



BIG SPRING SCHOOL DISTRICT
Office of the Director of Curriculum and Instruction
45 Mount Rock Road
Newville, PA 17241
(717) 776-2000

PARENTAL REQUESTS TO VIEW STATE ASSESSMENT MATERIALS

The Big Spring School District will follow the guidelines for parental review of test materials and requests for exclusion from the state assessments as outlined in the Pennsylvania System of School Assessment Handbook for Assessment Coordinators.

1. Two weeks prior to each testing window, each assessment will be made available for review by parents and guardians. The assessments must be reviewed on school property and school personnel will be present at all times. The district will make every effort to provide a convenient time for parents to review these assessments including evening times if requested. School personnel will maintain proper security and confidentiality of the assessment throughout the review process. School personnel will remove the prompt seals from one copy of a writing booklet to facilitate a review of the writing assessment.
2. If a site is testing online, the district will contact DRC for an online ticket for the purposes of parental review. The ticket will be shredded after review.
3. Parents and guardians must sign the Parent Confidentiality Agreement prior to reviewing. A copy of this confidentiality agreement will be maintained at the building level. The original copy must be sent to the district office and will be maintained in a PSSA test security file. Parents and guardians will not be allowed to photocopy, write down, or in any other manner record any portion of the assessments, including directions.
4. If after reviewing the test, parents/guardians find the test to be in conflict with their religious beliefs, or have other concerns with the assessments and wish their student(s) to be excused from the test, the parents/guardians must provide a written request that states the objection to the Superintendent. A copy of this statement will be maintained at the district office in a PSSA test security file.
5. If the student is excused from the state assessment due to parental or guardian request, school personnel will provide an alternative learning environment for the student during the assessment. School personnel will complete the "Non-Assessed Students" grid by selecting "Student had a parental request for exclusion from the assessment".
6. Building principals should contact the Director of Curriculum and Instruction with any questions or concerns when following these guidelines.
7. These same procedures will apply to all Keystone Exams.