

For mathematics and science constructed-response items, transfer student responses exactly as written including any work done to achieve the responses. For drawings or figures the student made, copy the drawings or figures into the correct space in the answer booklet. Transfer student responses to ELA items exactly as written; letter for letter, punctuation mark for punctuation mark, word for word. Care must be taken to replicate misspelled words, all uppercase/lowercase letters, and all spacing and paragraphing as written in the original student responses.

- f. Assessment Conditions**—Emphasize the importance of good assessment conditions (e.g., a comfortable, quiet room without music or other distractions) and a positive approach to the assessment.
- g. Special Instructions**—All testers using paper/pencil mode of testing must use a No. 2 pencil when responding to the assessment. Also, if there is no student specific label, all demographic data must be coded using a No. 2 pencil prior to the assessment.
- h. Electronic Devices**—All unapproved electronic devices (cell phones, smartphones, smartwatches, cameras, etc.) are to be collected as students enter the testing site. To ensure students and parents/guardians are aware of this policy the letter found in Appendix D should be provided to parents/guardians before testing.

A student observed actively engaged with an unapproved electronic device is defined as using the device. A student not observed using the unapproved electronic device, but in possession of an unapproved electronic device on his/her person or placed where one could easily access it, is different from using an unapproved electronic device. For students in possession of an unapproved electronic device, but not observed using the device, school personnel should determine if they believe it was used to search for exam answers or to make photos of the exam. An electronic device anywhere else in the room where a student cannot access it (e.g., in a backpack in the back of the room) should not be considered possession.

The consequences for and responses to a student using an unauthorized electronic device during the test administration include the following:

- i.** Students using unapproved electronic devices must retake the assessment during the same administration testing window in order to receive a score. For a paper/pencil administration place a Do Not Score Label on the student's answer booklet and re-test the student in a new booklet of a different form number. For an online administration, contact DRC at pacustomerservice@datarecognitioncorp.com. DRC will invalidate the assessment and reset the test prior to the student re-taking the test.
- ii.** The unapproved electronic device must be confiscated and, in the presence and with the permission of the parent or guardian, the device must be examined to ensure that no information or material regarding the assessment is present.
- iii.** Any data (photos, images, text, etc.) that constitutes a violation of the security or integrity of the test must be copied and reported to the Department of Education immediately at ra-edirregularities@pa.gov.
- iv.** Possession of an unapproved electronic device where the security or integrity of the test has not been compromised does not have to be reported to the Department of Education.
- v.** The student should be disciplined in accordance with LEA policy, and that discipline may vary depending on whether test material has been compromised.
- vi.** The parents and students may be responsible for the cost of replacing compromised items.

District personnel, school personnel, and students must understand that the integrity of the test must not be compromised.

- i. Use of Calculators**—Calculators must not be used for the grade 3 PSSA Mathematics assessment. Except for the Non-Calculator section of the grades 4 through 8 PSSA Mathematics assessment, calculators may be used for any part of the following assessments as long as the Pennsylvania Calculator Policy (Appendix E) is followed:
 - i.** Remaining sections of the PSSA Mathematics assessment
 - ii.** PSSA Science assessment