

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS of STUDENTS TAKING THE KEYSTONE/PSSA:

RIDGWAY AREA SCHOOL DISTRICT – RIDGWAY MIDDLE SCHOOL AND HIGH SCHOOL

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 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, parents who find it in conflict with their religious belief and wish their child to be excused from the test, must provide a request in writing to the Superintendent that states the objection.
6. An alternative learning environment for the students will be provided by school personnel during the assessment and the student's assessment will be marked as follows: "Non-Assessed Students" "Student had a parental request for exclusion from the assessment."

II. KEYSTONE/PSSA PLAN FOR HOME EDUCATION STUDENTS

1. If the supervisor of a home education program requests that a student take the Keystone/PSSA, the district **will allow** the student to take the assessment at the school building the home education student would normally attend or at another central location agreed to by the district and the supervisor of the home education program.
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

In accordance with District policies and building level student discipline expectations, students are not permitted to be in possession of electronic devices during the school day. As the student enters the testing session, if the student is observed to be in possession of an electronic device (cell phones, smart phones, and other prohibited electronic devices), the device **will be** collected as students enters the testing site.

RASD 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, if the student uses an electronic device in any manner during the administration of the test, device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the electronic device will be viewed to ensure that no information or material regarding the assessment is present.
- * 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. CODE OF CONDUCT FOR TEST TAKERS

Do...

- *get a good night's sleep.
- *eat a good breakfast.
- *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...

- *bring notes with you to the test.
- *bring electronic devices; calculators will be provided as needed.
- *share a calculator with others.
- *use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers. Mark only the bubbles for the one correct answer you have chosen.
- *talk with others about questions on the test during or after the test.
- *leave an online test session until the session is complete or until instructed to do so.