Parents or Guardians

## Pennsylvania System of School Assessment (PSSA)

English Language Arts Assessment, April 9–13, 2018

Mathematics Assessment, April 16–20, 2018

Science Assessment, April 23–27, 2018



### GENERAL INFORMATION ABOUT THE PSSA

#### Which schools participate?

All school districts and charter schools participate in the assessments. Nonpublic and private schools may also participate on a voluntary basis.

#### Which students take the assessments?

Except for a very few students who meet specific criteria for participation in an alternate assessment, all students are included in the assessments as outlined below:

ELA & Mathematics—Grades 3, 4, 5, 6, 7, and 8  
Science—Grades 4 and 8

#### Who decided what the assessments should measure?

Groups of educators from all levels of education in Pennsylvania chose the areas of knowledge and skills upon which the assessments are based. The groups included teachers, supervisors, curriculum directors, and college specialists. They also reviewed, edited, and approved the test items.

#### Who administers the assessments?

Each school chooses the person(s) who will administer the assessments. In most cases, these are teachers in the students' building.

#### How are the results reported?

Two copies of the individual student report for all assessments will be sent to all schools and districts that participate for distribution to parents, teachers, school counselors, and/or principals. The state will not receive any report with individual names included.

School-level reports will be used for curricular and planning purposes. School districts and charter schools may publish the results of PSSA testing for each school. The state will also release school-by-school assessment data.

#### May parents see the assessments?

Yes, under one circumstance. School entities are required to have policies to ensure that parents or guardians have the right to review a state assessment in the school entity during convenient hours for parents or guardians from the time testing materials are received to the end of the make-up schedule in order to determine whether a state assessment conflicts with their religious belief. This is the only reason allowable under regulation.

Confidentiality agreements must be signed, and no copies of the assessments or notes about assessment items will be permitted to leave the school. If after reviewing the test, parents or guardians find the test to be in conflict with their religious belief and wish their student(s) to be excused from the test, the right of the parents or guardians will not be denied upon written request to the applicable school district Superintendent, charter school Chief Executive Officer, or AVTS Director. Parents or guardians should contact their child's school to make arrangements to review the test.

#### Report Testing Irregularities

Parents/guardians who believe that a testing irregularity may have occurred may email [ra-ed-pssa-keystone@pa.gov](mailto:ra-ed-pssa-keystone@pa.gov) or call 844-418-1651 to report the incident.

### INFORMATION ABOUT THE ENGLISH LANGUAGE ARTS ASSESSMENT (grades 3 through 8)

#### How long does the assessment take?

The entire English Language Arts assessment takes approximately three to four hours to complete. Your school district will inform you about the assessment schedule.

#### What does the assessment include?

Each student completes three sections of questions for the English Language Arts assessment. Some portions will be the same for all students, and some will consist of different groups of questions.

#### What types of questions are on the assessment?

Students respond to multiple-choice, evidence-based selected-response, and constructed-response questions. In a multiple-choice question, the correct answer(s) is chosen from four options. Evidence-based selected-response questions have two parts, and students select one or more answers for each part. Constructed-response questions may include a short-answer (grade 3) or text dependent analysis (grades 4 through 8). Short-answer questions require students to compose a brief response to support their answer. For the text dependent analysis question, students analyze a text and use evidence from the reading passage to compose an essay.

### **How are written responses to constructed-response items scored?**

The written responses for English Language Arts are scored by evaluators trained in applying an ELA-specific scoring guideline. For short-answer questions, scores are based on content only. Spelling and punctuation are not included as part of the scoring process. Responses to text dependent analysis questions are scored based on both content and writing skills.

### **What is assessed in English Language Arts?**

The English Language Arts assessment addresses six major reporting categories as well as two text types. Students respond to standalone multiple-choice items assessing language. Additionally, students read a number of passages from literature and informational genres and respond to questions about these passages that indicate both comprehension and reading skills and the students' analysis and interpretation of different types of texts.

### **INFORMATION ABOUT THE MATHEMATICS ASSESSMENT (grades 3 through 8)**

#### **How long does the assessment take?**

The entire mathematics assessment takes approximately two to three hours to complete. Your school district will inform you about the assessment schedule.

#### **What does the assessment include?**

Each student completes two sections of questions for the mathematics assessment. Some portions will be the same for all students, and some will consist of different groups of questions.

#### **What types of questions are on the assessment?**

Students respond to two types of questions: multiple-choice and open-ended. In a multiple-choice question, the correct answer is chosen from the four presented options, while open-ended questions require students to compose their responses. Open-ended questions generally require students to provide detail in support of their answers (such as showing or describing the steps performed to complete a calculation).

#### **How are written responses to open-ended items scored?**

The written responses for mathematics open-ended items are scored by evaluators trained in applying a mathematics-specific scoring guideline. In mathematics, scores are based on content only. Spelling and punctuation are not included as part of the scoring process.

### **What is assessed in Mathematics?**

The mathematics assessment addresses five major reporting categories across four clusters. The reporting categories assessed and the proportion of questions in each reporting category vary by grade level. As a part of the assessment of Cluster A, Numbers and Operations, students in grades 4 through 8 respond to a set of questions without a calculator. Constructed-response items may require the students to show all of their work (e.g., calculations, graphs, drawings) and/or to explain in writing how they solved the problems.

### **INFORMATION ABOUT THE SCIENCE ASSESSMENT (grades 4 and 8)**

#### **How long does the assessment take?**

The entire science assessment takes approximately one to two hours to complete. Your school district will inform you about the assessment schedule.

#### **What does the assessment include?**

Students in grades 4 and 8 complete two sections of questions for the science assessment. Some portions will be the same for all students, and some will consist of different groups of questions.

#### **What types of questions are on the assessment?**

Students respond to two types of questions: multiple-choice and open-ended. In a multiple-choice question, the correct answer is chosen from the four presented options, while open-ended questions require students to compose their responses. At grade 8, the science assessment also includes science scenarios.

#### **What is a science scenario?**

A science scenario contains text, graphics, charts, and/or tables and uses these elements to describe the results of a class project, an experiment, or other similar research. Students use the information found in a science scenario to answer multiple-choice questions.

#### **How are written responses to open-ended items scored?**

The written responses for science open-ended items are scored by evaluators trained in applying a science-specific scoring guideline. In science, scores are based on content only. Spelling and punctuation are not included as part of the scoring process.

#### **What is assessed in science?**

The science assessment addresses the four major reporting categories: The Nature of Science, Biological Sciences, Physical Sciences, and Earth and Space Sciences. The proportion of items in each reporting category varies by grade level.

## PENNSYLVANIA CALCULATOR POLICY

If a student chooses to use a calculator (other than the online options) 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 School Assessment Coordinator to ensure that all calculator policies are implemented and followed, including making sure calculators have no programs or other data stored in their memory other than those that are factory installed. Please note that if a student wants to restore the deleted programs, the student will need to back up these programs prior to the assessment. In addition, the memory must be cleared on the calculator prior to and following each test session of the assessment.

The following are **not** permitted for the PSSA or Keystone Exams:

- Devices that have a primary purpose other than functioning as a calculator such as cell phones, smartphones, smartwatches, 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 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 in the Accommodations Guidelines
- Calculators shared by students during a test session
- Any and all non-factory (add-on) programs or information stored in the calculator

This calculator policy is intended to be a general description of what is not allowed. It is not meant to be an exhaustive list of specific calculators, devices, or technologies that must not be used on the PSSA or Keystone Exams. Please note that as technology changes, this policy may also change.

## CODE OF CONDUCT FOR TEST TAKERS

### DO...

- 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 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(s) you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer 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 online.
- Report any suspected cheating to your teacher or principal.

### DO NOT...

- Have notes in your possession during the test.
- Have any unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, etc.) in your possession during the test. Note, you may have approved calculators, if applicable, during the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers by making marks in multiple bubbles and erasing. Mark only the bubble for the correct answer(s) you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.)
- Take notes about the test to share with others.
- Leave an online test session until the session is complete or until instructed to do so.
- Use social media to post information about the test and/or test items.

## Religious Objection to the PSSA and Keystone Exams

### **Can a parent opt their child out of the PSSAs and Keystone Exams?**

Yes. A parent or guardian must contact the school to inform the principal of the request to opt out. Once the principal is aware of the request, the principal will notify the District Assessment Coordinator. The District Assessment Coordinator will call the parent or guardian, who made the initial request, to schedule an appointment to view the test(s). Before viewing any of the assessments, a confidentiality agreement must be signed by the parent or guardian. No copies of the assessment can be made, taking of notes, copying of any materials or electronic devices can be used while viewing the assessment(s). After viewing the assessment(s) the parent or guardian determines their religious beliefs conflict with the exams and they may opt their child out of the assessment by writing a letter to the Superintendent. The letter needs to state their objection to the assessment(s) due to their religious beliefs.

## Frequently Asked Questions (FAQs) about State-Mandated Assessments

Below are frequently asked questions about state-mandated assessments. These answers reflect our current thinking based on available information and will be updated as new questions arise.

**Q1. *Are there repercussions for students who do not take the PSSAs/Keystones? Do these tests have any effect, for example, on placement in advanced math or any other academic decisions?***

A1. At this time, there are no direct repercussions to a student, whose family decides to opt out of participation in state-mandated testing for religious reasons. Deciding to opt out of participation in state-mandated assessments for religious reasons does not have any effect on placement in future courses.

**Q2. *If a student does not take the PSSA's/Keystones, what will he/she do during that time instead?***

A2. If a family decides to opt their child out of participation in state-mandated assessments for religious reasons, the child will be engaged in an alternate learning activity within his/her school.

**Q3. *Do the results of the PSSAs impact a teacher's annual performance evaluations? If students do not take the tests or if the tests are not administered, does it affect the teacher in any way?***

A3. The assessment results are part of the data that comprise the building-level data portion and when appropriate, the teacher-specific data portion of a classroom teacher's evaluation.

**Q4. *Is state or federal funding for the school tied to results or even just the number of students who take the PSSA's/Keystones?***

A4. At this time, funding is not directly tied to performance on state-mandated assessments, and funding is not directly connected to the participation rate in state-mandated assessments.

**Q5. *Are PSSA rankings important to the school in any way?***

A5. Performance on state-mandated assessments is one indicator of the quality of our instructional program. This indicator is used to compare ourselves with other districts locally and state-wide. PSSA and Keystone scores have also been used by many organizations and individuals to evaluate the rigor of district programming.

**Q6. *Are PSSA test results valid if fewer than 95% of the students in a school building participate?***

A6. It is the position of PDE that the validity of PSSA results are not compromised by the percentage of students participating in it.

**Q7. *For what reason would a family opt their student out of state testing?***

A7. The only approved reason to opt out of participating in PSSA testing, according to PDE, is for religious beliefs.