



**BIG SPRING SCHOOL DISTRICT**  
*Office of the Director of Curriculum and Instruction*  
**45 Mount Rock Road**  
**Newville, PA 17241**  
**(717) 776-2403**

**Standardized Testing Procedures**

**I. KEYSTONE/PSSA PARENTAL REQUEST FOR EXCLUSION FROM THE ASSESSMENT**

1. Within the two weeks prior to each testing window, each assessment is made available for review by parents and guardians.
2. Parents/guardians making the request must review the assessment on school district property with district personnel present at all times.
3. A convenient time for the review will be established.
4. Parents and guardians will be required to sign the Parent Confidentiality Agreement.
5. After reviewing the test, if parents/guardians find the test to be in conflict with their religious beliefs 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.
6. An alternative learning environment for the students will be provided by school personnel during the Assessment.

**II. KEYSTONE/PSSA PLAN FOR HOME EDUCATION STUDENTS**

1. If the supervisor of a home education program requests that a student takes the Keystone/PSSA, the district will allow the student to take the assessment at the school building the home education student would normally attend. The student will be assessed with the grade level on the date / time that the school has scheduled the grade level for the assessment.
2. Supervisors of home education programs who plan to request that a student take the Keystone/PSSA with accommodations or the PASA will be made aware that certain procedures and timelines must be adhered to before any student is eligible to do so, regardless of whether the student is educated at the public school or is home educated.

**III. KEYSTONE/PSSA PLAN FOR CELL PHONES/ELECTRONIC DEVICES**

Students are not permitted to use their cell phones during state standardized assessments. As the student enters the testing session, they will be required to leave their electronic device at a designated location (cell phones, smartphones, smartwatches, etc.). The device will be powered down by the student prior to placing it in the identified location. It will be returned at the conclusion of the assessment for all students.

**BSSD will:**

- Inform parents and students before testing that electronic devices are not allowed during the test administration.
- Inform parents and students that the consequence for using and/or having electronic devices during the test administration will result in the application of a "Do Not Score" label on his/her answer booklet and the student must retake the assessment during the same administration testing window in order to receive a score.
- Inform parents and students that violation of the electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised.
- 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 cost of replacement.

#### **IV. KEYSTONE/PSSA PLAN FOR EXTENDED TIME**

1. Students are eligible for extended time as requested.
2. Student's test will be gathered by the Test Administrator.
3. The Test Administrator will give the student's test materials to the Extended Time Test Administrator who will be assigned to the student.
4. Extended Time Test Administrator will escort the student to the designated extended time test location while transporting the student's test along with him/her.
5. The student will then be monitored by the designated Extended Time Test Administrator.

#### **V. KEYSTONE/PSSA PLAN FOR BATHROOM BREAKS**

1. Students are able to use the restroom as needed during assessment administration.
2. When the Test Administrator is made aware, they will collect the student's assessment materials and hold them in a secure area.
3. The Test Administrator will make the hallway proctor / designee aware of the bathroom request and the student will be supervised as they move to and from the restroom.
4. Should any concerns arise with student behavior will be reported to the Test Administrator and the School Assessment Coordinator.
5. The student will return to the testing location and will be seated in their seat.
6. The Test Administrator will reissue the student's assessment and they will continue their assessment.

#### **VI. CODE OF CONDUCT FOR TEST TAKERS**

Do...

- Listen to, read, and follow all directions given.
- Ask questions if you do not understand 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 you 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 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 response.
- Report any suspect cheating to your teacher or principal.

Do Not...

- Have notes in your possession during the test.
- Have any unapproved electronic devices (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.