pennsylvania
DEPARTMENT OF EDUCATION

Handbook for Assessment Coordinators

2020

University of Pittsburgh

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PART 1 - IMPORTANT INFORMATION

New for 2020!

Important Dates for 2019-2020

Activity	Date
Enrollment	September 30 – November 15, 2019
Training	January 13 – February 21, 2020
Testing	February 24- April 10, 2020*
Score Reports issued	Week of Aug 31, 2020

*No student responses may be entered after this date.

The PA Department of Education, Bureau of Special Education provides the following updates for the administration of the 2020 PASA.

REDUCED SHIPMENT OF ASSESSMENT MATERIALS FROM THE PASA VENDOR

- Beginning this school year, there will be no delivery of student assessment materials (i.e., the bound booklets containing the answer choices).
- If a student requires printed materials rather than accessing the assessment digitally via an iPad or computer, the assessor must download and provide the printed student materials. Student materials must be printed in color.
- Local Education Agencies and Service Providers will be provided manipulative kits for students that shall be kept by the assessors for instructional and assessment purposes. Kits shall not be returned to the PASA vendor.

NO RETURN OF ASSESSMENT MATERIALS TO THE PASA VENDOR

- PASA Assessment Coordinators (ACs) and assessors are no longer required to return by mail any physical assessment materials to the PASA vendor, as all test responses will be entered and scored through the PASA digital test administration system.
- All printed assessment materials must be destroyed. The PASA AC is responsible for ensuring the destruction of assessment materials and/or removal of assessment downloads from all iPads and computers.
- All test security affidavits will be completed online for ACs, assessors and any other individual with a current training account. All other individuals who will have access to PASA materials or testing sessions (i.e. aide, TSS) must sign a printed hard copy of the test security affidavit. The LEA/service provider must keep this on file. No test security affidavits should be mailed back to the PASA vendor.

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NO VIDEO RECORDING OF STUDENTS

- Beginning this school year, assessors will not be required to video record and upload the performance of students into the PASA Digital system. Assessors will continue to be required to enter student responses online.
- Completion of parent and assessor video consent forms are no longer required and/or applicable.

NO SUBMISSION OF NARRATIVE NOTES REQUEST

- As a result of the elimination of video recording and uploading, there is no longer the requirement to submit requests for approval to the Bureau of Special Education for use of narrative notes.
- Assessors no longer need to complete a narrative notes script during test administration for students who previously were not permitted to be recorded.

Testing Window

Administration of **ALL** *PASA* assessments must be completed from **February 24 to April 10, 2020**. **The window to submit all student responses and 'Accommodations Used' forms closes by midnight on April 10, 2020.** Schools may develop their own test administration schedule within the specified testing window, and subject area tests may be administered in the sequence or manner that the school deems most appropriate.

Regardless of administration option, assessors **MUST** enter student responses for **ALL** *PASA* assessments directly into the digital system. Failure to enter student responses into the digital system will result in that student being marked as **NOT ASSESSED** for State reporting purposes, and students will receive a blank Individual Student Score Report which states that responses were not entered online.

Test Administration Training

PASA online test administration training will be available on the *PASA-Digital* site from **January 13 - February 21, 2020**. Training will be required for ALL assessors **and** Assessment Coordinators prior to the opening of the testing window.

Online test materials will NOT be released to the LEA/service provider until the assessment coordinator completes the online test security affidavit as well as the training modules and associated proficiency tests. Likewise, online tests materials will not be released to individual assessors until the signed test security affidavit, training modules and associated proficiency tests have been completed.

Administration Protocols

In general, the *PASA Administration Manual* and *PASA Administration Training* modules describe correct test administration protocols as well as outline permissible accommodations.

It is important for Assessment Coordinators and assessors to be aware of the following:
1. ALL passages, test items and answer choices on all content areas are scripted and should be read aloud to ALL students regardless of Tier designation.
2. In math, assessors should encourage students to use materials (e.g., touch points, pencil and paper, calculator) that are regularly used during math instruction to maintain consistency between the assessment and instructional environment. Assessors will still be sent a Math Test Kit that will include suggested math manipulatives that can be used for the Math assessment. The Math Test Kits are not to be returned to the vendor this year, as in years past. Rather, the assessors may keep the contents of the kits for future instructional purposes.

IMPORTANT 2020 PASA DATES

The following PASA activity dates are provided in the table below.

Assessment Activity	Date
Enrollment	September 30 – November 15,2019
Test Administration Training	January 13, - February 21, 2020
Test Administration Window*	February 24 – April 10, 2020
Score Reports Mailed	August 31, 2020

Enrollment for all PASA assessments must be completed through the *PASA-Digital* site. It is the responsibility of the local education agency (LEA) to ensure that all students enrolled in the LEA and eligible for the PASA, regardless of location of services, are enrolled. It is the responsibility of the service provider to complete enrollment for students in the PASA-Digital system. It is recommended that the LEA and service provider communicate to ensure that students are properly enrolled. Permission must be requested to access the enrollment system after the close of the enrollment window. Details are as follows:
1. Permission requested, and access granted **from the *PASA* vendor**: newly identified for special education services, newly identified as eligible for the PASA, or newly enrolled with the local education agency or service provider.
2. Permission requested, and access granted **from the Bureau of Special Education**: all other requests.

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Administration of all PASA assessments must be completed within the specified assessment window. Completion of PASA assessments means that all student responses are entered, 'Accommodations Used' forms are submitted into the PASA-Digital system by midnight on April 10, 2020.

Schools may develop their own test administration schedule, and subject area tests may be administered in the sequence or manner that the school deems most appropriate. Failure to enter student responses into the digital system will result in that student being marked as **NOT ASSESSED** for State reporting purposes, and students will receive a blank Individual Student Score Report which states that responses were not entered online.

CONTACTS FOR ASSESSMENT QUESTIONS

Topic or Subject	Contact Person	Phone Number	Email Address
Late Enrollments • (other than newly identified or move ins)	Lisa Hampe	(724) 425-3000	lihampe@pa.gov
	Lynda Lupp	800-441-3215 ext. 7233	llupp@pattan.net
• (newly identified or move ins)	PASA, University of Pittsburgh	(412) 624-3034	PASAtest@pitt.edu
Test Window Exceptions, Opt Out	Lisa Hampe	(724) 425-3000	lihampe@pa.gov
Tier Changes	PASA, University of Pittsburgh	(412) 624-3034	PASAtest@pitt.edu
Testing Irregularities and Test Security	Lisa Hampe	(724) 425-3000	lihampe@pa.gov
General PASA Questions	Lisa Hampe	(724) 425-3000	lihampe@pa.gov
	Lynda Lupp	800-441-3215 ext. 7233	llupp@pattan.net
PASA-Digital Technology • Digital accounts/new accounts/changing PASA AC	PASA, University of Pittsburgh	(412) 624-3034 OR (412) 624-2031	*For general inquiries and questions:* PASAtest@pitt.edu *For technical assistance during the testing window:* PASAdigi@pitt.edu

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TEST SECURITY

The PASA is a statewide assessment designed for students with the most significant cognitive disabilities. It is one way for schools and parents to gauge how students and schools are performing regarding proficiency to the state standards. It is a measure of individual student achievement and any deviation from the test administration procedures outlined in this handbook and in the online security training module is strictly prohibited and is considered a violation of test security. Those individuals who divulge test questions, falsify student performance, or compromise the integrity of the state assessment system in any manner will be subject to professional disciplinary action under the Professional Educator Discipline Act, 24 P.S. § 2070.1a et seq, including a private reprimand, a public reprimand, a suspension of their teaching certificate(s), a revocation of their teaching certificate(s), and/or a suspension or prohibition from being employed by a charter school. In this regard, an educator is any individual who holds public or private school certification and all charter and cyber charter school staff members and contracted educational providers who would be required to hold certification if they served in a traditional public school.

In order to ensure validity and security of the PASA, all PASA Assessment Coordinators and Assessors must complete the online PASA-Digital training which includes a module on Test Security. All PASA Assessment Coordinators and Assessors should read, understand, and electronically sign the online Test Security Affidavit. Online test materials will NOT be released to anyone in the district/IU/school until the PASA Assessment Coordinator and Assessors complete all training requirements including proficiency assessments associated with each training module, and electronically sign/submit the Test Security Affidavit.

Anyone handling printed or viewable PASA materials is also directed to sign the Test Security Affidavit. **Any person(s) in the room during a test administration (e.g. interpreter, aide) must also complete a Test Security Affidavit.** A Test Security Affidavit is available for download upon log in to the PASA website. Failure to obtain a signed Test Security Affidavit from all persons present during a test administration will be considered a violation of test security protocol. The Test Security Affidavit is also included in the Appendices. It is the responsibility of the PASA Assessment Coordinator to ensure a singed test security affidavit is signed and submitted in the PASA digital system for all assessors or users with a trainee account. Other individuals who will be present in the testing session (i.e., interpreter, aide) or who have access to secure test materials and do not have a training account in the PASA digital system are required to sign a hard copy of the test security affidavit. The LEA/service provider is responsible to keep the hard copy signatures on file instead of mailing them to the vendor, as in years past.

Some examples of test security violations are provided:
- discussing test items with another person who does NOT have a signed test security affidavit,
- allowing an unauthorized person to print or deliver test materials,

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- allowing students to handle or view test items prior to administration,
- allowing an unauthorized person to view digital test materials prior to administration,
- coaching students inappropriately during the test,
- entering a response other than the student's true response,
- leaving printed test materials in plain view when not in the room even if no one is in the room or scheduled to be in the room,
- leaving items displayed on an electronic device when not in the room even if no one is in the room or scheduled to be in the room,
- allowing students to see the correct answers on the screen before or while the student completes the item,
- giving students additional information not included in the script and that is not an allowable accommodation (e.g., describing a graphic to a student with visual impairment),
- discussing specific items with another person whether authorized or not,
- making an electronic/digital copy of any test items or test materials,
- posting test materials on social media sites,
- downloading test materials to a device that is not LEA-owned.

An unauthorized person is any person handling printed or viewable secure test materials and is required to sign a Test Security Affidavit and has not signed such document.

PASA Assessors must report testing irregularities/security breaches to the PASA Assessment Coordinator, or the Pennsylvania Department of Education, Bureau of Special Education. The PASA Assessment Coordinator must report the testing irregularities/security breaches to the Pennsylvania Department of Education, Bureau of Special Education. PASA security violation allegations should be directed to Special Education Adviser, Ms. Lisa Hampe at lihampe@pa.gov. Irregularities and/or allegations may also be reported to PDE via ra-ed-pssa-keystone@pa.gov or by phone at 844-418-1651.

PART 2 – GENERAL ASSESSMENT INFORMATION

ELIGIBILITY

The IEP Team determines whether a student will participate in the general assessment with or without accommodations or the alternate assessment. In order to participate in the alternate assessment, the IEP Team must review and answer the six eligibility criteria pertaining to participation in the PASA. The IEP Team must answer "YES" to all six criteria in order for the student to participate in the PASA. If the IEP Team answers "NO" to any one question, the student must participate in the PSSA or Keystone Exam with or without accommodations.
The PASA Eligibility Decision Making Companion Tool is a resource available on the PDE, PaTTAN, and PASA websites for IEP teams to review the six eligibility criteria. The criteria and additional considerations are listed below:

1. **Will the student be in grade 3, 4, 5, 6, 7, 8 or 11 by September 1st of the school year during which the IEP will be operative?**
   Additional consideration: The grade level listed for the student in the PIMS and the PASA-Digital system must correlate to the assessment decision documented in the current IEP.
2. **Does the student have significant cognitive disabilities? Pennsylvania defines significant cognitive disabilities as pervasive and global in nature, affecting student learning in all academic content areas, as well as adaptive behaviors and functional skills across life domains.**
   Additional consideration: While a significant cognitive disability is not directly defined by a Chapter 14 disability category, it is expected that students with a primary disability category of Specific Learning Disability or Speech Language Impairment <u>DO NOT</u> meet the definition of a significant cognitive disability. Students with a significant cognitive disability typically have an IQ score of 2.5 to 3 standard deviations below the mean.
3. **Does the student require intensive, direct, and repeated instruction in order to learn and generalize academic, functional and adaptive behavior skills across multiple settings?**
   Additional consideration: The student's course of study includes functional skills. Instruction typically occurs in a one to one or small group setting with opportunity to generalize and transfer skills across multiple settings.
4. **Does the student require extensive adaptation and support in order to perform and/or participate meaningfully and productively in the everyday life activities of integrated school, home, community, and work environments?**
   Additional consideration: A significant cognitive disability is pervasive, affecting student functioning across all academic, social and community settings. The student is expected to require intensive and on-going supports after graduation.

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5. **Does the student require substantial modifications to the general education curriculum?**
   Additional consideration: Substantial modifications change the content expectation by a significant reduction in depth, breadth, and complexity of grade level standards as exemplified in the Alternate Eligible Content.
6. **Does the student's participation in the general curriculum differ substantially in form and/or substance from that of most other students? Students found eligible to take the PASA must have measurable annual goals <u>AND</u> short-term objectives reflected in the IEP.**
   Additional consideration: Students with the most significant cognitive disabilities likely require objectives, materials, prompting hierarchies, and teaching modalities different from the general education curriculum. The student's goals and objectives typically reflect the Alternate Eligible Content.

PASA eligibility determinations are <u>NOT</u> based on:
   - ✓ IQ score or disability category alone (i.e., All students with an Intellectual Disability do not automatically qualify for the alternate assessment.)
   - ✓ English Learner (EL) Status
   - ✓ Poor attendance
   - ✓ Expected poor performance on the general assessments
   - ✓ Educational environment or instructional setting
   - ✓ Low reading or achievement level
   - ✓ Anticipated disruptive behavior or emotional duress
   - ✓ Impact of scores on accountability system
   - ✓ Administrative decision

TEST DESIGN

The PASA is an individually administered, multiple-choice assessment that is read aloud to the student. It is divided into two Tiers of cognitive complexity for each content area and every grade level. Each test consists of a series of three-option multiple-choice items; field test items and do not count towards a student's score. Field test items are not identified on the test and assessors will not know which items count toward the score and which do not.

PASA items feature a set of scripted prompts. More information about prompting, as well acceptable accommodations and adaptations, are presented in online training modules beginning in January.

<u>TIERS</u>

All PASA assessments have two levels of cognitive difficulty - Tier 1 and Tier 2. For PASA- ELA and PASA-Math, students will be placed into one of the two Tiers based upon performance on the prior year assessments.

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For students not enrolled in the 2019 PASA, assessors will designate a Tier during enrollment. Descriptions and sample items will be available on the website to guide placement of students into the correct Tier designation. As in past years, requests for Tier changes for PASA-ELA and PASA-Math will be considered on a case-by-case basis based upon the reasoning provided. Requests for changes MUST be made through the digital site by the assessor or Assessment Coordinator. Assessors should notify the Assessment Coordinator if they are making a Tier change request. Assessment Coordinators will be copied on the decision made for any Tier change request made by an Assessor.

Students taking the PASA-Science will be placed into an appropriate tier based upon a placement test. Further information is provided immediately below.

Placement Testing – Determining a Tier for PASA-Science

Students taking the PASA-Science will be placed into a Tier based on their performance on the first 12 items of the test during administration. After the student has answered the first 12 items of the test, assessors will be directed to complete the test at a specific Tier designation. **Tier changes will not be possible for the PASA- Science since placement occurs during test administration.** Understanding the PASA-Digital delivery options and how placement testing interfaces with each is important to ensure a valid delivery of the assessment for all students.

PLEASE NOTE:
- Assessors using the *fully-digital test administration option (or streamlined option 1)* for science will be directed to the correct Tier items and student materials automatically by the digital system once the placement test is complete.
- Assessors using the *hybrid* (*partially-digital) test administration option* for science will be directed to move to the correct Tier in the printed student materials once the placement test is complete. The test items will be directed by the digital system automatically to the correct Tier.
- Assessors using the *non-digital test administration option (or streamlined option 2)* for science MUST enter student responses for the first 12 items into the digital system in order to receive direction for which Tier to use to complete the test. This may result in a pause in the testing session for the student. Assessors should plan accordingly if choosing to use the non-digital testing administration option.

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PASA ENROLLMENT DATA AND ACCOUNTABILITY

The online training provided by the PASA vendor, *Assessment Coordinator's Guide to Enrollment,* provides the detailed steps for verifying existing student data and adding new students and data into the PASA-Digital system. In addition, the Bureau of Special Education (BSE) provides an annual webinar entitled "PASA Getting Ready" which includes information regarding enrollment and accuracy of student data.

The PASA Assessment Coordinator must ensure that data in the enrollment system, even if carried over from the previous school year, matches the PA Information Management System (PIMS) student enrollment data. It is important that the PA Secure ID, first name, last name, grade and date of birth match exactly the information on the PIMS student enrollment file. Inaccuracies will require additional matching during the attributions window in the eDirect Insight System and may also impact accountability.

TEST ADMINISTRATION DELIVERY OPTIONS

There are three options for administering the *PASA:*
1. <u>Fully-digital</u>
   - assessor uses computer to read test items and record student responses 'as you go',
   - student views answer choices on second electronic device,
   - assessor completes supporting documentation form online.
   - the assessor may also choose to administer the assessment using one of two fully-digital streamlined options, which will require the use of two computers/devices and no printed student materials. Unlike the traditional fully-digital option, the devices do not need to be 'synched' to administer the test. Full instructions on setting up the streamlined options can be accessed in the 'Test Administration Options' training module and the 'Test Administration Manual'.
2. <u>Hybrid (Partially-Digital)</u>
   - assessor uses computer to read test items and record student responses 'as you go',
   - student views answer choices in hard copy Student Materials Booklet,
   - assessor completes supporting documentation form online.
3. <u>Non-Digital</u>
   - assessor prints a copy of the test items to read,
   - assessor enters student responses into a data entry portal ('as you go' or delayed),
   - student views answer choices in hard copy Student Materials Booklet,
   - assessor completes supporting documentation form online.

 ALL assessors in ALL LEA/service providers may use any of the three administration options. Additionally, all assessors in a school do NOT have to use the same administration option.

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When administering the PASA-Science that includes the placement test, the fully digital, streamlined option 1, and partially digital options provide the most seamless assessment experience for students.

TEST ADMINISTRATION TRAINING AND MANUAL

Training

PASA online test administration training will be available on the PASA-Digital site from **January 13 - February 21, 2020**. Training is required for ALL assessors **and** PASA Assessment Coordinators prior to the opening of the testing window. It is the responsibility of the PASA Assessment Coordinators to ensure that all assessors have completed the online training, associated proficiency assessments, and online test security affidavits. Online test materials will NOT be released to the district/IU/school until the PASA Assessment Coordinator completes the online test security affidavit, training modules, and associated proficiency tests. Likewise, online tests materials will not be released to individual assessors until the signed test security affidavit, online training modules, and associated proficiency tests have been completed. PASA Assessment Coordinators can track the progress of all associated assessors in the LEA via the PASA digital system. A check box will appear next to each step of completion.

Please see the *Guide to PASA Enrollment, Training, and Test Administration Requirements by Account Type* in the Appendices. This table identifies the roles of school staff who may be associated with the administration of the assessment and the requirements for participation in online training modules, completion of proficiency assessments, and security requirements.

STUDENT ASSESSMENT MATERIALS & TEST KIT

Student Assessment Materials

Student Materials Booklets are no longer shipped from the vendor to schools. It is expected that the majority of students will be able to access the assessment digitally using the fully-online or streamlined method of test administration, which require no printed materials. Full instructions on how to administer the test digitally can be accessed via the PASA digital training module, "Test Administration Options'. In unique cases, a student may need their answer choices to be cut apart or adapted for tactile use in some way. It is now the LEA/service provider's responsibility to ensure the student materials are printed in color for these students.

Math Manipulatives Kits

The PASA vendor will continue to provide a Math Manipulatives Kit to assessors containing math manipulatives for each grade level assessed. Kits contain objects recommended for presentation of specific items on PASA-Math assessments. It is no longer required for schools

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to ship the math manipulatives kits back to the vendor at the conclusion of the testing window, as in years past. Rather, the math manipulatives can be kept by assessors to use for future instructional purposes.

Please note that no Test Kits containing manipulatives are provided for the PASA-ELA or PASA-Science tests. Assessors may use classroom instructional manipulatives for the ELA and Science PASA. More information on this is provided in the *PASA Test Administration Manual* and online training modules.

PART 3 – ASSESSMENT COORDINATOR AND ASSESSOR RESPONSIBILITIES

PASA ASSESSMENT COORDINATOR ROLE AND RESPONSIBILITIES

The PASA Assessment Coordinator has specific responsibilities before, during, and after the testing window. As the point of contact for the district or service provider, the role is to:
- communicate assessment related information to assessors,
- verify information in the PASA digital system is correct and updated,
- verify enrollment of all PASA eligible students, which includes verifying all students eligible to take the PASA in their district/IU/school have been entered into the system and that data is accurate,
- verify assessor accounts,
- assign assessors to students including creating new assessor accounts when applicable,
- ensure all assessors enroll their students properly,
- support the assessor and answer questions pertaining to enrollment and test administration procedures,
- verify all training and proficiency tests have been completed and test security affidavits signed,
- complete online training test administration modules, proficiency tests, and test security affidavit (as the PASA Assessment Coordinator),
- ensure test security is maintained at all times,
- ensure that all assessments have been completed in accordance with test administration procedures for each student enrolled in the digital system (student responses entered, 'Accommodations Used' form uploaded and complete for each student and each subject)
- ensure any need to printing student materials or test materials is accomplished in a timely manner by the LEA/service provider,
- ensure any printed test materials are properly destroyed by the LEA/service provider after the assessment is complete,
- ensure any downloaded test materials are cleared from the computer's cache after the conclusion of testing.

The Assessment Coordinator also serves as the point of contact for communication with the assessment vendor and/or the Bureau of Special Education. Assessors are encouraged to seek clarification through the Assessment Coordinator. If the Assessment Coordinator cannot answer the question, the Assessment Coordinator should contact the vendor or BSE.

For these reasons, the Bureau of Special Education has released the following guidelines for choosing an Assessment Coordinator:

"Local education agencies (LEA) and service providers must identify a PASA Assessment Coordinator. The Assessment Coordinator receives all communications from the PASA Project pertaining to the enrollment process, testing window dates, test administration training,

procedures associated with test administration, etc. The Assessment Coordinator is responsible for ensuring that procedures associated with the administration of the assessment are followed and may be required to communicate on behalf of the LEA or service provider with the assessment vendor and/or the PA Department of Education, Bureau of Special Education (BSE). Therefore, the BSE recommends that the Assessment Coordinator is an individual with decision making authority for the LEA or service provider."

BEFORE, DURING, AND AFTER TEST ADMINISTRATION – PASA ASSESSMENT COORDINATOR'S RESPONSIBILITIES

Before Administration

Verify Student Eligibility

All IEPs for students taking the PASA should be reviewed for eligibility and necessary accommodations. In this handbook, refer to *General Assessment Requirements, Eligibility* to view the six PASA eligibility criteria.

Create Assessor or Trainee Accounts

All assessors and trainees will need an account to access the secure portion of PASA- Digital website in order to complete training and other additional requirements specific to their roles. The PASA Assessment Coordinator should select the *Admin* tab in the digital system and select User Accounts. A list of accounts used in the prior year will be displayed. Verify these accounts, and if a user is no longer employed with the district/IU/school, contact PASA at PASAtest@pitt.edu to have the user removed.

When creating a new account, the PASA Assessment Coordinator should follow the steps below. Only PASA Assessment Coordinators may create new accounts for new users.
1. Selecting the *Admin* tab
2. Selecting *User Accounts*
3. Selecting *Create New Account*

Provide the required information, select *Send email* box, and select *Create New Account*. An email will be sent to the user to complete the registration process. For further details, see instructions contained in the *Guide to Enrollment for Assessment Coordinators* training module at **www.pasadigital.com** under the *Training* tab.

There are two types of accounts that the PASA Assessment Coordinator may create and assign based upon the role staff will be fulfilling during the assessment cycle.

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Account Type	Access and Purpose
Assessor	Assessor accounts provide access to the "Training", "Students", "Tests", "Assess", and "Videos" tabs on the *PASA-Digital* website.
Trainee	Trainee accounts provide access to the "Training" tab of the *PASA-Digital* website and are appropriate for interpreters or aides that might assist with test administration.

Note: If an individual who does not have an active account set up in the PASA digital system will be present in the testing environment or responsible for printing or handling PASA test materials, they are required to sign a hard copy test security affidavit. The form can be accessed on the PASA digital website. LEAs and service providers are responsible to keep the signed hard copy forms on file in lieu of returning to the vendor this year.

Overview of Enrollment

The enrollment process is complete when records for all eligible students in your LEA/service provider are verified by both the Assessor and Assessment Coordinator. The PASA Assessment Coordinator is strongly encouraged to monitor this process by checking the student roster under the *"Students"* tab. The PASA Assessment Coordinator will want to ensure enrollment and verification is complete prior to the enrollment window closing. Otherwise, students will not appear on the assessment roster and online test materials will not be released. In addition, failure to enroll students during the PASA enrollment window will result in the district/charter school/IU/school requesting approval from the vendor or the BSE based upon the reason for non-enrollment.

It is imperative that information entered into the student enrollment record is accurate and matched to PIMS. It is used for accountability and generating student score reports. Any mistakes (e.g., spelling, capitalization, grade level) in the student record will appear on the Individual Student Score Report. Errors in data may also affect accountability since PASA enrollment data is matched to PIMS student enrollment data.

Data from the PASA-Digital system is pre-populated into the enrollment window each year based upon the prior year's enrollment data. It is important to ensure data is accurate or data anomalies may be perpetuated.

Enrollment Procedures

General enrollment procedures are provided here, however, more detailed enrollment procedures are available in the online training module entitled *Guide to Enrollment for Assessment Coordinators*. The guide is available on the PASA-Digital website under the *Training* tab.

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When enrolling students for the PASA, **both** Assessor and Assessment Coordinator MUST verify EACH student's information. Students will not appear on the assessment roster, and online test materials will not be released unless a student is fully enrolled. Information entered into the student enrollment record is used to create student score reports. Any mistakes (e.g., spelling, capitalization) in the student record will appear on the Individual Student Score Report. Errors in student data may also affect accountability since *PASA* enrollment data is matched to PIMS student enrollment data.

Enrollment of Existing Students

Select the *Students* tab to access the student roster.
- The list shows all students in grades 4 through 8 AND 11 who are expected to take the PASA this year in your district/IU/school.
  - The list is based upon prior year's enrollment with the grade advanced by one grade level and
  - Grade 11 students are added to the roster based on their enrollment in grade 8.
- Students in grades 3 and any new student(s) to your district/IU/school will need to be added.
- When selecting a student on the roster for enrollment, the first question that is asked is if the student is to be enrolled.
  - Select '**No, because**' if the student:
  - is deceased,
  - has moved out of state,
  - will be taking the PSSA/Keystone,
  - is no longer instructed by your district/IU/school.
    These students will no longer appear on your roster.
  - Select '**YES**' if the student:
  - is currently served by your district/IU/school,
  - has a parent request for opt-out (not religious),
  - has an exemption for the ELA test because of first year EL status,
  - is out on extended medical leave,
  - is in a grade level not tested by *PASA*.

During the testing window the Assessor will select one of these reasons for not testing a student. The selection is available under the Assess tab. Some reasons may affect accountability for the LEA.

Verifying Enrollment Data for Existing Student

Additional information is verified and/or corrected during the enrollment of existing students. Demographic data in the PASA enrollment system must match PIMS student enrollment data. Information verified in the PASA enrollment system includes:
- student PASA ID number (this is NOT the PA Secure ID),
- student name,
- grade level,

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- assigned assessor,
- ELA and Math Tier (1 or 2),
- Science assignment will be based on a placement test this year
- Select a student's name to expand the record and to display the student's information. Verify or correct the following fields:
  - student's identifying information,
  - service provider,
  - enrollment information,
  - general information,
  - testing information,
  - learner characteristics, and
  - student's assessor(s).
- For *Student's Identifying Information*, verify or correct:
  - PA Secure ID,
  - Student's first and last (middle initial, if applicable) names,
  - Birthdate.
- For *Service Provider*, verify:
  - Service Provider – entity that is teaching the student,
  - Service Provider Building – where the student is being taught,
  - Home District – is the student District of Residence.
- For *Enrollment Information*, verify:
  - Date of Enrollment.
- For *General Information*, verify:
  - EL (English Learner) status,
  - Title III status (**student** receives services),
  - Title I participation (**student** receives services),
  - Economic status (free/reduced lunch),
  - Migratory status,
  - Gender,
  - Home-schooling status,
  - Primary disability,
  - Ethnicity.
- For *Testing Information*, verify:
  - Grade,
  - Tier for ELA and Math if new to the PASA. Student previously assessed on the PASA will be assigned a Tier based upon prior test performance.
- Tier assignment for PASA-Science this year will be based on performance on a placement test **during** the administration of PASA-Science.
- For *Learner Characteristics*, verify:
  - Visual Impairments,
    - If yes, Type of Impairment

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- If Braille is used,
- If yes, what Form of Braille is used for EACH content area

Once an assessor is assigned, the student's name and information will automatically appear on that assessor's roster. If any student information is updated on a student record, make sure to select *Update Record* to save changes.

Enrollment of New Students

All 3rd grade students from your location(s) or new students from your location(s) regardless of grade level, will need to be added to your assessment roster. The student record must be verified by BOTH the Assessor and the Assessment Coordinator in order for the student to be officially enrolled.
All students on the roster are fully enrolled if BOTH "Verified" boxes are checked and a date is displayed for ALL students.

Staff Enrollment and Test Administration Trainings

PASA Assessment Coordinators and assessors are provided with two available enrollment trainings through the PASA-Digital website.
1. Guide to Enrollment for Assessment Coordinators
2. Guide to Enrollment for Assessors

PASA Assessment Coordinators and Assessors are encouraged to review the online trainings to fully understand the enrollment procedures specific to their roles. PASA Assessment Coordinators may monitor the progress of assessors during the enrollment process (i.e., completing test security affidavits, training modules, etc.) by:
1. selecting the *Admin* tab,
2. then the *Data Downloads* link and
3. then *Live User Accounts File.*

All Assessment Coordinators <u>and</u> Assessors in the PASA-Digital system **are required** to complete four online PASA test administration training modules. These include:
- *PASA Administration Protocols (including prompting and accommodations),*
- *PAS Test Administration Options,*
- *Entering Student Responses and Test Administration Completion,*
- *Test Security.*

Each training module is associated with a proficiency test which highlights critical aspects of the module for emphasis. While the BSE does not provide a recommended time for completion associated with each online training module, PASA Assessment Coordinators should use professional judgement

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to determine that Assessors have appropriately participated. Although a passing score on the proficiency assessments is not required in order to administer the assessment, Assessors and Assessment Coordinators are strongly encouraged to review information for items not answered correctly.

Assessors will be unable to access online test materials (test items), digitally or non-digitally, until they have:
1. completed all online training modules,
2. completed all associated proficiency tests (no passing score required),
3. signed the online test security affidavit.

It is highly recommended that other accounts types (trainee) participate in the online training modules depending upon their role in the testing process. All account types must, at minimum, complete the *Test Security* training module. It is recommended that Trainees also complete the *PASA Test Administration Protocols* module. If Trainees are also entering student responses, they should complete the *Entering Student Responses* module as well.
Training modules will be accessed through the *PASA-Digital* website under the *Training* tab via username and password.

Assessment Coordinators are strongly encouraged to monitor the test administration training of their assessors by:
1. logging onto the *PASA-Digital* website,
2. navigating to the *Training* tab,
3. selecting the *Admin* link, and
4. selecting the *Assessors' Progress* link.

This screen shows each assessor's name with checklists for each of the modules and proficiency tests. A percentage complete is also displayed and when an assessor has completed the training requirements, the "Complete" button is automatically checked. Assessors are added to this list as they access the Training tab. This means that assessors from last year are maintained on the list while new assessors will only be added to the list when they access the Training tab for the first time. The amount of time each assessor has spent on each training module is also provided. There is not a recommended time for completion associated with each module, however, PASA Assessment Coordinators should use professional judgement to determine that assessors have appropriately participated.

Monitoring assessor progress with administration training

Scheduling the Assessment

The Bureau of Special Education recommends the assessment be administered by an assessor with whom the student is familiar. Likewise, it is best to schedule the assessment session(s) to occur in a setting that is familiar to the student. The PASA Assessment Coordinator should ensure that assessors and students participating in the PASA are provided a testing environment similar to the general assessment (e.g., quiet, free of distractions, etc.). PDE allows flexibility for schools to choose specific testing dates within the specified testing window to administer the PASA. Scheduling the assessment sessions to occur near the beginning of the testing window will allow more flexibility for any unusual circumstances that may occur. Assessment Coordinators and assessors should plan ahead for the possibility of staff or student absence, weather related delays, or other occurrences that could potentially affect the testing schedule.

During Test Window

Monitor Testing Progress

Assessment Coordinators can monitor assessment progress for students on their district/IU/school roster. Navigate to the "Assess" tab and a screen will appear which includes every student and the required steps for completing the assessment; student responses entered, and 'Accommodations Used' forms completed. Check marks automatically appear as assessors complete each step of the assessment progress.

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The student roster will also register those students who were not assessed.

Monitoring assessor progress with test administration

For general *PASA* questions, contact ***PASAtest@pitt.edu***. For technical assistance during the testing window, contact ***PASAdigi@pitt.edu***.

> **All student responses must be entered, and all 'Accommodations Used' forms completed BY the close of the testing window –**
> **April 10, 2020.**

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After Test Window

Documentation of Student Assessments

Assessment Coordinators must ensure that each assessor has fully completed a testing cycle for each student on the roster. A complete testing cycle consists of:
1. a completed test for each of the content areas appropriate for the student/grade, or a discontinued test with reason for stopping the test recorded, or a reason for not being assessed
2. a completed *Accommodations Used* form for each student and each content area

If any of the above are omitted, the testing cycle is incomplete, and validity and/or accountability may be affected.

Students Not Assessed

The PASA Assessment Coordinator should ensure that all students have been provided with every opportunity to be assessed during the testing window. If a student cannot be assessed, the student record should be updated to reflect this for each content area test not administered. An assessor must complete the following to document a "Not Assessed" student for accountability:
1. navigate to the *Assess* tab,
2. select the "not assessed" link next to the student's name to open the student's record,
3. provide a reason from the drop-down box. (See PART 4 – PARTICIPATION GUIDELINES AND PROCEDURES FOR NON-ASSESSED STUDENTS.)

Students for Whom Testing was Discontinued

If an assessor discontinued testing, the assessor is required to provide a reason. If a reason is not provided, the responses cannot be submitted, and the student will be considered NOT ASSESSED and accountability will be negatively impacted. The student, parent, and school will not receive an individual student score report.

If an assessor discontinued testing and provides a reason, the student will be considered ASSESSED. The student, parent, and school will receive a score report. A performance level will be determined based upon items answered, and the individual student score report will printed with "Testing Discontinued".

Digital Security Assurance

At the end of the testing window, no copies of the assessment should remain in districts'/IUs'/schools' possession, including copies on devices used to print test items. Assessment Coordinators must ensure all electronic copies of the tests are removed from

district/IU/school device(s), especially for any assessor who printed a test item booklet. This includes, but is not limited to:

- clearing temporary and cache files from your internet browser,
- clearing temporary files from all electronic devices,
- clearing stored files from printers used to print copies of the test items.

These tasks should be done by your district/IU/school's IT representative(s).

ADDITIONAL ADMINISTRATIVE RESOURCES

There are several additional resources available to PASA Assessment Coordinators through the PASA- Digital website. These resources are located under the *Admin* tab by selecting the "Data Downloads" link. These electronic resources provide valuable student performance reports and data to the district/IU/school. Resources are also available to assist the PASA Assessment Coordinator in confirming that all students are enrolled in the test, and that assessors are completing training and proficiency assessments.

Live User Account

This file provides the PASA Assessment Coordinator the names of all assigned assessors and the status of each in completing required online training modules and proficiency tests. Time allotted to each online training module is provided as well as the performance of the assessor on the accompanying proficiency tests.

Live Enrollment File

This file provides student names and demographics of the students currently enrolled to take the PASA. For districts and charter schools, this file will include students enrolled to take the PASA in the district/charter school <u>and</u> students enrolled to take the PASA who are receiving services outside of the district/charter for whom the district/charter school is responsible. For IUs and service providers, only the names of students enrolled to take the PASA with the service provider will appear in the file. Names of students only appear in the live enrollment file after the students have been fully enrolled.

District Individual Student Reports

Files entitled District Student Reports are available for two years. These files contain the digital copies of individual student score reports (ISSRs) for students enrolled and tested at the district or IU or school.

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That is, for a school district or charter school, the file contains the ISSRs for all students who were assessed in the district or charter school. For a service provider such as an IU or Approved Private School, the file contains the ISSRs for all students who were assessed through the service provider. Paper copies of the ISSRs are still mailed to the location that administers the assessment. It is the responsibility of the Local Education Agency to ensure that the parent/guardian receives the ISSRs.

Home District Student Reports

Files entitled Home District Student Reports are available for two years. These files provide ISSRs for the District of Residence students who receive services outside of the district or

charter school from service providers.

Student Score Report Data

This file provides all student score report data in a spreadsheet format. A district/charter school file will contain the score report data for all students in the district/charter school AND data for students who receive services outside of the district/charter school. A service provider file will contain the score report data for all students assessed by the service provider. The report will include the Tier/level test as well as the number of items not attempted, attempted, got correct assisted (with extra prompt), and got correct independently (with first prompt) by reporting category for all content areas.

ASSESSOR ROLE AND RESPONSIBILITIES

All assessors must be an employee of the district/IU/school and hold a teaching license or other professional certificate issued by the PA Department of Education. It is highly recommended that the assessor be someone with whom the student is very familiar such as their teacher. **All assessors must complete the online enrollment and test administration training modules, proficiency assessments, and test security affidavit. Assessments will not be delivered to the digital inbox of the assessor until all have been completed by the assessor and the PASA Assessment Coordinator.**

It is the responsibility of the assessor to ensure a complete test administration cycle for each student. A complete test administration consists of entering student responses and completing the "Accommodations Used" form for each for each student and content area assessed in the PASA digital system.

Responsibilities of the Assessor include:
- Determining what test administration option will be used. If a student requires materials to be printed, it is now the responsibility of the assessor/school to print the student materials

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in color and adapt as appropriate for the student. Any printed materials must be kept secure before and during the test, and properly destroyed after the test.

- Administering all fully scripted items to students enrolled on their roster for all content areas as assigned by grade level
- Entering students' responses to each item electronically into the PASA-Digital website. The process for data entry for the fully-digital and partially-digital administration options differs slightly from the process for data entry to the non-digital administration option. However, for all test administrations, the assessor is responsible for entering all student responses to each item into the PASA-Digital site.
- Completing an Accommodations Used form online for each student and content area assessed.

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PART 4 – PARTICIPATION GUIDELINES AND PROCEDURES FOR NON- ASSESSED STUDENTS

PARTICIPATION GUIDELINES

Participation in statewide assessments is a federal and state requirement for all students. The *Every Student Succeeds Act* (ESSA) and the *Individuals with Disabilities Education Act* (IDEA) provide that students identified as IDEA eligible must participate in a general assessment with or without accommodations or in an alternate assessment if the IEP Team determines that the student meets the state eligibility criteria for participation.

Section IV of the IEP in PA requires the IEP Team to identify if the student will participate in the general or alternate assessment with or without accommodations. Parent opt out requests are not an IEP team decision. This section of the IEP must be completed even if the parent requests that his/her child not participate in the state assessment because it conflicts with religious beliefs.

PROCEDURES IN THE DIGITAL SYSTEM FOR NON-ASSESSED STUDENTS

Non-assessed students MUST still be enrolled in the PASA-Digital site. A reason for non-participation must also be identified. In general, during the testing window, the PASA Assessment Coordinator or the Assessor first enter the 'assess' tab for the student. If the student was not assessed, the AC or assessor will select the 'not assessed' link. A drop-down menu displays and the PASA Assessment Coordinator or Assessor selects the reason for non-participation.

Further clarification is provided below regarding some reasons that a student may be non-assessed.

Was this student assessed?

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English Learner Students – First Year

Students identified as English Learners (EL) in the United States for less than 1 year are exempt from taking the PASA-ELA. However, EL students are required to participate in the PASA-Science and PASA- Math assessments with the appropriate supports and/or accommodations.

Extended Absence for Entire Testing Window

The PASA test administration window is typically seven weeks long. Schools may design their own test administration schedule that is most appropriate to ensure the completion of test administration in all PASA subjects and grades. Schools must make every effort to ensure that all students who experience absences during the testing window are able to participate in the assessments during the specified window. Students who are non-assessed due to an absence without make-up will have a negative effect on the school's participation rate and can potentially have a negative impact on the school's accountability status.

If a student is absent from school for an extended period that continues beyond the last day of the PDE- established testing window, school personnel must select, "Student had an extended absence for the entire testing window."

Recent Medical Emergency

This applies only to rare circumstances in which a student cannot take or finish taking the assessment during the entire testing window, due to a recent significant medical emergency. An example of this type of situation may be a student is recovering from a recent car accident or medical incident. In order to mark the student as not tested due to a "recent medical emergency," a note from a doctor excusing the student from participation or hospital documentation must be on file with the LEA.
The "recent medical emergency" option allows schools to omit such students when calculating student participation rates. This will ensure that schools whose accountability status might be affected by such situations will not be improperly designated. Keep in mind that if a student is receiving education services (e.g., school enrollment, hospital, treatment facility, homebound, etc.) during the testing window, the student must be given the opportunity to participate in the PASA at the location he/she is receiving his/her educational services.

Inappropriate Grade

At times, an IEP Team may make a decision to hold or advance a student at a specific grade. For example, if an IEP Team determines that a student should remain in the 11th grade for a

second year, that student must participate in the 11th grade PASA even if the student participated previously. If the student is in a tested grade, the student must take the designated state assessment.

Student Refused to Test

If a student is refusing to participate in the PASA, the Assessor is permitted to present the PASA again at a different time during the seven-week test administration window. If after reasonable attempts, the student continues to refuse testing the student may be marked in the system as non-assessed with a reason of "student refused to test". Students who are not assessed due to refusal are factored into the LEA's participation rates and could negatively impact the school accountability.

Religious Opt –Out

Participation in statewide assessments is a federal and state requirement for all students. Chapter 4 of Title 22 of the Pa. Code (22 Pa. code 4.4) provides for the right of any parent/guardian to excuse his/her child from the state assessment if, upon inspection of the testing materials, he/she finds the assessment to be in conflict with his/her religious beliefs. This is the only regulatory allowance for a parent/guardian to excuse his or her child from the statewide assessments.

A religious exemption cannot be denied; however, it can only be granted if all of the following steps are completed.
1. The student must be enrolled for testing so there is an official record of eligibility for the PASA and so testing materials can be provided to the school for the parent/guardian(s) to review. The enrollment record is also needed so the district (assessor) can document officially that the student was not assessed due to religious beliefs. A religious exemption cannot be granted until after the parent/guardian(s) have reviewed the test materials
2. Upon a request for religious exemption, and no earlier than 2 weeks prior to the test window opening, the PASA Assessment Coordinator shall contact PASA at **PASAtest@pitt.edu.** A link to a digital copy of the assessment will be provided to the PASA Assessment Coordinator via the PASA-Digital site. A copy of the assessment may be downloaded and provided to the parent for review. The parent/guardian(s) must schedule a time with the district/IU/school's Assessment Coordinator to review the assessment on school grounds with a school administrator present. The parent/guardian(s) must sign a confidentiality/non-disclosure form <u>with the district/IU/school</u> to maintain test security [Pennsylvania Code Title 22 Chapter 4, section 4.4]. This affidavit is maintained locally. Test materials cannot be removed from school grounds.
3. If after reviewing the assessment the parent/guardian(s) do not want their student to participate, they must write a letter to the Superintendent or Executive Director requesting a religious exemption. <u>No specific religious beliefs or specifics about what conflicts with the</u>

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beliefs of that religion should be listed. The exemption is then granted, and the district maintains the letter as documentation of the request.

4. At the end of the testing window, the student's assessor (or Assessment Coordinator) indicates in the student's PASA-Digital record that the student was not assessed and selects "religious exemption" as the reason. This information is reported to the state.

5. It is the responsibility of the PASA AC to ensure any downloaded assessment is cleared from the computer's cache, and any printed copy of the test is destroyed appropriately in the same manner the LEA destroys other confidential documents.

Districts/Charters must be aware that religious exemptions and parent opt outs are factored into participation rates and could negatively affect school accountability.

Parent Opt-Out based on reasons other than religious beliefs

There is no provision for this type of exclusion in Pennsylvania regulation. Even though Pennsylvania does not recognize parental refusal as an allowable exclusion, if a parent/ guardian refuses to have their child participate in the assessment and does not provide a reason in accordance with Chapter 4 rules, the IEP team must continue to identify the student as participating in the PASA and enroll the student in the PASA-Digital system. At the end of the testing window, the PASA Assessment Coordinator or the assessor must follow the procedure for non-assessed students and select "parent opt out" from the drop-down menu. Students who are non-assessed because of "parent opt out" will affect the district/school participation rate and could negatively affect school accountability.

Participation in the PSSA or Keystone Exams

To ensure that all students are accounted for in the general and alternate assessment systems, the PASA-Digital system provides the enrollment roster for the current school year. The roster includes all students previously enrolled and tested on the PASA during the prior school year and who would be in a tested grade for the current year. In some cases, a student who was previously enrolled in the PASA may be scheduled to participate in the current year's PSSA or Keystone Exams. ***In these cases, the student can now be marked as such during the enrollment window. If the IEP decision is made after the closing of the enrollment window, the PASA AC can contact the PASA vendor directly at PASAtest@pitt.edu to have this updated in the digital system. The AC or assessor can also update the student's record during the assessment window.*** Once the *PASA* test window opens, update the student's record in the "Was This Student Assessed?" window by selecting "No" and then selecting "Taking PSSA/Keystone" from the dropdown menu.

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SPECIAL TESTING SITUATIONS

Court/Agency Placed

All students who have been court or agency placed into a non- public setting (e.g., Private Residential Rehabilitation Institution (PRRI) or other juvenile delinquency institution, mental health, drug and/or alcohol treatment facility) are required to participate in the assessments. It is the responsibility of the entity providing services directly to the student to enroll the student in the PASA. This section does not apply to foster care students.

Students Receiving Services outside the Resident District

The district of residence has responsibility for ensuring all students eligible for the PASA placed in settings outside of the district are assessed. Student performance is included in accountability for the district of residence/school. The district of residence should communicate with the service provider to ensure the student is enrolled and demographic data is accurate and/or consult the Live Enrollment file available in the PASA-Digital site, *Admin* Tab.

Students Receiving Services Out-of-State

If a district of residence has a PASA eligible student enrolled in a placement out of state, the student is required to participate in the PASA. The district shall communicate this requirement to the service provider and work with the service provider to ensure the student is enrolled in the PASA enrollment system. The assessor must complete the online PASA training and meet all security requirements. It is recommended that the student be assessed in a familiar environment with a familiar assessor.

Hospitalized Students

Students placed in a hospital setting that do not meet the requirements of a "medical emergency" are required to participate in the PASA. The resident district is responsible for ensuring proper enrollment and test administration.

PART 5 - APPENDICES

PASA TEST SECURITY AFFIDAVIT

This document serves as the PASA Test Security Affidavit. It identifies specific actions which are inappropriate and violate, in spirit and intent, a secure statewide alternate assessment. It is provided in coordination with security procedures put forth by the Pennsylvania State Board of Education and published in the *Pennsylvania School Code* and the *PASA Test Administration Manual.* Failure to adhere to test security procedures may result in disciplinary action and/or revocation of the teaching certificate by the Pennsylvania State Department of Education.

1. To disclose secure test items or student responses before, during, or after administering the assessment
2. To review, read, or look at test items or student responses before administering the assessment, except under conditions outlined in the *PASA Test Administration Manual*
3. To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment
4. To alter student responses on answer documents
5. To alter the test procedures stated in the *PASA Test Administration Manual*
6. To allow students to use additional aids other than what the test administrator's manual specifically allows
7. To have in one's personal possession secure test materials except during specified testing dates
8. To allow students to view or practice secure test items before or after the scheduled testing times
9. To leave secure test materials in non-secure locations and/or unattended by professional staff
10. To post pictures of *PASA* test materials on a social media site
11. To access *PASA* test materials on a device other than an LEA-owned device
12. To fail to report a test security violation
13. To fail to destroy printed assessment and student assessment materials following completion of test administration
14. To fail to remove downloaded assessment and student materials from electronic devices included failure to clear the cache

By signing below, I certify that I have read the above policy and agree to abide by established *PASA* test security procedures.

_____

Name   Date

_____

District   Position

Guide to PASA Enrollment, Training, and Test Administration Requirements by Account Type

	Assessment Coordinator	Assessor	Trainee	Interpreter
Training Modules				
Guide to Enrollment	Required	Required		
Test Administration Options	Required	Required	Recommended	
Test Administration Protocols	Required	Required	Recommended	Recommended
Entering Student Responses and Completing Test	Required	Required	Recommended†	
Test Security	Required	Required	Recommended	Recommended
Sign a Test Security Affidavit	Required	Required	Required	Required*

*Any individual present in the testing room or who is responsible for handling secure test materials must sign a test security affidavit. If the individual does not have an online account to sign/submit electronically, A hard copy must be signed and maintained by the LEA/service provider.

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DEPARTMENT OF EDUCATION

Bureau of Special Education
Parent / Guardian Confidentiality Agreement Review of
PA Alternate System of Assessment

In accordance with 22 Pa. Code § 4.4 and 22 Pa. Code § 4.51 and to ensure the security and confidentiality of the statewide assessment system, when any individual inspects a Pennsylvania Alternate System of Assessment pursuant to 22 Pa. Code §§ 4.4 and 4.5, the individual must attest to the following:

As a parent/guardian of a child who will sit for a Pennsylvania Alternate System of Assessment (PASA) during the current school year, I understand that I have the right to review the relevant PASA, but that this review shall not compromise the security or validity of the assessment(s) in any way.

I further understand that the content of the statewide assessments, including the content contained in the video, are the secure, proprietary property of the Commonwealth of Pennsylvania, Department of Education (PDE). Therefore, I agree not to discuss, disseminate, or otherwise reveal the content of the assessment materials to anyone other than the immediate members of the school team who have responsibility for the educational program of my child.

I understand that violation of these terms could result in personal liability for damages caused by a breach of test security, including but not limited to, liability and/or costs associated with any of the following: retesting students; recalculating student/school/school district achievement data; developing/producing new test items/materials to replace compromised test items/materials; and investigations relating to the breach of test security.

I further understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Name (Print): _____

Signature: _____   Date:_____

Witnessed by:_____   Date: _____