pennsylvania
DEPARTMENT OF EDUCATION
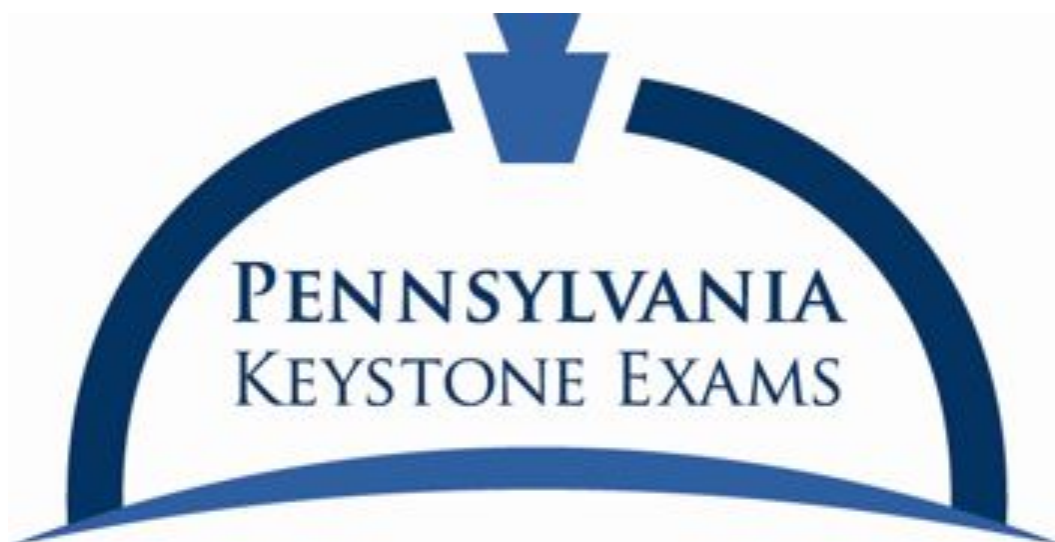
PENNSYLVANIA
KEYSTONE EXAMS

ALGEBRA I—BIOLOGY—LITERATURE

FALL 2010 ONLINE FIELD TEST

ONLINE DIRECTIONS FOR ADMINISTRATION MANUAL

November 2010

Pennsylvania Keystone Exams
Fall 2010 Online Field Test
Algebra I—Biology—Literature

Keystone Exam Schedule

Keystone Online Tools Training (Algebra I, Biology, and Literature): **available now**
Keystone Online Field Test Tutorial (Algebra I, Biology, and Literature): **September 2010**
Keystone Algebra I Fall 2010 Online Field Test Window: **November 1 through November 19, 2010**
Keystone Biology Fall 2010 Online Field Test Window: **November 1 through November 19, 2010**
Keystone Literature Fall 2010 Online Field Test Window: **November 1 through November 19, 2010**

Exam Security Reminder

- **No person is to read or view the contents of a test at any time, except the student taking the test during the testing session.**
- **If a violation of test security is suspected, consult the School Test Coordinator (STC).**

General Responsibility Summary for the Test Administrator (TA)/Teacher

The TA is responsible for the following tasks:

- becoming familiar with the online test administration procedures and online testing tools provided in the Keystone Fall 2010 Online Field Test *Directions for Administration Manual*

- receiving Student Login Tickets (Test Tickets) from the STC on the scheduled test day(s)

- verifying that student information is correct on the Student Login Roster

- alerting the STC if any student information is incorrect and needs to be changed

- distributing the Test Tickets to the students at the time of the test

- reading the directions for administration to the students at the start and end of each Fall 2010 Field test module

- monitoring the testing environment during the scheduled testing time

- collecting, accounting for, and returning all Test Tickets to the STC, as well as scratch paper

INTRODUCTION

This manual is to be used for the administration of the **Keystone Fall 2010 Online Field Tests for Algebra I, Biology, and Literature**. It provides the Test Administrator/Teacher with directions that will ensure a standard assessment environment in schools across the Commonwealth of Pennsylvania. The administration of this <u>online</u> assessment may differ from other assessments the Test Administrator/Teacher has given; therefore, **Test Administrators/Teachers are to become thoroughly familiar with this manual and the procedures for administering the exam <u>before</u> the administration dates: November 1 through November 19, 2010.**

ABOUT THE KEYSTONE EXAMS

The Keystone Exams are end-of-course assessments designed to assess proficiency in various subject areas, including Algebra I, Algebra II, Biology, Chemistry, Civics and Government, English Composition, Geometry, Literature, U.S. History, and World History. The Keystone Exams are just one component of Pennsylvania's high school graduation requirements. Students must also earn state-specified credits, fulfill the state's service-learning and attendance requirements, and complete any additional local school system requirements to receive a Pennsylvania high school diploma.

For detailed information about how the Keystone Exams are being integrated into the Pennsylvania graduation requirements, please contact the Pennsylvania Department of Education or visit the PDE website **www.pdesas.org**.

ABOUT THE KEYSTONE EXAMS FIELD TEST

The information obtained from the Keystone Online Field Test will be used to select questions for future Algebra l, Biology, and Literature assessments. The Test Administrator/Teacher should encourage students to do their best. The students who participate in this Online Field Test are testing the questions for future assessment consideration. By demonstrating their ability to respond to multiple-choice and constructed-response questions, students will ensure that the assessment will contain questions that are fair to all students. Additionally, the online field test will give students practice in the types of tasks that are included in the assessment.

MAINTAIN ASSESSMENT SECURITY

District and School Test Coordinators, Test Administrators/Teachers, and any other education personnel who are involved in this assessment program must maintain the security of all exam materials. Together, they share the responsibility for ensuring that all exam materials and student responses are handled securely, confidentially, and in accordance with security mandates and other general procedures. These include the following:

- **Online exams are not to be viewed by anyone prior to the exam session.**
- **Except where allowed by a specific accommodation, only students being tested are allowed to view the content of the online exam materials.[1]**
- **None of the materials from the online field test may be copied or recorded in any manner.**

Each student taking the Keystone Fall 2010 Online Field Test will receive a **Student Login Ticket (Test Ticket)**. This ticket provides the secure login credentials (i.e., username and password) required for a student to use the testing software. The Test Tickets must be kept in a predetermined, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas. Test Administrators/Teachers must not be given access to the **secure** exam materials before the administration day; however, this manual is not considered secure exam material and should be provided to Test Administrators/Teachers prior to the administration of the field test. The principal or his/her designee, such as the School Test Coordinator (STC), will

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[1] Accommodations are not part of the Keystone Fall 2010 Online Field Test.

make arrangements for the Test Administrator/Teacher to receive the Test Tickets the day of the exam, just prior to the scheduled session, and for the immediate return of materials after the session.

At the end of the Keystone Fall 2010 Online Field Test window, all Test Tickets must be accounted for and returned to the School Test Coordinator. In addition, all other materials assigned to the Test Administrator/Teacher, including any scratch paper used during the exams, must be returned to the School Test Coordinator immediately at the end of each exam.

The Pennsylvania Keystone Exams are a measure of individual student achievement conducted by the Pennsylvania Department of Education (PDE). Any deviation from the exam procedures outlined in this manual (including, but not limited to, printing of exam questions, group work, teacher coaching, preteaching or prerelease of the performance tasks or exam questions, use of old Pennsylvania assessments as preparation tools, etc.) is strictly prohibited and will be considered a violation of exam security.[2] Professional employees or commissioned officers who willfully design to divulge exam questions, falsify student scores, or compromise the integrity of the state assessment system will be subject to disciplinary action under sections 1259–1267 of the School Code (24 P.S. Sections 12-1259–12-1267).

FOLLOW THE EXAM SCHEDULE SET BY THE SCHOOL TEST COORDINATOR

Each Keystone Online Field Test should be administered within the testing window on the dates assigned by the School Test Coordinator. Since the Keystone Online Field Test is to be administered online, the classroom or computer lab settings must include an adequate number of computer terminals. Other settings may be used according to local needs and available facilities. Better exam conditions optimize the chance for greater accuracy of the scores. However, exam situations created to inflate assessment scores would be a violation of exam-security practices.

The Keystone Online Field Test consists of **three online assessments (Algebra I, Biology, and Literature).** Each exam consists of **two modules** which should be scheduled as one or two exam sessions. The School Test Coordinator should discuss the schedule with the Test Administrator/Teacher at least one week prior to the exam dates. Be sure that enough time is scheduled for the preparation of the classroom and computers. Please note that both modules in each online field test are designed to be completed in the same amount of administration time.

ADVANCE CONSIDERATIONS FOR EXAM ADMINISTRATION

The procedures listed below should be followed before administering the Keystone Fall 2010 Field Test. This field test includes procedures that students may not have encountered before.

- The School Test Coordinator will receive a *Keystone Exams User Guide* that provides additional detailed information about the exam. This guide is available on the PA eDirect online system, https://pa.drcedirect.com. [Click on **Documents** under the **General Information** tab.]
- The entire *Online Directions for Administration Manual* (this document) should be read in advance in order to become familiar with the procedures for administering the online field test. Just prior to the exam session on the day of the administration, the School Test Coordinator will allow the Test Administrator/Teacher to review the Keystone Test Ticket information.

  ➤ Become familiar with the exam schedule and the procedures for allowing extended exam time.
  ➤ Follow the directions of the School Test Coordinator for maintaining exam security.
  ➤ Keep disturbances to a minimum during the exam sessions. Posting a "**Testing—Do Not Disturb**" sign on the door(s) to the classroom will indicate that an exam session is taking place. A quiet, calm atmosphere is essential for concentration on the task.

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[2] This prohibition excludes the item and scoring samplers available on the PDE website.

➢ Plan to arrange student seating to minimize student interaction during testing. The location of existing computer stations may require repositioning some workstations to avoid this interaction.

➢ Optional: Prepare copies of the Keyboard Shortcuts, Online Calculator Shortcuts, and/or Online Calculator Manual (see Appendix C) and the Constructed-Response Scoring Guidelines for Algebra I, Biology, and Literature (see Appendix E).

• View the Keystone Student Tutorial and take the Keystone Online Tools Training to become familiar with the online testing tools and functionality. See Part III of this document for more information.

• Review the Exam Directions and Helpful Hints that students will have access to during the exam administration. See Appendix A for more information.

• Review the software tools and functions issues related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing. See Appendix B for more information.

• Prior to the first scheduled field test sessions, confirm that PA Online Assessment software is installed on computers used for testing. Contact the School Test Coordinator for more information.

Remember:
➢ **Test Tickets are supplied for each student; however, if any student does not have a Test Ticket, notify the School Test Coordinator.**
➢ **Test accommodations are not part of any Keystone Fall 2010 Online Field Test.**

PREPARE THE STUDENTS FOR THE EXAM

• Inform students in advance of the schedule for the exam sessions, as communicated by the School Test Coordinator.

➢ Explain that the exam results will be used to help construct the final Keystone Exams. Students can sense the importance the Test Administrator/Teacher places on the exam—student performance may be affected accordingly. Students should realize that doing their best is important to them as well as to the future of the school and its programs. No exam situation should be unduly stressful for students.

➢ Explain to students that they will have the opportunity to become familiar with the online test by taking a Test Tutorial and by completing the Online Tools Training.

• Each student should know his or her PAsecureID. Students are asked to confirm their PAsecureID when logging in to the online testing system. For more information on PAsecureID, contact the School Test Coordinator.

• Each Keystone Online Field Test incorporates multiple test forms. A unique form will be assigned to students when they successfully sign in to the online testing engine.

• Students may **not** use a dictionary or a thesaurus for any part of this exam. *Bilingual/translation dictionaries may **not** be used for any portion of the exam.*

• Students must use the online test to respond to the test questions. There is no printed test book or answer book used with any Keystone Online Field Test. Students may highlight or make notes or comments using the features available with the Keystone Online Assessment Software. They may also use scratch paper, but they must record their answers online. (All scratch paper is collected and returned to the School Test Coordinator.)

• Each Keystone Online Field Test includes questions that require students to select from four possible answer choices. The multiple-choice questions and answer choices are displayed on the computer screen. Students will read each question and record their answer using a mouse or key commands to select one of the four answer choices.

• The Keystone Online Field Test includes questions that require students to type and/or construct their response. The constructed-response questions and the corresponding response spaces are displayed on the

computer screen. Students will read each question and record their response using a mouse, key commands, and a combination of online tools.

- Each Keystone Fall 2010 Online Field Test also includes eight student survey questions. These questions will appear at the end of Module 2 within each subject area.

Students are permitted to:	Students are NOT permitted to:
• use scratch paper. (Students may use it to create their own graphic organizers during the exam.) • highlight and make notes or comments using the features available online	• use preprinted graphic organizers • use hand-held computers, cell phones, smart phones, personal computers, personal data assistants (PDAs), dictionaries, thesauri, and spell- or grammar-checkers when responding to any part of the assessment

PREPARE THE CLASSROOM OR COMPUTER LAB PRIOR TO THE EXAM

Good organization of exam materials and well-executed procedures will make the administration of the online exam proceed smoothly.

Make certain that the testing software has been installed on all computers being used during testing.

The *Constructed-Response Scoring Guidelines* for Algebra I, Biology, and Literature may be displayed in the classroom. (The scoring guidelines are contained in Appendix E of this document.) *The scoring guidelines are also posted on the PA eDirect online system,* https://pa.drcedirect.com. *[Click on* **Documents** *under the* **General Information** *tab.]*

A quiet, calm atmosphere is essential for concentration on the exam. Student seating should be arranged to minimize student interaction during the exam sessions. Disturbances should be kept to a minimum during the exam sessions. Posting a "**Testing—Do Not Disturb**" sign on the door(s) to the classroom indicates that an exam is in session. Students should not be permitted to sharpen pencils during the exam sessions. Each student should have at least two sharpened No. 2 pencils with good erasers and some scratch/grid paper. Extra pencils should be available for the students.

Remove or cover all classroom instructional materials that may affect the validity of the Keystone Online Field Test. For example:

DO NOT DISPLAY:

Algebra I	Biology	Literature
• mathematics terms and/or definitions • mathematics rules and properties • examples of problems and answers • multiplication tables • instructions on how to use a calculator • illustrations or drawings of geometric shapes, algorithms, algebraic equations, graphs, or number lines, etc.	• vocabulary words and/or definitions • examples of problems or answers • biological or chemical terms and/or definitions • examples of chemical reactions • illustrations or drawings of cells, genetic patterns, food chains, or transformations of energy, etc.	• vocabulary words and/or definitions • examples of problems or answers • examples of genres • literary terms and/or definitions • illustrations of literary organizations

Note: This is not an exhaustive list. These are general examples of what is not permitted.

REQUIRED EXAM MATERIALS

The testing software should be installed on all computers prior to the start of testing. (Contact the School Test Coordinator for more information.) Each student taking the assessment requires a Student Login Ticket (Test Ticket). These Test Tickets will be provided prior to the test administration. There are no other pre-printed student test materials used with any Keystone Online Field Test. After each administration, return the Test Tickets to the School Test Coordinator. Note that every test ticket has a unique Username and a unique Password. The Username is the student's PAsecureID.

Keyboard shortcuts for the System and the Online Calculator are available for students to use. These shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the School Test Coordinator for secure storage and destruction.

ORGANIZE THE EXAM MATERIALS

For the person administering the assessment:

☐ One Fall 2010 Online Field Test *Online Directions for Administration Manual* (this manual)

☐ **Testing—Do Not Disturb** sign(s) to hang on the door(s)

☐ A Student Login Roster (includes Test Tickets for each student taking a Keystone Online Field Test)

For each student being tested:

☐ A computer terminal with the testing software installed

☐ Scratch paper for each module

☐ A writing instrument for use with the scratch paper

☐ A Student Login Ticket (Test Ticket)

Optional materials for each student being tested:

☐ A copy of the Keyboard Shortcuts (see Appendix C)

☐ A copy of the Algebra I, Biology, or Literature scoring guidelines (see Appendix E)

☐ Calculators, Online Calculator Manual, and/or Online Calculator Shortcuts for students taking the Algebra I Online Field Test (see Appendix C)

STUDENT LOGIN TICKETS (TEST TICKETS) AND THE STUDENT LOGIN ROSTER

A Student Test Ticket contains unique login credentials used by the student to access the testing software. An individual Student Test Ticket is required to use the online testing system. These Test Tickets are secure materials and must be treated appropriately. The Test Tickets for a given exam session are part of the Student Login Roster. The roster is printed by the School Test Coordinator (STC) and distributed the day of the exam. The roster summarizes exam session information such as the administration name, test session name, and the name of the test. In addition, it provides a list of students who are registered as part of a specific Test Session to participate in a specific test. The Student Login Roster contains a list of tasks that the Test Administrator/Teacher will perform prior to testing. These Student Login Tasks are included in Appendix D.

NOTE: The Username on the login ticket is the student's PAsecureID and can be used to verify that students receive the correct Test Ticket prior to student testing.

TEST MANAGEMENT CONCERNS

Some circumstances during testing require that the Test Administrator/Teacher consult the School Test Coordinator (STC) or contact the District Test Coordinator (DTC). Those instances include, but are not limited to, the following:

- a student cheats
- test security is violated

- improper test administration occurs
- student illness (during testing)

GENERAL ORGANIZATION OF THE EXAMS

Each Keystone Online Field Test consists of **two modules** that should be scheduled as one or two exam sessions. The School Test Coordinator should discuss the schedule with the Test Administrator/Teacher at least one week prior to the exam dates. Enough time should be scheduled for the preparation of the computers and testing space. Please note that both modules in each Keystone Online Field Test are designed to be completed in the same amount of administration time. Administration times provided below are approximate and are supplied for scheduling purposes only.

ORGANIZATION OF THE ALGEBRA I EXAM

Course	Module	Multiple-Choice Questions	Constructed-Response Questions	Estimated Time Needed (in minutes)			Survey Questions (untimed)
				Administrative Tasks	Actual Exam	Total Administration	
Algebra I	1	23	4	10	75	85	NA
Algebra I	2	23	4	10	75	85	8

ORGANIZATION OF THE BIOLOGY EXAM

Course	Module	Multiple-Choice Questions	Constructed-Response Questions	Estimated Time Needed (in minutes)			Survey Questions (untimed)
				Administrative Tasks	Actual Exam	Total Administration	
Biology	1	32	4	10	72	82	NA
Biology	2	32	4	10	72	82	8

ORGANIZATION OF THE LITERATURE EXAM

Course	Module	Multiple-Choice Questions	Constructed-Response Questions	Estimated Time Needed (in minutes)			Survey Questions (untimed)
				Administrative Tasks	Actual Exam	Total Administration	
Literature	1	18	3	10	63	73	NA
Literature	2	18	3	10	63	73	8

SURVEY QUESTIONS

Each Keystone Online Field Test includes eight student survey questions. These questions will appear at the end of Module 2 within each subject area. The survey questions are intended to gauge the student's experience in taking the online exam. <u>If there is not enough time for the student to answer these questions after completing the exam, students should be instructed to leave the survey questions blank and proceed with the steps to end the exam.</u> See the directions provided in Part IV of this document for more information concerning the steps to end the exam.

EXTENDED EXAM TIME

Each Keystone Online Field Test is an untimed assessment. Not all students will finish the exam at the same time. Students should not feel rushed while they are taking the exam, and no student should be penalized because he or she works slowly. It is equally important, however, to encourage students to work in a timely manner to finish the exam. Students should select the Review/End Test button and follow the onscreen directions when they have finished the assessment. Students who finish early may sit quietly or read for pleasure until all students have finished. Students with special requirements and/or abilities (i.e., physical, visual, auditory, or learning disabilities as defined by their IEP or service contracts) and students who just work slowly may require extended time. Special exam situations should be arranged for these students.[3]

When all students have indicated they have finished an exam module, end the module. Students should return to regular activities, or the administration of the next module may begin.

Students may request extended time if they indicate they have not completed an exam module. Such requests should be granted if the Test Administrator/Teacher finds the request to be educationally valid. Not permitting ample time for students to complete the exam module may impact performance.

As a general guideline, the exam session should be closed when all the students indicate they have finished an exam module.

- All students should complete a module within one school day, and modules must be scheduled so that there is enough time to complete the module within a school day.

In rare circumstances (e.g. illness, emergency, etc.), students may be required to complete the test the next day. If this happens, he or she may use the same Student Login Ticket to sign in to the test; however, a special Test Examiner Password will be required before the student will have access to the test. Contact the School Test Coordinator for more information if these circumstances occur. (See Appendix B for directions on exiting the test.)

When allowing extended exam time for an exam session for a portion of the student population, abide by the following:
- **Do not** allow students to attend a lunch period with other students if the lunch period occurs between the original exam session and the extended exam session.
- **Do not** allow students to attend any classes or related activities between the original exam session and the extended exam session.
- **Do not** allow any overnight extensions.
- **Do not** allow students to return to a module after the completion of that module.

Do not allow the extended exam session to be administered without monitoring. It is the responsibility of the Test Administrator/Teacher to monitor any extended exam sessions.

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[3] Test accommodations are not part of the Keystone Fall 2010 Online Field Test.

COMMUNICATE EXAM INFORMATION

During the field test, students are to respond to a specific set of exam questions. The following test information may be posted on a chalkboard or dry-erase board. Only information about the current exam module should be posted.

Algebra I Field Test

Algebra I Module 1	**Algebra I Module 2**
Exam Questions 1–27	Exam Questions 1–27
	Survey Questions 1–8

Biology Field Test

Biology Module 1	**Biology Module 2**
Exam Questions 1–36	Exam Questions 1–36
	Survey Questions 1–8

Literature Field Test

Literature Module 1	**Literature Module 2**
Exam Questions 1–21	Exam Questions 1–21
	Survey Questions 1–8

In addition to the above information, also post the **Test Session** name. Students will be asked to confirm the Test Session name when they sign in to an exam. The Test Session name is printed on the Student Login Roster to be provided by the STC on the day of testing.

KEYSTONE EXAMS STUDENT TUTORIALS

The Keystone Exam Student Tutorials are designed to be used by students prior to taking any Keystone Exam. The tutorials use pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the PA Online Assessment Software. There are separate Keystone tutorials— one for Algebra I, one for Biology, and one for Literature. Each tutorial is an interactive environment that allows students to explore areas of interest within the PA Online Assessment and allows students to explore at their own pace. Although an exhaustive exploration of a tutorial will take about 30 minutes, most students can become knowledgeable about the PA Online Assessment in as little as 15 minutes of exploration. However, additional time should be scheduled for students to review tutorial segments as needed.

- The Keystone Student Tutorials can be accessed directly from students' computer desktops by double-clicking on the PA Online Tutorials icon or from the PA eDirect Web site (https://pa.drcedirect.com under Online Testing / General Information / Test Tutorials). Students should choose the tutorial that relates to the intended exam.

- The tutorial **must** be viewed at least once by all Test Administrators/Teachers who will supervise any of the Keystone administrations.

- The tutorial **must** be viewed at least once by students in advance of their test day. Allow students to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools.

- The narration within the tutorials is included both as spoken audio and as printed captioning displayed directly on the screen, allowing the student to be able to read along as the script is read aloud. It is recommended that headphones be provided for those students who might be going through the tutorial in close quarters.

- Students are encouraged to revisit the tutorials to review specific functionality. They can select specific topics or concepts within a tutorial using the links to specific tools and functions. Overview videos are also available, so students can review an entire grouping of topics.

- Test Administrators and Teachers are encouraged to explore the overview videos (groupings of topics) in addition to reviewing specific functionality within a tutorial environment.

- The tutorial should be viewed by a student first, and then the Online Tools Training should occur. Many schools schedule a tutorial session for students and then immediately have the students do the Online Tools Training. This should be completed before the scheduled test administration day. Experience with, and awareness of, the Keystone computerized assessment format are essential for a fair and valid student assessment.

- Test Administrators/Teachers should review the Test Directions and Helpful Hints that students will have access to during the administration of the assessment. See Appendix A for more information.

- Test Administrators/Teachers should review Appendix B and become familiar with the software tools and functions issues related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing.

TIP: If your school has capacity issues with the computer labs, Test Administrators/Teachers may lead the students through the Keystone Student Tutorials in the regular classroom using an LCD projector and one Internet connection. However, the Online Tools Training will require that students have access to individual computer stations.

KEYSTONE EXAMS ONLINE TOOLS TRAINING

The Keystone Exam Online Tools Training (OTT) is designed to provide an introductory experience in preparation for taking a Keystone Online Field Test. The purpose of the OTT is for the students to observe and try out features of the PA Online Assessment Software prior to an actual administration. Although the exam questions used for illustration purposes are indicative of the content of a given exam, the OTT is NOT a practice test of the content. That is, the OTT is not designed to demonstrate complete coverage of the tested content, and **it is not scored.** Exam questions have been chosen to demonstrate the features and tools of online testing. The goal is instruction on the use of the computer and not the testing of skill acquisition within any subject. **Remind students that the OTT is designed to allow students to experience taking an exam on a computer and to experiment with the features available to them during an actual exam.**

- Both Test Administrators/Teachers and students should experience the Keystone Online Tools Training before students begin the online exam administration.

- To begin an Online Tools Training, students will need to double click on the PA Online Assessments icon on their desktop, select Online Tools Training under the Keystone portion of the window, then select a content, and then select a subject. Once the program opens, all students should enter the Username and Password displayed on the sign-in screen. Sample sign-in screens are shown below.

Sample Sign-in screen for the Algebra I Exam OTT	Sample Sign-in screen for the Biology Exam OTT	Sample Sign-in screen for the Literature Exam OTT

  - The Username is the name of the assessment (for example: "algebra1" or "biology" or "literature"). [4]
  - The Password is for each OTT is "test1234." [4]

- Test Administrators/Teachers should encourage students to learn to use the testing tools while answering the practice questions. Practice Hints are provided with some test questions. The Practice Hints are a guide to focus exploration to key tools and features. Practice Hints do not appear in actual exams.

- Test Administrators/Teachers should review:
  - The Test Directions and Helpful Hints that students will have access to during the assessment. See Appendix A for more information.
  - The software tools and functions related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing. See Appendix B for more information.

- Remember: The Keystone Online Tools Training is provided so that students can practice using the tools and features of online assessments within the format of the actual assessment. The PA Online Assessment Software will allow the student to finish the test without answering all of the questions.

- Test Administrators/Teachers may help students with questions or show them how to use the tools on the Keystone Online Tools Training.

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[4] Username and Password for all OTT are displayed on the sign-in screen.

ALGEBRA I EXAM ADMINISTRATION REMINDERS

It is important to use standardized exam procedures to maintain fairness for all students. Following the instructions carefully ensures that all students are tested under similar conditions in all classrooms.

Before Exam Administration:
- Be sure students have explored the Keystone Student Tutorial, have taken the Online Tools Training, and know how to use the tools within the online system—including where and how to mark their answers.
- Review the roster contained within the Student Login Summary and make certain that all students intended for testing are on the roster. Notify the School Test Coordinator if there are errors on the roster.
- Make certain that a Student Login Ticket is ready for each student taking the exam. Notify the School Test Coordinator if any Student Login Tickets are missing.
- Be sure each student has the correct Student Login Ticket.
- Review the Test Directions and Helpful Hints that students will have access to during the assessment. See Appendix A for more information.
- Review the software tools and functions issues related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing. See Appendix B for more information.
- Optional: Prepare copies of the Keyboard Shortcuts, Online Calculator Shortcuts, and/or Online Calculator Manual (see Appendix C) and the Constructed-Response Scoring Guidelines for Algebra I (see Appendix E).

During Exam Administration:
- Follow the directions of the School Test Coordinator for maintaining test security.
  - ➢ Be sure that all classroom instructional materials are removed or covered.
  - ➢ The Test Administrator/Teacher is <u>NOT permitted</u> to read aloud any part of the exam questions or answer choices.
- Help students approach the assessment in a positive manner, and encourage students to keep trying.
- Help students understand where and how to mark their answers, and clarify directions for students having difficulty. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration; however, the Test Administrator/Teacher may not paraphrase, offer additional information, or give information that provides clues concerning test questions or answer choices.
- For issues related to the software tools and functions related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing, refer to Appendix B.

> **In some places in this manual you will be asked to reference where specific administration information can be found within the online testing system. You may need to pause the training in order to show individual students how to find onscreen information. In this field test, the presentation and content of exam questions vary from one form to another. This variation is an intentional element of the Keystone exams. Questions from students about directions *may* require form-specific responses from the Test Administrator/Teacher.**

For the remainder of this manual, **indented text in bold type** is to be read aloud to students <u>exactly</u> as written. All other text is information for the Test Administrator/Teacher.

When ready, the Test Administrator/Teacher should begin the **Algebra I Exam** on the next page of this manual.

ADMINISTER THE ALGEBRA I EXAM—MODULE 1

Make sure that each student is sitting at a separate computer, and that each computer is turned on and ready at the desktop. Students will have an opportunity to do some work on scratch paper, so make sure that all students have a writing utensil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

> **Welcome to the Pennsylvania Keystone Algebra I Exam. We are now ready to begin Module 1. Carefully follow the directions and give this exam your best effort.**
>
> **Formulas that you may need to solve questions in this module are included with the exam questions. You may refer to the formulas any time during the exam.**
>
> **You may use a calculator on this module. Calculators are included with the exam questions. When performing operations with pi, you may use either calculator π or the number 3.14.**
>
> **There are two modules in the exam, and there are two types of questions in each Algebra I module.**
>
> **Multiple-choice questions require that you choose your answer from among a set of four answer choices.**
> - **Read the question carefully.**
> - **Choose the correct answer and record your choice.**
> - **If none of the choices matches your answer, go back and check your work for possible errors.**
> - **Only one of the answers provided is the correct response.**
>
> **Constructed-response questions require that you type your response.**
> - **These questions have more than one part. Be sure to read the directions carefully.**
> - **You cannot receive the highest score for a constructed-response question without following all directions.**
> - **If the question asks you to show your work or explain your reasoning, be sure to show your work or explain your reasoning. However, not all questions will require that you show your work.**
> - **All responses must be typed in the appropriate response box. Some answers may require graphing, plotting, labeling, drawing, or shading.**
>
> **I will now pass out scratch paper and your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.**

Distribute scratch paper and individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Ticket to each student. When you are ready, say:

> **Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.**

Correct any ticket distribution errors. When you are ready, say:

> **Now we are ready to begin. First, double-click on the PA Online Assessments icon on your desktop. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **Under the Keystone Exam column on the right side of your screen, click on the words Test Sign In. You should see the Sign-In screen appear on your screen. Is there anyone who does not see the Sign-In screen?**

First Welcome Screen with the words "Test Sign In" circled under the Keystone column

Pause to assist students as necessary. Check to make sure that the Sign-In screen includes the Keystone Exam logo. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, click on the "Sign In" button in the middle of the screen.**

Keystone—Test Sign-In Screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

NOTE: If any Test Ticket has an error on it, please contact the School Test Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

- The Test Ticket shows a given name rather than a nickname or informal name (e.g., David vs. Dave); as long as the PAsecureID is correct, the student should continue with the same test ticket.
- The Test Ticket shows a last name that is no longer current; as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

> **When you have clicked on the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

> **Look at the information on the Welcome screen and make sure that the following facts about you are correct:**
> - **your name**
> - **your test name**
> - **your test session**
> - **your school, and**
> - **your PAsecureID.**

Keystone—Second Welcome Screen

> **If the information about you is correct, click on the Continue button. If the information is not correct, raise your hand.**

Pause to assist students as necessary. When all students are ready, say:

> **After you have clicked on the Continue button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?**

Keystone—Test Selection Screen

Pause to assist students as necessary. When all students are ready, say:

> **We are now ready to begin the exam. Use your mouse pointer to click on the name of your exam. Once you have clicked on the test name, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Pause to assist students as necessary. When all students are ready, say:

> **I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.**

> ### Test Directions

Sample of a Test Directions Screen

> *Read these directions <u>carefully</u> before you begin. To look at these directions again, click on the TEST DIRECTIONS button.*

Continue speaking:

> *This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has one or more areas for you to enter your response. The constructed-response questions may have multiple pages. These will be shown below the question number, for example, "Page 1 of 4."*

> *Answering Questions*

> *Read each question carefully and choose your answer or enter your response.*

> 1. *For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the MOUSE POINTER tool.*
>   - *Only one of the answer choices provided is correct. If none of the choices matches your answer, go back and check your work for possible errors.*
>   - *To change an answer, use the MOUSE POINTER tool.*
>   - *To remove an answer, you can either click on the answer again with the MOUSE POINTER tool, or you can click on the CLEAR ANSWER button.*
>   - *To cross off answer choices, click on the ANSWER CROSS-OFF button; move the pointer and click.*
>   - *Click on the FLAG button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*
> 2. *For constructed-response questions, use the keyboard or the equation builder to type your response in the areas provided.*
>   - *The answer space may limit the number of characters you may enter. For example, "0/100" shows that you have entered 0 out of a maximum of 100 characters.*
>   - *The answer space may limit the type of characters you may enter. For example, "Numeric Only" means you can only enter numbers and other symbols associated with numbers.*
>   - *Use the equation builder to answer questions when provided.*
>   - *To open the equation builder, click on the EQUATION BUILDER button.*
>   - *To choose a symbol, click on its button. Many of the symbols can also be entered by using your keyboard.*
>   - *To use a template, such as the fraction template, click on its button, select a box, and use your keyboard to enter the numbers, symbols, or letters.*
>   - *To place the contents of the equation builder in the response area, click on the OK button.*
>   - *To stop working on the equation builder and place nothing in the response area, click on the CANCEL button.*
>   - *To change the equation builder contents that have been entered in a response area, click on the contents and then click on the EQUATION BUILDER button or double-click on the equation builder contents. The equation builder will open showing the contents you can now change.*

Continue speaking:

- *Use the graphing buttons to answer a question that asks for a graph.*
  - *To plot a point, click on the CLOSED POINT button, use the pointer to locate the point, and click on that location.*
  - *To plot an open point, click on the OPEN POINT button, use the pointer to locate the point, and click on that location.*
  - *To connect two points, click on the LINE SEGMENT button, click on one of the points, drag to the other point while holding down the left mouse button, and release the mouse button once you are over the second point.*
  - *To extend an arrow from a point to the left or right, click on either the LEFT or RIGHT LINE EXTENSION button, click on the point, drag in any direction to extend the line while holding down the left mouse button, and release the mouse button to draw the extension line.*
  - *To draw a line through the last two plotted points, click on the GRAPH LINE button.*
  - *To erase everything on your graph, click on the ERASE ALL button.*

3. *Use the NEXT button to go to the next question. Use the BACK button to go back to the previous question.*
   - *To see which questions you have answered, flagged to answer later, or viewed, click on the REVIEW/END TEST button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.*

4. *Finally, when you have answered all of the questions, click on the REVIEW/END TEST button at the bottom of the screen.*
   - *You may check your work by selecting questions from the list.*
   - *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Are there any questions about the Test Directions?

NOTE: The above Test Directions (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Test Directions to students during the test administration.

Answer all questions. When all students are ready, say:

I will now read the Helpful Hints. The Helpful Hints are printed below the Test Directions. Use the scroll bar on the right side to follow along silently as I read the Helpful Hints aloud.

Helpful Hints

Taking the Test
- *There is no time limit.*
- *Only one question at a time will appear on the screen.*
- *If you need to go away from your computer, click on the PAUSE button. Click on the RESUME button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.*

Continue speaking:

> ***Using the Tools***
> - ***To highlight areas of the screen, click on the HIGHLIGHTER button.***
> - ***To draw and/or type while you answer a question, click on the NOTEPAD button.***
> - ***To make an area of the screen larger, click on the MAGNIFIER button.***
> - ***To make reading easier by tracking a line in a question, click on the LINE GUIDE button.***
> - ***To use a calculator or graphic tool, when permitted, to answer a question, a CALCULATOR button or GRAPHING TOOL button will appear in the tool bar.***
> - ***To use information about arithmetic properties, linear equations, and shapes to answer a question, click on the FORMULA SHEET button.***
>
> **Are there any questions about the Helpful Hints?**

NOTE: The above Helpful Hints (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Helpful Hints to students during the test administration.

Answer all questions. When all students are ready, say:

> **Remember: For each multiple-choice question, be sure to click on the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the exam, click on the Review/End Test button and follow the onscreen directions to review your exam. After you have checked your work, you may click on the End Test button and follow the onscreen instructions to complete your exam. You may then read or sit quietly until everyone has finished.**
>
> **Are there any questions?**

Answer all questions. When all students are ready, say:

> **To start the exam, click on the Begin the Test button at the bottom of the screen. Remember to click on the Pause button if you need to pause your exam for any reason.**
>
> **You may begin.**

While students are taking the exam, be available as a resource. Do not give any student individual help (or group help) that might suggest the correct answer to a question. However, it is acceptable to provide clarification of directions and assist students to functionally operate their computers. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the exam.

Reminder about Administration Tools that you may need to use during the exam administration:

Refer to Appendix B and become familiar with the software tools and features related to:

- Pause/Exit Function: Temporary, short breaks (e.g., restroom break, etc.)
- Unplanned Test Inactivity: More than 20 minutes of no input from the student
- Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages, etc.)

Keyboard shortcuts for the System and the Online Calculator are available for students to use. These shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

NOTE: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the exam. If the problem persists, consult the School Test Coordinator.

Monitor student progress on the exam and end the session when all students have completed all questions. This will usually be after 75 minutes, but the actual administration time may vary. Be sure to allow enough time for each student to finish. Additional time may be allowed on an individual basis and at the administrator's discretion. When five minutes remain in the scheduled exam time, say:

> **You have about five minutes to complete Module 1. Be sure to click on the Review/End Test button in the bottom-left corner of the screen.**

> **Then click on the End Test button to finish the exam. You will be asked to confirm that you are done. If you have flagged any exam questions, be sure to complete your review of those questions before you click on End Test. If you think you might need more than five minutes, raise your hand.**

End Test Confirmation Screen

If any student indicates that he or she needs more time to finish the module, remember that additional time may be allowed on an individual basis at the discretion of the Test Administrator/Teacher. See *Part II* of this manual for more information on extended exam time.

NOTE: Once the student has clicked on the "End Test" button, the student must provide a confirmation that he or she is done. Once the student has clicked through, the student cannot go back into the exam to review or answer exam questions.

When all students have finished, or sufficient time has passed, say:

> **This ends Module 1 of the Algebra I Fall 2010 Online Field Test. If you have not done so already, click on Review/End Test and click on End Test. Then click on End Test again, confirming that you are done. Then click Exit on the last screen to close the exam.**

Finished Testing Confirmation Screen

Allow time for students to click through to finish the exam. When all students are ready, say:
I will now collect your Test Ticket and your scratch paper.

Collect all Test Tickets and scratch paper at this time. Note: If students used school-provided calculators, also collect the calculators. If students used optional materials like the Keyboard Shortcuts or the Algebra I Scoring Guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials should be returned to the School Test Coordinator and kept in a secure location until they can be destroyed.

- If you are continuing on to Module 2 at this time, now is the time to take a short break. All exam materials must remain secure at all times. After approximately 10 minutes, go on to administer Module 2.

- If you are administering Module 2 at another time (later in the same day or a different day), say:
  You are going to take Module 2 at another time.

If Module 2 is to be administered on a different day, return all materials (Test Tickets and used scratch/grid paper) immediately to the School Test Coordinator for secure overnight storage.

ADMINISTER THE ALGEBRA I EXAM—MODULE 2

Make sure that each student is sitting at a separate computer, and that each computer is turned on and ready at the desktop. Students will have an opportunity to do some work on scratch paper, so make sure that all students have a writing utensil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

> **Welcome back to the Pennsylvania Keystone Algebra I Exam. We are now ready to begin Module 2. Carefully follow the directions and give this exam your best effort.**
>
> **Formulas that you may need to solve questions in this module are included with the exam questions. You may refer to the formulas any time during the exam.**
>
> **You may use a calculator on this module. Calculators are included with the exam questions. When performing operations with pi, you may use either calculator π or the number 3.14.**
>
> **There are two modules in the exam, and there are two types of questions in each Algebra I module.**
>
> **Multiple-choice questions require that you choose your answer from among a set of four answer choices.**
> - **Read the question carefully.**
> - **Choose the correct answer and record your choice.**
> - **If none of the choices matches your answer, go back and check your work for possible errors.**
> - **Only one of the answers provided is the correct response.**
>
> **Constructed-response questions require that you type your response.**
> - **These questions have more than one part. Be sure to read the directions carefully.**
> - **You cannot receive the highest score for a constructed-response question without following all directions.**
> - **If the question asks you to show your work or explain your reasoning, be sure to show your work or explain your reasoning. However, not all questions will require that you show your work.**
> - **All responses must be typed in the appropriate response box. Some answers may require graphing, plotting, labeling, drawing, or shading.**
>
> **In addition to the exam questions, you will be asked to respond to eight survey questions at the end of this module. Please read these questions and answer them as truthfully as you can.**
>
> **I will now pass out scratch paper and your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.**

Distribute scratch paper and individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Tickets to each student. When you are ready, say:

> **Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.**

Correct any ticket distribution errors. When you are ready, say:

> **Now we are ready to begin. First, double-click on the PA Online Assessments icon on your desktop. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **Under the Keystone Exam column on the right side of your screen, click on the words Test Sign In. You should see the Sign-In screen appear on your screen. Is there anyone who does not see the Sign-In screen?**

First Welcome Screen with the words "Test Sign In" circled under the Keystone column

Pause to assist students as necessary. Check to make sure that the Sign-In screen includes the Keystone Exam logo. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, click on the "Sign In" button in the middle of the screen.**

Keystone—Test Sign-In Screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

NOTE: If any Test Ticket has an error on it, please contact the School Test Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

- The Test Ticket shows a given name rather than a nickname or informal name (e.g., David vs. Dave); as long as the PAsecureID is correct, the student should continue with the same test ticket.
- The Test Ticket shows a last name that is no longer current; as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

> **When you have clicked on the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

> **Look at the information on the Welcome screen and make sure that the following facts about you are correct:**
> - **your name**
> - **your test name**
> - **your test session**
> - **your school, and**
> - **your PAsecureID.**

Keystone—Second Welcome Screen

> **If the information about you is correct, click on the Continue button. If the information is not correct, raise your hand.**

Pause to assist students as necessary. When all students are ready, say:

> **After you have clicked on the Continue button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?**

Keystone—Test Selection Screen

Pause to assist students as necessary. When all students are ready, say:

> **We are now ready to begin the exam. Use your mouse pointer to click on the name of your exam. Once you have clicked on the test name, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Pause to assist students as necessary. When all students are ready, say:

> **I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.**

> ### Test Directions

Sample of a Test Directions Screen

> *Read these directions <u>carefully</u> before you begin. To look at these directions again, click on the TEST DIRECTIONS button.*

Continue speaking:

> *This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has one or more areas for you to enter your response. The constructed-response questions may have multiple pages. These will be shown below the question number, for example, "Page 1 of 4."*
>
> *Answering Questions*
>
> *Read each question carefully and choose your answer or enter your response.*
>
> 1. *For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the MOUSE POINTER tool.*
>   - *Only one of the answer choices provided is correct. If none of the choices matches your answer, go back and check your work for possible errors.*
>   - *To change an answer, use the MOUSE POINTER tool.*
>   - *To remove an answer, you can either click on the answer again with the MOUSE POINTER tool, or you can click on the CLEAR ANSWER button.*
>   - *To cross off answer choices, click on the ANSWER CROSS-OFF button; move the pointer and click.*
>   - *Click on the FLAG button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*
> 2. *For constructed-response questions, use the keyboard or the equation builder to type your response in the areas provided.*
>   - *The answer space may limit the number of characters you may enter. For example, "0/100" shows that you have entered 0 out of a maximum of 100 characters.*
>   - *The answer space may limit the type of characters you may enter. For example, "Numeric Only" means you can only enter numbers and other symbols associated with numbers.*
>   - *Use the equation builder to answer questions when provided.*
>   - *To open the equation builder, click on the EQUATION BUILDER button.*
>   - *To choose a symbol, click on its button. Many of the symbols can also be entered by using your keyboard.*
>   - *To use a template, such as the fraction template, click on its button, select a box, and use your keyboard to enter the numbers, symbols, or letters.*
>   - *To place the contents of the equation builder in the response area, click on the OK button.*
>   - *To stop working on the equation builder and place nothing in the response area, click on the CANCEL button.*
>   - *To change the equation builder contents that have been entered in a response area, click on the contents and then click on the EQUATION BUILDER button or double-click on the equation builder contents. The equation builder will open showing the contents you can now change.*

Continue speaking:

- *Use the graphing buttons to answer a question that asks for a graph.*
  - *To plot a point, click on the CLOSED POINT button, use the pointer to locate the point, and click on that location.*
  - *To plot an open point, click on the OPEN POINT button, use the pointer to locate the point, and click on that location.*
  - *To connect two points, click on the LINE SEGMENT button, click on one of the points, drag to the other point while holding down the left mouse button, and release the mouse button once you are over the second point.*
  - *To extend an arrow from a point to the left or right, click on either the LEFT or RIGHT LINE EXTENSION button, click on the point, drag in any direction to extend the line while holding down the left mouse button, and release the mouse button to draw the extension line.*
  - *To draw a line through the last two plotted points, click on the GRAPH LINE button.*
  - *To erase everything on your graph, click on the ERASE ALL button.*

3. *Use the NEXT button to go to the next question. Use the BACK button to go back to the previous question.*
   - *To see which questions you have answered, flagged to answer later, or viewed, click on the REVIEW/END TEST button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.*

4. *Finally, when you have answered all of the questions, click on the REVIEW/END TEST button at the bottom of the screen.*
   - *You may check your work by selecting questions from the list.*
   - *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Are there any questions about the Test Directions?

NOTE: The above Test Directions (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Test Directions to students during the test administration.

Answer all questions. When all students are ready, say:

I will now read the Helpful Hints. The Helpful Hints are printed below the Test Directions. Use the scroll bar on the right side to follow along silently as I read the Helpful Hints aloud.

Helpful Hints

Taking the Test
- *There is no time limit.*
- *Only one question at a time will appear on the screen.*
- *If you need to go away from your computer, click on the PAUSE button. Click on the RESUME button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.*

Continue speaking:

Using the Tools
- *To highlight areas of the screen, click on the HIGHLIGHTER button.*
- *To draw and/or type while you answer a question, click on the NOTEPAD button.*
- *To make an area of the screen larger, click on the MAGNIFIER button.*
- *To make reading easier by tracking a line in a question, click on the LINE GUIDE button.*
- *To use a calculator or graphic tool, when permitted, to answer a question, a CALCULATOR button or GRAPHING TOOL button will appear in the tool bar.*
- *To use information about arithmetic properties, linear equations, and shapes to answer a question, click on the FORMULA SHEET button.*

Are there any questions about the Helpful Hints?

NOTE: The above Helpful Hints (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Helpful Hints to students during the test administration.

Answer all questions. When all students are ready, say:

Remember: For each multiple-choice question, be sure to click on the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the exam, click on the Review/End Test button and follow the onscreen directions to review your exam. After you have checked your work, you may click on the End Test button and follow the onscreen instructions to complete your exam. You may then read or sit quietly until everyone has finished.

Are there any questions?

Answer all questions. When all students are ready, say:

To start the exam, click on the Begin the Test button at the bottom of the screen. Remember to click on the Pause button if you need to pause your exam for any reason.

You may begin.

While students are taking the exam, be available as a resource. Do not give any student individual help (or group help) that might suggest the correct answer to a question. However, it is acceptable to provide clarification of directions and assist students to functionally operate their computers. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the exam.

> *Reminder about Administration Tools that you may need to use during the exam administration:*
>
> Refer to Appendix B and become familiar with the software tools and features related to:
>
> - Pause/Exit Function: Temporary, short breaks (e.g., restroom break, etc.)
> - Unplanned Test Inactivity: More than 20 minutes of no input from the student
> - Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages, etc.)

Keyboard shortcuts for the System and the Online Calculator are available for students to use. These shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

NOTE: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the exam. If the problem persists, consult the School Test Coordinator.

Monitor student progress on the exam and end the session when all students have completed all questions. This will usually be after 75 minutes, but the actual administration time may vary. Be sure to allow enough time for each student to finish. Additional time may be allowed on an individual basis and at the administrator's discretion. When five minutes remain in the scheduled exam time, say:

> **You have about five minutes to complete the exam and to answer the survey questions. Be sure to click on the Review/End Test button in the bottom-left corner of the screen.**

> **Then click on the End Test button to finish the exam. You will be asked to confirm that you are done. If you have flagged any exam questions, be sure to complete your review of those questions before you click on End Test. If you think you might need more than five minutes, raise your hand.**

Please be sure you have answered all of the questions. To continue testing, click the 'Return To Review' button. To end your test, click the 'End Test' button.

Return To Review   End Test

End Test Confirmation Screen

If any student indicates that he or she needs more time to finish the assessment, remember that additional time may be allowed on an individual basis at the discretion of the Test Administrator/Teacher. See *Part II* of this manual for more information on extended exam time.

NOTE: Once the student has clicked on the "End Test" button, the student must provide a confirmation that he or she is done. Once the student has clicked through, the student cannot go back into the exam to review or answer exam questions.

When all students have finished, or sufficient time has passed, say:

> **This ends Module 2 of the Algebra I Keystone Exam. If you did not have the opportunity to respond to all of the survey questions, you may leave them blank at this time. If you have not done so already, click on Review/End Test and click on End Test. Then click on End Test again, confirming that you are done. Then click Exit on the last screen to close the exam.**

The following tests have been scheduled for Training Student.

Once instructed, click on the test link below to start the test. If no additional tests are available, please select exit to close the application.

● Algebra I (Completed)

Exit

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Finished Testing Confirmation Screen

Allow time for students to click through to finish the exam. When all students are ready, say:

I will now collect your Test Ticket and your scratch paper.

Collect all Test Tickets and scratch paper at this time. Note: If students used school-provided calculators, also collect the calculators. If students used optional materials like the Keyboard Shortcuts or the Algebra I Scoring Guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials should be returned to the School Test Coordinator and kept in a secure location until they can be destroyed. Say:

This concludes the Algebra I Fall 2010 Online Field Test.

BIOLOGY EXAM ADMINISTRATION REMINDERS

It is important to use standardized exam procedures to maintain fairness for all students. Following the instructions carefully ensures that all students are tested under similar conditions in all classrooms.

Before Exam Administration:
- Be sure students have explored the Keystone Student Tutorial, have taken the Online Tools Training, and know how to use the tools within the online system—including where and how to mark their answers.
- Review the roster contained within the Student Login Summary and make certain that all students intended for testing are on the roster. Notify the School Test Coordinator if there are errors on the roster.
- Make certain that a Student Login Ticket is ready for each student taking the exam. Notify the School Test Coordinator if any Student Login Tickets are missing.
- Be sure each student has the correct Student Test Ticket.
- Review the Test Directions and Helpful Hints that students will have access to during the assessment. See Appendix A for more information.
- Review the software tools and functions issues related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing. See Appendix B for more information.
- Optional: Prepare copies of the Keyboard Shortcuts (see Appendix C) and the Constructed-Response Scoring Guidelines for Biology (see Appendix E).

During Exam Administration:
- Follow the directions of the School Test Coordinator for maintaining test security.
  - ➢ Be sure that all classroom instructional materials are removed or covered.
  - ➢ Remember that the Test Administrator/Teacher is NOT permitted to read aloud any part of the exam questions or answer choices.
- Help students approach the assessment in a positive manner, and encourage students to keep trying.
- Help students understand where and how to mark their answers, and clarify directions for students having difficulty. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration. However, remember that the Test Administrator/Teacher may not paraphrase, offer additional information, or give information that provides clues concerning test questions or answer choices.
- For issues related to the software tools and functions related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing, refer to Appendix B.

> **In some places in this manual you will be asked to reference where specific administration information can be found within the online testing system. You may need to pause the training in order to show individual students how to find onscreen information. In this field test, the presentation and content of exam questions vary from one form to another. This variation is an intentional element of the Keystone exams. Questions from students about directions *may* require form-specific responses from the Test Administrator/Teacher.**

For the remainder of this manual, **indented text in bold type** is to be read aloud to students exactly as written. All other text is information for the Test Administrator/Teacher.

When ready, the Test Administrator/Teacher should begin the **Biology Exam** on the next page of this manual.

ADMINISTER THE BIOLOGY EXAM—MODULE 1

Make sure that each student is sitting at a separate computer, and that each computer is turned on and ready at the desktop. Students will have an opportunity to do some work on scratch paper, so make sure that all students have a writing utensil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

> **Welcome to the Pennsylvania Keystone Biology Exam. We are now ready to begin Module 1. Carefully follow the directions and give this exam your best effort.**
>
> **There are two modules in the exam, and there are two types of questions in each Biology module.**
>
> **Multiple-choice questions require that you choose your answer from among a set of four answer choices.**
> - **Read the question carefully.**
> - **Choose the correct answer and record your choice.**
> - **If none of the choices matches your answer, go back and check your work for possible errors.**
> - **Only one of the answers provided is the correct response.**
>
> **Constructed-response questions require that you type your response.**
> - **Be sure to read the directions carefully.**
> - **You cannot receive the highest score for a constructed-response question without following all directions.**
> - **If the question asks you to do multiple tasks, be sure to complete all the tasks.**
> - **If the question asks you to explain, be sure to explain. Also, if the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.**
> - **All responses must be typed in the appropriate response box.**
>
> **In addition, this module may also include scenarios. A scenario contains text, graphics, charts, and/or tables to describe a biological concept, an experiment, or other scientific research. You can use the information contained in a scenario to answer certain exam questions. Before responding to any scenario questions, be sure to study the entire scenario and follow the directions for the scenario. You may refer back to the scenario at any time when answering the scenario questions.**
>
> **Are there any questions?**
>
> **I will now pass out scratch paper and your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.**

Distribute scratch paper and individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Tickets to each student. When you are ready, say:

> **Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.**

Correct any ticket distribution errors. When you are ready, say:

> **Now we are ready to begin. First, double-click on the PA Online Assessments icon on your desktop. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **Under the Keystone Exam column on the right side of your screen, click on the words Test Sign In. You should see the Sign-In screen appear on your screen. Is there anyone who does not see the Sign-In screen?**

First Welcome Screen with the words "Test Sign In" circled under the Keystone column

Pause to assist students as necessary. Check to make sure that the Sign-In screen includes the Keystone Exam logo. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, click on the "Sign In" button in the middle of the screen.**

Keystone—Test Sign-In Screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

NOTE: If any Test Ticket has an error on it, please contact the School Test Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

- The Test Ticket shows a given name rather than a nickname or informal name (e.g., David vs. Dave); as long as the PAsecureID is correct, the student should continue with the same test ticket.
- The Test Ticket shows a last name that is no longer current; as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

> **When you have clicked on the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

> **Look at the information on the Welcome screen and make sure that the following facts about you are correct:**
> - **your name**
> - **your test name**
> - **your test session**
> - **your school, and**
> - **your PAsecureID.**

Keystone—Second Welcome Screen

> **If the information about you is correct, click on the Continue button. If the information is not correct, raise your hand.**

Pause to assist students as necessary. When all students are ready, say:

> **After you have clicked on the Continue button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?**

Keystone—Test Selection Screen

Pause to assist students as necessary. When all students are ready, say:

> **We are now ready to begin the exam. Use your mouse pointer to click on the name of your exam. Once you have clicked on the test name, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Pause to assist students as necessary. When all students are ready, say:

> **I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.**

Sample of a Test Directions Screen

> ### Test Directions
>
> *Read these directions <u>carefully</u> before you begin. To look at these directions again, click on the TEST DIRECTIONS button.*

Continue speaking:

> *This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has one or more areas for you to enter your response. The constructed-response questions may have multiple pages. These will be shown below the question number, for example, "Page 1 of 4."*
>
> *Answering Questions*
>
> *Read each question carefully and choose your answer or enter your response.*
>
> 1. *For multiple-choice questions, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the MOUSE POINTER tool.*
>   - *Only one of the answer choices provided is correct. If none of the choices matches your answer, go back and check your work for possible errors.*
>   - *To change an answer, use the MOUSE POINTER tool.*
>   - *To remove an answer, you can either click on the answer again with the MOUSE POINTER tool, or you can click on the CLEAR ANSWER button.*
>   - *To cross off answer choices, click on the ANSWER CROSS-OFF button; move the pointer and click.*
>   - *Click on the FLAG button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*
> 2. *For constructed-response questions, use the keyboard to type your response in the areas provided.*
>   - *The answer space may limit the number of characters you may enter. For example, "0/100" shows that you have entered 0 out of a maximum of 100 characters.*
> 3. *Use the NEXT button to go to the next question. Use the BACK button to go back to the previous question.*
>   - *To see which questions you have answered, flagged to answer later, or viewed, click on the REVIEW/END TEST button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.*
> 4. *Finally, when you have answered all of the questions, click on the REVIEW/END TEST button at the bottom of the screen.*
>   - *You may check your work by selecting questions from the list.*
>   - *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Are there any questions about the Test Directions?

NOTE: The above Test Directions (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Test Directions to students during the test administration.

Answer all questions. When all students are ready, say:

> **I will now read the Helpful Hints. The Helpful Hints are printed below the Test Directions. Use the scroll bar on the right side to follow along silently as I read the Helpful Hints aloud.**

> ### *Helpful Hints*
>
> *Taking the Test*
> - *There is no time limit.*
> - *Only one question at a time will appear on the screen.*
> - *If you need to go away from your computer, click on the PAUSE button. Click on the RESUME button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.*
>
> *Using the Tools*
> - *To highlight areas of the screen, click on the HIGHLIGHTER button.*
> - *To draw and/or type while you answer a question, click on the NOTEPAD button.*
> - *To make an area of the screen larger, click on the MAGNIFIER button.*
> - *To make reading easier by tracking a line in a question, click on the LINE GUIDE button.*

> **Are there any questions about the Helpful Hints?**

NOTE: The above Helpful Hints (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Helpful Hints to students during the exam administration.

Answer all questions. When all students are ready, say:

> **Remember: For each multiple-choice question, be sure to click on the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the exam, click on the Review/End Test button and follow the onscreen directions to review your exam. After you have checked your work, you may click on the End Test button and follow the onscreen instructions to complete your exam. You may then read or sit quietly until everyone has finished.**

> **Are there any questions?**

Answer all questions. When all students are ready, say:

> **To start the exam, click on the Begin the Test button at the bottom of the screen. Remember to click on the Pause button if you need to pause your exam for any reason.**

> **You may begin.**

While students are taking the exam, be available as a resource. Do not give any student individual help (or group help) that might suggest the correct answer to a question. However, it is acceptable to provide clarification of directions and assist students to functionally operate their computers. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the exam.

Reminder about Administration Tools that you may need to use during the exam administration:

Refer to Appendix B and become familiar with the software tools and features related to:

- Pause/Exit Function: Temporary, short breaks (e.g., restroom break, etc.)
- Unplanned Test Inactivity: More than 20 minutes of no input from the student
- Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages, etc.)

Keyboard shortcuts are available for students to use. The keyboard shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

NOTE: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the exam. If the problem persists, consult the School Test Coordinator.

Monitor student progress on the exam and end the session when all students have completed all questions. This will usually be after 70 to 75 minutes, but the actual administration time may vary. Be sure to allow enough time for each student to finish. Additional time may be allowed on an individual basis and at the administrator's discretion. When five minutes remain in the scheduled exam time, say:

> **You have about five minutes to complete Module 1. Be sure to click on the Review/End Test button in the bottom-left corner of the screen.**

> **Then click on the End Test button to finish the exam. You will be asked to confirm that you are done. If you have flagged any exam questions, be sure to complete your review of those questions before you click on End Test. If you think you might need more than five minutes, raise your hand.**

Please be sure you have answered all of the questions. To continue testing, click the 'Return To Review' button. To end your test, click the 'End Test' button.

Return To Review   End Test

End Test Confirmation Screen

If any student indicates that he or she needs more time to finish the module, remember that additional time may be allowed on an individual basis at the discretion of the Test Administrator/Teacher. See *Part II* of this manual for more information on extended exam time.

NOTE: Once the student has clicked on the "End Test" button, the student must provide a confirmation that he or she is done. Once the student has clicked through, the student cannot go back into the exam to review or answer exam questions.

When all students have finished, or sufficient time has passed, say:

> **This ends Module 1 of the Biology Keystone Exam. If you have not done so already, click on Review/End Test and click on End Test. Then click on End Test again, confirming that you are done. Then click Exit on the last screen to close the exam.**

The following tests have been scheduled for Training Student.

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select exit to close the application.

● Biology (Completed)

Exit

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Finished Testing Confirmation Screen

Allow time for students to click through to finish the exam. When all students are ready, say:

> **I will now collect your Test Ticket and your scratch paper.**

Collect all Test Tickets and scratch paper at this time. Note: If students used the optional materials like the Keyboard Shortcuts or the Biology Scoring Guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials should be returned to the School Test Coordinator and kept in a secure location until they can be destroyed.

- If you are continuing on to Module 2 at this time, now is the time to take a short break. All exam materials must remain secure at all times. After approximately 10 minutes, go on to administer Module 2.

- If you are administering Module 2 at another time (later in the same day or a different day), say:
  > **You are going to take Module 2 at another time.**

If Module 2 is to be administered on a different day, return all materials (Test Tickets and used scratch/grid paper) immediately to the School Test Coordinator for secure overnight storage.

ADMINISTER THE BIOLOGY EXAM—MODULE 2

Make sure that each student is sitting at a separate computer, and that each computer is turned on and ready at the desktop. Students will have an opportunity to do some work on scratch paper, so make sure that all students have a writing utensil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

> **Welcome back to the Pennsylvania Keystone Biology Exam. We are now ready to begin Module 2. Carefully follow the directions and give this exam your best effort.**
>
> **There are two modules in the exam, and there are two types of questions in each Biology module.**
>
> **Multiple-choice questions require that you choose your answer from among a set of four answer choices.**
> - **Read the question carefully.**
> - **Choose the correct answer and record your choice.**
> - **If none of the choices matches your answer, go back and check your work for possible errors.**
> - **Only one of the answers provided is the correct response.**
>
> **Constructed-response questions require that you type your response.**
> - **These questions have more than one part. Be sure to read the directions carefully.**
> - **You cannot receive the highest score for a constructed-response question without following all directions.**
> - **If the question asks you to do multiple tasks, be sure to complete all the tasks.**
> - **If the question asks you to explain, be sure to explain. Also, if the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.**
> - **All responses must be typed in the appropriate response box.**
>
> **In addition, this module may also include scenarios. A scenario contains text, graphics, charts, and/or tables to describe a biological concept, an experiment, or other scientific research. You can use the information contained in a scenario to answer certain exam questions. Before responding to any scenario questions, be sure to study the entire scenario and follow the directions for the scenario. You may refer back to the scenario at any time when answering the scenario questions.**
>
> **In addition to the exam questions, you will be asked to respond to eight survey questions at the end of this module. Please read these questions and answer them as truthfully as you can.**
>
> **I will now pass out scratch paper and your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.**

Distribute scratch paper and individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Tickets to each student. When you are ready, say:

> **Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.**

Correct any ticket distribution errors. When you are ready, say:

> **Now we are ready to begin. First, double-click on the PA Online Assessments icon on your desktop. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **Under the Keystone Exam column on the right side of your screen, click on the words Test Sign In. You should see the Sign-In screen appear on your screen. Is there anyone who does not see the Sign-In screen?**

First Welcome Screen with the words "Test Sign In" circled under the Keystone column

Pause to assist students as necessary. Check to make sure that the Sign-In screen includes the Keystone Exam logo. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, click on the "Sign In" button in the middle of the screen.**

Keystone—Test Sign-In Screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

NOTE: If any Test Ticket has an error on it, please contact the School Test Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

- The Test Ticket shows a given name rather than a nickname or informal name (e.g., David vs. Dave); as long as the PAsecureID is correct, the student should continue with the same test ticket.
- The Test Ticket shows a last name that is no longer current; as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

> **When you have clicked on the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

> **Look at the information on the Welcome screen and make sure that the following facts about you are correct:**
> - **your name**
> - **your test name**
> - **your test session**
> - **your school, and**
> - **your PAsecureID.**

Keystone—Second Welcome Screen

> **If the information about you is correct, click on the Continue button. If the information is not correct, raise your hand.**

Pause to assist students as necessary. When all students are ready, say:

> **After you have clicked on the Continue button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?**

Keystone—Test Selection Screen

Pause to assist students as necessary. When all students are ready, say:

> **We are now ready to begin the exam. Use your mouse pointer to click on the name of your exam. Once you have clicked on the test name, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?**

Pause to assist students as necessary. When all students are ready, say:

> **I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.**

> ### Test Directions

> *Read these directions **carefully** before you begin. To look at these directions again, click on the TEST DIRECTIONS button.*

Sample of a Test Directions Screen

Continue speaking:

> *This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has one or more areas for you to enter your response. The constructed-response questions may have multiple pages. These will be shown below the question number, for example, "Page 1 of 4."*
>
> *Answering Questions*
>
> *Read each question carefully and choose your answer or enter your response.*
>
> 1. *For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the MOUSE POINTER tool.*
>   - *Only one of the answer choices provided is correct. If none of the choices matches your answer, go back and check your work for possible errors.*
>   - *To change an answer, use the MOUSE POINTER tool.*
>   - *To remove an answer, you can either click on the answer again with the MOUSE POINTER tool, or you can click on the CLEAR ANSWER button.*
>   - *To cross off answer choices, click on the ANSWER CROSS-OFF button; move the pointer and click.*
>   - *Click on the FLAG button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*
> 2. *For constructed-response questions, use the keyboard to type your response in the areas provided.*
>   - *The answer space may limit the number of characters you may enter. For example, "0/100" shows that you have entered 0 out of a maximum of 100 characters.*
> 3. *Use the NEXT button to go to the next question. Use the BACK button to go back to the previous question.*
>   - *To see which questions you have answered, flagged to answer later, or viewed, click on the REVIEW/END TEST button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.*
> 4. *Finally, when you have answered all of the questions, click on the REVIEW/END TEST button at the bottom of the screen.*
>   - *You may check your work by selecting questions from the list.*
>   - *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Are there any questions about the Test Directions?

NOTE: The above Test Directions (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Test Directions to students during the test administration.

Answer all questions. When all students are ready, say:

I will now read the Helpful Hints. The Helpful Hints are printed below the Test Directions. Use the scroll bar on the right side to follow along silently as I read the Helpful Hints aloud.

Helpful Hints

Taking the Test
- *There is no time limit.*
- *Only one question at a time will appear on the screen.*
- *If you need to go away from your computer, click on the PAUSE button. Click on the RESUME button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.*

Using the Tools
- *To highlight areas of the screen, click on the HIGHLIGHTER button.*
- *To draw and/or type while you answer a question, click on the NOTEPAD button.*
- *To make an area of the screen larger, click on the MAGNIFIER button.*
- *To make reading easier by tracking a line in a question, click on the LINE GUIDE button.*

Are there any questions about the Helpful Hints?

NOTE: The above Helpful Hints (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Helpful Hints to students during the test administration.

Answer all questions. When all students are ready, say:

Remember: For each multiple-choice question, be sure to click on the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the exam, click on the Review/End Test button and follow the onscreen directions to review your exam. After you have checked your work, you may click on the End Test button and follow the onscreen instructions to complete your exam. You may then read or sit quietly until everyone has finished.

Are there any questions?

Answer all questions. When all students are ready, say:

To start the exam, click on the Begin the Test button at the bottom of the screen. Remember to click on the Pause button if you need to pause your exam for any reason.

You may begin.

While students are taking the exam, be available as a resource. Do not give any student individual help (or group help) that might suggest the correct answer to a question. However, it is acceptable to provide clarification of directions and assist students to functionally operate their computers. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the exam.

Reminder about Administration Tools that you may need to use during the exam administration:

Refer to Appendix B and become familiar with the software tools and features related to:

- Pause/Exit Function: Temporary, short breaks (e.g., restroom break, etc.)
- Unplanned Test Inactivity: More than 20 minutes of no input from the student
- Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages, etc.)

Keyboard shortcuts are available for students to use. The keyboard shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

NOTE: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the exam. If the problem persists, consult the School Test Coordinator.

Monitor student progress on the exam and end the session when all students have completed all questions. This will usually be after 70 to 75 minutes, but the actual administration time may vary. Be sure to allow enough time for each student to finish. Additional time may be allowed on an individual basis and at the administrator's discretion. When five minutes remain in the scheduled exam time, say:

> **You have about five minutes to complete the exam and to answer the survey questions. Be sure to click on the Review/End Test button in the bottom-left corner of the screen.**

> **Then click on the End Test button to finish the exam. You will be asked to confirm that you are done. If you have flagged any exam questions, be sure to complete your review of those questions before you click on End Test. If you think you might need more than five minutes, raise your hand.**

Please be sure you have answered all of the questions. To continue testing, click the 'Return To Review' button. To end your test, click the 'End Test' button.

Return To Review   End Test

End Test Confirmation Screen

If any student indicates that he or she needs more time to finish the assessment, remember that additional time may be allowed on an individual basis at the discretion of the Test Administrator/Teacher. See *Part II* of this manual for more information on extended exam time.

NOTE: Once the student has clicked on the "End Test" button, the student must provide a confirmation that he or she is done. Once the student has clicked through, the student cannot go back into the exam to review or answer exam questions.

When all students have finished, or sufficient time has passed, say:

> **This ends Module 2 of the Biology Keystone Exam. If you did not have the opportunity to respond to all of the survey questions, you may leave them blank at this time. If you have not done so already, click on Review/End Test and click on End Test. Then click on End Test again, confirming that you are done. Then click Exit on the last screen to close the exam.**

The following tests have been scheduled for Training Student.

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select exit to close the application.

● Biology (Completed)

Exit

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Finished Testing Confirmation Screen

Allow time for students to click through to finish the exam. When all students are ready, say:

> **I will now collect your Test Ticket and your scratch paper.**

Collect all Test Tickets and scratch paper at this time. Note: If students used the optional materials like the Keyboard Shortcuts or the Biology Scoring Guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials should be returned to the School Test Coordinator and kept in a secure location until they can be destroyed. Say:

> **This concludes the Biology Fall 2010 Online Field Test.**

Go on to read the section labeled "After Exam Administration" found .

LITERATURE EXAM ADMINISTRATION REMINDERS

It is important to use standardized exam procedures to maintain fairness for all students. Following the instructions carefully ensures that all students are tested under similar conditions in all classrooms.

Before Exam Administration:

- Be sure students have explored the Keystone Student Tutorial, have taken the Online Tools Training, and know how to use the tools within the online system—including where and how to mark their answers.

- Review the roster contained within the Student Login Summary and make certain that all students intended for testing are on the roster. Notify the School Test Coordinator if there are errors on the roster.

- Make certain that a Student Login Ticket is ready for each student taking the exam. Notify the School Test Coordinator if any Student Login Tickets are missing.

- Be sure each student has the correct Student Login Ticket.

- Review the Test Directions and Helpful Hints that students will have access to during the assessment. See Appendix A for more information.

- Review the software tools and functions issues related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing. See Appendix B for more information.

- Optional: Prepare copies of the Keyboard Shortcuts (see Appendix C) and the Constructed-Response Scoring Guidelines for Literature (see Appendix E).

During Exam Administration:

- Follow the directions of the School Test Coordinator for maintaining test security.

  ➢ Be sure that all classroom instructional materials are removed or covered.
  ➢ Remember that the Test Administrator/Teacher is <u>NOT permitted</u> to read aloud any part of the exam questions or answer choices.

- Help students approach the assessment in a positive manner, and encourage students to keep trying.

- Help students understand where and how to mark their answers, and clarify directions for students having difficulty. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration. However, remember that the Test Administrator/Teacher may not paraphrase, offer additional information, or give information that provides clues concerning test questions or answer choices.

- For issues related to the software tools and functions related to the Pause/Exit Function, Unplanned Test Inactivity, and Interrupted Testing, refer to Appendix B.

> **In some places in this manual you will be asked to reference where specific administration information can be found within the online testing system. You may need to pause the training in order to show individual students how to find onscreen information. In this field test, the presentation and content of exam questions vary from one form to another. This variation is an intentional element of the Keystone exams. Questions from students about directions *may* require form-specific responses from the Test Administrator/Teacher.**

For the remainder of this manual, **indented text in bold type** is to be read aloud to students <u>exactly</u> as written. All other text is information for the Test Administrator/Teacher.

When ready, the Test Administrator/Teacher should begin the **Literature Exam** on the <u>next page of this manual</u>.

ADMINISTER THE LITERATURE EXAM—MODULE 1

Make sure that each student is sitting at a separate computer, and that each computer is turned on and ready at the desktop. Students will have an opportunity to do some work on scratch paper, so make sure that all students have a writing utensil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

> **Welcome to the Pennsylvania Keystone Literature Exam. We are now ready to begin Module 1. Carefully follow the directions and give this exam your best effort.**
>
> **There are two modules in the exam, and both modules have three passage sets. Each passage set includes a passage, followed by a series of multiple-choice questions, and at least one constructed-response question.**
>
> **Before responding to any exam questions, be sure to carefully read each passage and follow the directions for each passage set.**
>
> **There are two types of questions in each Literature module.**
>
> **Multiple-choice questions require that you choose your answer from among a set of four answer choices.**
> - **Read the question carefully.**
> - **Choose the correct answer and record your choice.**
> - **Only one of the answers provided is the correct response.**
>
> **Constructed-response questions require that you type your response.**
> - **Be sure to read the directions carefully.**
> - **You cannot receive the highest score for a constructed-response question without following all directions.**
> - **If the question asks you to do multiple tasks, be sure to complete all the tasks.**
> - **If the question asks you to explain, be sure to explain. Also, if the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.**
> - **All responses must be typed in the appropriate response box.**
>
> **Are there any questions?**
>
> **I will now pass out scratch paper and your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.**

Distribute scratch paper and individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Tickets to each student. When you are ready, say:

> **Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.**

Correct any ticket distribution errors. When you are ready, say:

> **Now we are ready to begin. First, double-click on the PA Online Assessments icon on your desktop. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **Under the Keystone Exam column on the right side of your screen, click on the words Test Sign In. You should see the Sign-In screen appear on your screen. Is there anyone who does not see the Sign-In screen?**

First Welcome Screen with the words "Test Sign In" circled under the Keystone column

Pause to assist students as necessary. Check to make sure that the Sign-In screen includes the Keystone Exam logo. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, click on the "Sign In" button in the middle of the screen.**

Keystone—Test Sign-In Screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

NOTE: If any Test Ticket has an error on it, please contact the School Test Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

- The Test Ticket shows a given name rather than a nickname or informal name (e.g., David vs. Dave); as long as the PAsecureID is correct, the student should continue with the same test ticket.
- The Test Ticket shows a last name that is no longer current; as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

> **When you have clicked on the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

> **Look at the information on the Welcome screen and make sure that the following facts about you are correct:**

Continue Speaking:

- **your name**
- **your test name**
- **your test session**
- **your school, and**
- **your PAsecureID.**

If the information about you is correct, click on the Continue button. If the information is not correct, raise your hand.

Pause to assist students as necessary. When all students are ready, say:

After you have clicked on the Continue button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?

Keystone—Second Welcome Screen

Pause to assist students as necessary. When all students are ready, say:

We are now ready to begin the exam. Use your mouse pointer to click on the name of your exam. Once you have clicked on the test name, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?

Keystone—Test Selection Screen

Pause to assist students as necessary. When all students are ready, say:

I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.

> ### *Test Directions*
>
> *Read these directions __carefully__ before you begin. To look at these directions again, click on the TEST DIRECTIONS button.*
>
> *This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area for you to enter your response.*

Sample of a Test Directions Screen

> *Answering Questions*
> *Read each question carefully and choose your answer or enter your response.*
> 1. *For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the MOUSE POINTER tool.*

Continue speaking:

- *Only one of the answer choices provided is correct.*
- *To change an answer, use the MOUSE POINTER tool.*
- *To remove an answer, you can either click on the answer again with the MOUSE POINTER tool, or you can click on the CLEAR ANSWER button.*
- *To cross off answer choices, click on the ANSWER CROSS-OFF button; move the pointer and click.*
- *Click on the FLAG button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*

2. *For constructed-response questions, use the keyboard to type your response in the areas provided.*
   - *The answer space may limit the number of characters you may enter. For example, "0/100" shows that you have entered 0 out of a maximum of 100 characters.*

3. *Use the NEXT button to go to the next question. Use the BACK button to go back to the previous question.*
   - *To see which questions you have answered, flagged to answer later, or viewed, click on the REVIEW/END TEST button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.*

4. *Finally, when you have answered all of the questions, click on the REVIEW/END TEST button at the bottom of the screen.*
   - *You may check your work by selecting questions from the list.*
   - *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Are there any questions about the Test Directions?

NOTE: The above Test Directions (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Test Directions to students during the test administration.

Answer all questions. When all students are ready, say:

I will now read the Helpful Hints. The Helpful Hints are printed below the Test Directions. Use the scroll bar on the right side to follow along silently as I read the Helpful Hints aloud.

Helpful Hints

Taking the Test
- *There is no time limit.*
- *Only one question at a time will appear on the screen.*
- *If you need to go away from your computer, click on the PAUSE button. Click on the RESUME button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.*

Using the Tools
- *To highlight areas of the screen, click on the HIGHLIGHTER button.*
- *To draw and/or type while you answer a question, click on the NOTEPAD button.*
- *To make an area of the screen larger, click on the MAGNIFIER button.*

Continue speaking:

- ***To make reading easier by tracking a line in a question, click on the LINE GUIDE button.***

Are there any questions about the Helpful Hints?

NOTE: The above Helpful Hints (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Helpful Hints to students during the test administration.

Answer all questions. When all students are ready, say:

Remember: For each multiple-choice question, be sure to click on the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the exam, click on the Review/End Test button and follow the onscreen directions to review your exam. After you have checked your work, you may click on the End Test button and follow the onscreen instructions to complete your exam. You may then read or sit quietly until everyone has finished.

Are there any questions?

Answer all questions. When all students are ready, say:

To start the exam, click on the Begin the Test button at the bottom of the screen. Remember to click on the Pause button if you need to pause your exam for any reason.

You may begin.

While students are taking the exam, be available as a resource. Do not give any student individual help (or group help) that might suggest the correct answer to a question. However, it is acceptable to provide clarification of directions and assist students to functionally operate their computers. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the exam.

Reminder about Administration Tools that you may need to use during the exam administration:

Refer to Appendix B and become familiar with the software tools and features related to:

- Pause/Exit Function: Temporary, short breaks (e.g., restroom break, etc.)
- Unplanned Test Inactivity: More than 20 minutes of no input from the student
- Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages, etc.)

Keyboard shortcuts are available for students to use. The keyboard shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

NOTE: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the exam. If the problem persists, consult the School Test Coordinator.

Monitor student progress on the exam and end the session when all students have completed all questions. This will usually be after 60 to 65 minutes, but the actual administration time may vary. Be sure to allow enough time for each student to finish. Additional time may be allowed on an individual basis and at the administrator's discretion. When five minutes remain in the scheduled exam time, say:

> **You have about five minutes to complete Module 1. Be sure to click on the Review/End Test button in the bottom-left corner of the screen.**

> **Then click on the End Test button to finish the exam. You will be asked to confirm that you are done. If you have flagged any exam questions, be sure to complete your review of those questions before you click on End Test. If you think you might need more than five minutes, raise your hand.**

End Test Confirmation Screen

If any student indicates that he or she needs more time to finish the module, remember that additional time may be allowed on an individual basis at the discretion of the Test Administrator/Teacher. See *Part II* of this manual for more information on extended exam time.

NOTE: Once the student has clicked on the "End Test" button, the student must provide a confirmation that he or she is done. Once the student has clicked through, the student cannot go back into the exam to review or answer exam questions.

When all students have finished, or sufficient time has passed, say:

> **This ends Module 1 of the Literature Keystone Exam. If you have not done so already, click on Review/End Test and click on End Test. Then click on End Test again, confirming that you are done. Then click Exit on the last screen to close the exam.**

Finished Testing Confirmation Screen

Allow time for students to click through to finish the exam. When all students are ready, say:

> **I will now collect your Test Ticket and your scratch paper.**

Collect all Test Tickets and scratch paper at this time. Note: If students used optional materials like the Keyboard Shortcuts or the Literature Scoring Guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials should be returned to the School Test Coordinator and kept in a secure location until they can be destroyed.

- If you are continuing on to Module 2 at this time, now is the time to take a short break. All exam materials must remain secure at all times. After approximately 10 minutes, go on to administer Module 2.

- If you are administering Module 2 at another time (later in the same day or a different day), say:
  > **You are going to take Module 2 at another time.**

If Module 2 is to be administered on a different day, return all materials (Test Tickets and used scratch paper) immediately to the School Test Coordinator for secure overnight storage.

ADMINISTER THE LITERATURE EXAM—MODULE 2

Make sure that each student is sitting at a separate computer, and that each computer is turned on and ready at the desktop. Students will have an opportunity to do some work on scratch paper, so make sure that all students have a writing utensil. These directions will also prompt you to distribute a supply of scratch paper.

Say:

> **Welcome back to the Pennsylvania Keystone Literature Exam. We are now ready to begin Module 2. Carefully follow the directions and give this exam your best effort.**
>
> **There are two modules in the exam, and both modules have three passage sets. Each passage set includes a passage, followed by a series of multiple-choice questions, and at least one constructed-response question.**
>
> **Before responding to any exam questions, be sure to carefully read each passage and follow the directions for each passage set.**
>
> **There are two types of questions in each Literature module.**
>
> **Multiple-choice questions require that you choose your answer from among a set of four answer choices.**
> - **Read the question carefully.**
> - **Choose the correct answer and record your choice.**
> - **Only one of the answers provided is the correct response.**
>
> **Constructed-response questions require that you type your response.**
> - **These questions have more than one part. Be sure to read the directions carefully.**
> - **You cannot receive the highest score for a constructed-response question without following all directions.**
> - **If the question asks you to do multiple tasks, be sure to complete all the tasks.**
> - **If the question asks you to explain, be sure to explain. Also, if the question asks you to analyze, describe, or compare, be sure to analyze, describe, or compare.**
> - **All responses must be typed in the appropriate response box.**
>
> **In addition to the exam questions, you will be asked to respond to eight survey questions at the end of this module. Please read these questions and answer them as truthfully as you can.**
>
> **I will now pass out scratch paper and your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.**

Distribute scratch paper and individual Student Login Tickets (Test Tickets). The Test Tickets are unique to each student, so match the correct Test Tickets to each student. When you are ready, say:

> **Each of you now has a Test Ticket. Check to make certain that your name appears on the Test Ticket. Raise your hand if your Test Ticket does not have your name on it.**

Correct any ticket distribution errors. When you are ready, say:

> **Now we are ready to begin. First, double-click on the PA Online Assessments icon on your desktop. You should see the Welcome to Pennsylvania Online Assessments screen. Is there anyone who does not see the Welcome screen?**

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **Under the Keystone Exam column on the right side of your screen, click on the words Test Sign In. You should see the Sign-In screen appear on your screen. Is there anyone who does not see the Sign-In screen?**

First Welcome Screen with the words "Test Sign In" circled under the Keystone column

Pause to assist students as necessary. Check to make sure that the Sign-In screen includes the Keystone Exam logo. If a student receives an error message, note the content of the error message and contact the School Test Coordinator. When all students are ready, say:

> **You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, click on the "Sign In" button in the middle of the screen.**

Keystone—Test Sign-In Screen

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student.

NOTE: If any Test Ticket has an error on it, please contact the School Test Coordinator. However, in some cases the student should continue using the same Test Ticket anyway. For example:

- The Test Ticket shows a given name rather than a nickname or informal name (e.g., David vs. Dave); as long as the PAsecureID is correct, the student should continue with the same test ticket.
- The Test Ticket shows a last name that is no longer current; as long as the PAsecureID is correct, the student should continue with the same Test Ticket.

When all students are ready, say:

> **When you have clicked on the Sign In button, a second Welcome screen opens. Is there anyone who does not see the second Welcome screen?**

Pause to assist students as necessary. When all students are ready, say:

> **Look at the information on the Welcome screen and make sure that the following facts about you are correct:**

Continue Speaking:

- **your name**
- **your test name**
- **your test session**
- **your school, and**
- **your PAsecureID.**

If the information about you is correct, click on the Continue button. If the information is not correct, raise your hand.

Pause to assist students as necessary. When all students are ready, say:

After you have clicked on the Continue button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?

Keystone—Second Welcome Screen

Pause to assist students as necessary. When all students are ready, say:

We are now ready to begin the exam. Use your mouse pointer to click on the name of your exam. Once you have clicked on the test name, the Test Directions screen should open. Is there anyone who does not see the Test Directions screen?

Keystone—Test Selection Screen

Pause to assist students as necessary. When all students are ready, say:

I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the scroll bar on the right side to follow along.

Test Directions

Read these directions carefully before you begin. To look at these directions again, click on the TEST DIRECTIONS button.

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area for you to enter your response.

Sample of a Test Directions Screen

Answering Questions
Read each question carefully and choose your answer or enter your response.
1. For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the MOUSE POINTER tool.

Continue speaking:

- *Only one of the answer choices provided is correct.*
- *To change an answer, use the MOUSE POINTER tool.*
- *To remove an answer, you can either click on the answer again with the MOUSE POINTER tool, or you can click on the CLEAR ANSWER button.*
- *To cross off answer choices, click on the ANSWER CROSS-OFF button; move the pointer and click.*
- *Click on the FLAG button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.*

2. *For constructed-response questions, use the keyboard to type your response in the areas provided.*
   - *The answer space may limit the number of characters you may enter. For example, "0/100" shows that you have entered 0 out of a maximum of 100 characters.*

3. *Use the NEXT button to go to the next question. Use the BACK button to go back to the previous question.*
   - *To see which questions you have answered, flagged to answer later, or viewed, click on the REVIEW/END TEST button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.*

4. *Finally, when you have answered all of the questions, click on the REVIEW/END TEST button at the bottom of the screen.*
   - *You may check your work by selecting questions from the list.*
   - *When you have finished and have checked your answers, follow the directions on the screen to exit.*

Are there any questions about the Test Directions?

NOTE: The above Test Directions (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Test Directions to students during the exam administration.

Answer all questions. When all students are ready, say:

I will now read the Helpful Hints. The Helpful Hints are printed below the Test Directions. Use the scroll bar on the right side to follow along silently as I read the Helpful Hints aloud.

Helpful Hints

Taking the Test
- *There is no time limit.*
- *Only one question at a time will appear on the screen.*
- *If you need to go away from your computer, click on the PAUSE button. Click on the RESUME button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.*

Using the Tools
- *To highlight areas of the screen, click on the HIGHLIGHTER button.*
- *To draw and/or type while you answer a question, click on the NOTEPAD button.*
- *To make an area of the screen larger, click on the MAGNIFIER button.*

Continue speaking:

- ***To make reading easier by tracking a line in a question, click on the LINE GUIDE button.***

Are there any questions about the Helpful Hints?

NOTE: The above Helpful Hints (as they appear online) are printed in Appendix A of this manual. If asked, refer to this appendix to repeat any portion of these Helpful Hints to students during the exam administration.

Answer all questions. When all students are ready, say:

Remember: For each multiple-choice question, be sure to click on the circle next to the answer choice you select. For each constructed-response question, be sure to answer each part. Continue working until you complete all of the questions. When you reach the end of the exam, click on the Review/End Test button and follow the onscreen directions to review your exam. After you have checked your work, you may click on the End Test button and follow the onscreen instructions to complete your exam. You may then read or sit quietly until everyone has finished.

Are there any questions?

Answer all questions. When all students are ready, say:

To start the exam, click on the Begin the Test button at the bottom of the screen. Remember to click on the Pause button if you need to pause your exam for any reason.

You may begin.

While students are taking the exam, be available as a resource. Do not give any student individual help (or group help) that might suggest the correct answer to a question. However, it is acceptable to provide clarification of directions and assist students to functionally operate their computers. The Test Directions and Helpful Hints (as they appear online) are printed in Appendix A of this manual. They may be repeated to students as needed during the administration.

Sometimes a word of encouragement is all that is needed to help a student continue to work. Encourage students to try all of the tasks and to complete the exam.

Reminder about Administration Tools that you may need to use during the exam administration:

Refer to Appendix B and become familiar with the software tools and features related to:

- Pause/Exit Function: Temporary, short breaks (e.g., restroom break, etc.)
- Unplanned Test Inactivity: More than 20 minutes of no input from the student
- Interrupted Testing: Emergency issues (e.g., local alarms, electrical outages, etc.)

Keyboard shortcuts are available for students to use. The keyboard shortcuts are provided in Appendix C and may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

NOTE: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the exam. If the problem persists, consult the School Test Coordinator.

Monitor student progress on the exam and end the session when all students have completed all questions. This will usually be after 60 to 65 minutes, but the actual administration time may vary. Be sure to allow enough time for each student to finish. Additional time may be allowed on an individual basis and at the administrator's discretion. When five minutes remain in the scheduled exam time, say:

> **You have about five minutes to complete the exam and to answer the survey questions. Be sure to click on the Review/End Test button in the bottom-left corner of the screen.**

> **Then click on the End Test button to finish the exam. You will be asked to confirm that you are done. If you have flagged any exam questions, be sure to complete your review of those questions before you click on End Test. If you think you might need more than five minutes, raise your hand.**

Please be sure you have answered all of the questions. To continue testing, click the 'Return To Review' button. To end your test, click the 'End Test' button.

Return To Review   End Test

End Test Confirmation Screen

If any student indicates that he or she needs more time to finish the assessment, remember that additional time may be allowed on an individual basis at the discretion of the Test Administrator/Teacher. See *Part II* of this manual for more information on extended testing time.

NOTE: Once the student has clicked on the "End Test" button, the student must provide a confirmation that he or she is done. Once the student has clicked through, the student cannot go back into the exam to review or answer exam questions.

When all students have finished, or sufficient time has passed, say:

> **This ends Module 2 of the Literature Keystone Exam. If you did not have the opportunity to respond to all of the survey questions, you may leave them blank at this time. If you have not done so already, click on Review/End Test and click on End Test. Then click on End Test again, confirming that you are done. Then click Exit on the last screen to close the exam.**

The following tests have been scheduled for Training Student.

Once instructed, click on the test link below to start the test. If no additional tests are available, please select exit to close the application.

● Literature (Completed)

Exit

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Finished Testing Confirmation Screen

Allow time for students to click through to finish the exam. When all students are ready, say:
> **I will now collect your Test Ticket and your scratch paper.**

Collect all Test Tickets and scratch paper at this time. Note: If students used optional materials like the Keyboard Shortcuts or the Literature Scoring Guidelines, collect these at this time. Student Login Tickets (Test Tickets), used scratch paper, and all optional materials should be returned to the School Test Coordinator and kept in a secure location until they can be destroyed. Say:
> **This concludes the Literature Fall 2010 Online Field Test.**

Go on to read the section labeled "After Exam Administration" found on the next page of this manual.

CLOSING OUT THE EXAM

After testing is complete:

- Make sure all students have closed out their exam session by
  1. clicking on "Review/End Test" (to open the Test Review Screen), followed by
  2. clicking on "End Test" (to open the test submission dialogue box), then
  3. clicking on "End Test" [again] (to complete the exam, confirming that once the exam is ended the student is unable to change his or her answer), then
  4. clicking on "Exit"(to close the Test Session).

- Collect Test Tickets and any scratch paper. Return them to the School Test Coordinator.

NOTE: In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the test. If the problem persists, consult the School Test Coordinator.

RETURN MATERIALS

Test materials must be kept secure. The Student Login Tickets (Test Tickets) (including any unused Test Tickets) and the Student Login Roster must be returned to the School Test Coordinator. In addition, all used scratch paper and any copies of the keyboard shortcuts, online calculator shortcuts, or online calculator manuals must be sent to the School Test Coordinator.

- Return all materials to the School Test Coordinator for secure storage, including:
  ➢ used Student Login Tickets (Test Tickets)
  ➢ unused Student Login Tickets
  ➢ Student Login Rosters
  ➢ copies of the Keyboard Shortcuts (Appendix C)
  ➢ this manual
  ➢ used scratch paper

- Return all assessment materials to the School Test Coordinator immediately at the end of the assessment each day.

- Consult the School Test Coordinator if there are any questions regarding the return of assessment materials.

NOTE: If a violation of test security is suspected, consult the School Test Coordinator (STC).

ALGEBRA I—TEST DIRECTIONS AND HELPFUL HINTS (page 1 of 3)

Test Directions

Read these directions <u>carefully</u> before you begin. To look at these directions again, click on the **Test Directions** button.

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has one or more areas for you to enter your response. The constructed-response questions may have multiple pages. These will be shown below the question number, for example, "Page 1 of 4".

Answering Questions
Read each question carefully and choose your answer or enter your response.

1. For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the **Mouse Pointer** tool.
   - Only one of the answer choices provided is correct. If none of the choices matches your answer, go back and check your work for possible errors.
   - To change an answer, use the **Mouse Pointer** tool.
   - To remove an answer, you can either click on the answer again with the **Mouse Pointer** tool, or you can click on the **Clear Answer** button.
   - To cross off answer choices, click on the **Answer Cross-off** button; move the pointer and click.
   - Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
2. For constructed-response questions, use the keyboard or the equation builder to type your response in the areas provided.
   - The answer space may limit the number of characters you may enter. For example, "0 / 100" shows that you have entered 0 out of a maximum of 100 characters.
   - The answer space may limit the type of characters you may enter. For example, " Numeric Only" means you can only enter numbers and other symbols associated with numbers.

Continued on the next page

ALGEBRA I—TEST DIRECTIONS AND HELPFUL HINTS (page 2 of 3)

- Use the equation builder to answer questions when provided.
  - To open the equation builder, click on the **Equation Builder** EQ button.
  - To choose a symbol, click on its button. Many of the symbols can also be entered by using your keyboard.
  - To use a template, such as the fraction template, click on its button, select a box, and use your keyboard to enter numbers, symbols, or letters.
  - To place the contents of the equation builder in the response area, click on the **OK** OK button.
  - To stop working in the equation builder and place nothing in the response area, click on the **Cancel** Cancel button.
  - To change the equation builder contents that have been entered in a response area, click on the contents and then click on the **Equation Builder** EQ button or double-click on the equation builder contents. The equation builder will open showing the contents you can now change.
- Use the graphing buttons to answer a question that asks for a graph.
  - To plot a point, click on the **Closed Point** ● button, use the pointer to locate the point, and click on that location.
  - To plot an open point, click on the **Open Point** O button, use the pointer to locate the point, and click on that location.
  - To connect two points, click on the **Line Segment** ●—● button, click on one of the points, drag to the other point while holding down the left mouse button, and release the mouse button once you are over the second point.
  - To extend an arrow from a point to the left or right, click on either the **Left** ← or **Right Line Extension** → button, click on the point, drag in any any direction to extend the line while holding down the left mouse button, and release the mouse button to draw the extension line.
  - To draw a line through the last two plotted points, click on the **Graph Line** ✎ button.
  - To erase everything on your graph, click on the **Erase All** ⬛ button.

Continued on the next page

ALGEBRA I—TEST DIRECTIONS AND HELPFUL HINTS (page 3 of 3)

3. Use the **Next** button to go to the next question. Use the **Back** button to go back to the previous question.
   - To see which questions you have answered, flagged to answer later, or viewed, click on the **Review/End Test** button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.
4. Finally, when you have answered all of the questions, click on the **Review/End Test** button at the bottom of the screen.
   - You may check your work by selecting questions from the list.
   - When you are have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

Taking the Test
- There is no time limit.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the **Pause** button. Click on the **Resume** button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.

Using the Tools
- To highlight areas of the screen, click on the **Highlighter** button.
- To draw and/or type while you answer a question, click on the **Notepad** button.
- To make an area of the screen larger, click on the **Magnifier** button.
- To make reading easier by tracking a line in a question, click on the **Line Guide** button.
- To use a calculator or graphing tool, when permitted, to answer a question, a **Calculator** button or **Graphing Tool** button will appear in the tool bar.
- To use information about arithmetic properties, linear equations, and shapes to answer a question, click on the **Formula Sheet** button.

BIOLOGY—TEST DIRECTIONS AND HELPFUL HINTS (Page 1 of 2)

Test Directions

Read these directions carefully before you begin. To look at these directions again, click on the **Test Directions** button.

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has one or more areas for you to enter your response. The constructed-response questions may have multiple pages. These will be shown below the question number, for example, "Page 1 of 4".

Answering Questions

Read each question carefully and choose your answer or enter your response.

1. For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the **Mouse Pointer** tool.
   - Only one of the answer choices provided is correct. If none of the choices matches your answer, go back and check your work for possible errors.
   - To change an answer, use the **Mouse Pointer** tool.
   - To remove an answer, you can either click on the answer again with the **Mouse Pointer** tool, or you can click on the **Clear Answer** button.
   - To cross off answer choices, click on the **Answer Cross-off** button; move the pointer and click.
   - Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.

2. For constructed-response questions, use the keyboard to type your response in the areas provided.
   - The answer space may limit the number of characters you may enter. For example, "0 / 100" shows that you have entered 0 out of a maximum of 100 characters.

3. Use the **Next** button to go to the next question. Use the **Back** button to go back to the previous question.
   - To see which questions you have answered, flagged to answer later, or viewed, click on the **Review/End Test** button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.

Continued on the next page

BIOLOGY—TEST DIRECTIONS AND HELPFUL HINTS (Page 2 of 2)

4. Finally, when you have answered all of the questions, click on the
   Review/End Test Review/End Test button at the bottom of the screen.
   - You may check your work by selecting questions from the list.
   - When you are have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

Taking the Test
   - There is no time limit.
   - Only one question at a time will appear on the screen.
   - If you need to go away from your computer, click on the **Pause** Pause button. Click on the **Resume** Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.

Using the Tools
   - To highlight areas of the screen, click on the **Highlighter** button.
   - To draw and/or type while you answer a question, click on the **Notepad** button.
   - To make an area of the screen larger, click on the **Magnifier** button.
   - To make reading easier by tracking a line in a question, click on the **Line Guide** button.

LITERATURE—TEST DIRECTIONS AND HELPFUL HINTS (Page 1 of 2)

Test Directions

Read these directions <u>carefully</u> before you begin. To look at these directions again, click on the **Test Directions** button.

This test has multiple-choice questions and constructed-response questions. Each multiple-choice question has four answer choices. Each constructed-response question has an area for you to enter your response.

Answering Questions

Read each question carefully and choose your answer or enter your response.

1. For multiple-choice questions, first, find the answer to the question. Then choose the correct answer by clicking on the answer bubble using the **Mouse Pointer** tool.

    - Only one of the answer choices provided is correct.
    - To change an answer, use the **Mouse Pointer** tool.
    - To remove an answer, you can either click on the answer again with the **Mouse Pointer** tool, or you can click on the **Clear Answer** button.
    - To cross off answer choices, click on the **Answer Cross-off** button; move the pointer and click.
    - Click on the **Flag** button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.

2. For constructed-response questions, use the keyboard to type your response in the areas provided.

    - The answer space may limit the number of characters you may enter. For example, "0 / 100" shows that you have entered 0 out of a maximum of 100 characters.

3. Use the **Next** button to go to the next question. Use the **Back** button to go back to the previous question.

    - To see which questions you have answered, flagged to answer later, or viewed, click on the **Review/End Test** button at the bottom of the screen. You can go to a question by selecting it from the list that appears on the screen.

4. Finally, when you have answered all of the questions, click on the **Review/End Test** button at the bottom of the screen.

    - You may check your work by selecting questions from the list.
    - When you are have finished and have checked your answers, follow the directions on the screen to exit.

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LITERATURE—TEST DIRECTIONS AND HELPFUL HINTS (Page 2 of 2)

Helpful Hints

Taking the Test

- There is no time limit.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the **Pause** [Pause] button. Click on the **Resume** [Resume] button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.

Using the Tools

- To highlight areas of the screen, click on the **Highlighter** button.
- To draw and/or type while you answer a question, click on the **Notepad** button.
- To make an area of the screen larger, click on the **Magnifier** button.
- To make reading easier by tracking a line in a question, click on the **Line Guide** button.

SOFTWARE TOOLS AND FEATURES FOR TEST ADMINISTRATORS/TEACHERS

The online testing system includes tools and features to assist the Test Administrator/Teacher in managing the exam during the exam administration.

PAUSE/EXIT FUNCTION

There is a blue PAUSE button in the tool bar along the bottom of the screen. If a student needs to leave the computer lab/classroom for a short break (e.g., restroom break, office visit, etc.) during the exam administration, the student should click this button to pause his or her exam. Once a student clicks on this button, the exam questions are removed from the screen (for exam security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the exam. A student can exit the exam by clicking on the PAUSE button and then selecting EXIT.

The **Pause** function should be utilized if a student has to leave his or her computer station for any reason for a period of less than 20 minutes.
- If the student does NOT resume the exam within 20 minutes of clicking the PAUSE button, he or she will be exited from the exam.

NOTE: If the software exits the student from the exam because the 20 minutes have expired, only the student's answer responses will be saved. None of the highlights, flags, and cross-offs, and none of the information added to the notepad or sketchpad will be saved.

- There is a countdown timer that will appear on the pause screen notifying the student of how much time is remaining before the exam will be automatically exited.

- If the student resumes the exam before the software exits the student, all of the highlights, flags, cross-offs, and any information added to the notepad or sketchpad will remain within the exam session. Upon resuming, the student is returned to the exam where he or she was prior to the pause.

The **Exit** function should be utilized if a student needs to exit the exam session without submitting his or her answers for scoring.
- If a student elects to exit the exam, only the student's answer responses will be saved. None of the highlights, flags, and cross-offs, and none of the information added to the notepad or sketchpad will be saved.

- Once a student begins working on the exam, a Test Examiner Password (along with the student's original Username and Password) will be required for the student to resume the exam on another day. If extenuating circumstances exist where this password is needed, please contact the STC.

UNPLANNED TEST INACTIVITY

In the event that a whole class needs to stop testing (e.g., a fire drill, electrical outage, or other emergency), the Test Administrator/Teacher should instruct all students to either Pause or Exit the exam.

NOTE: If students do not pause or exit the exam, an inactivity feature will also exit the student from the exam if any mouse and/or keyboard activity is absent for 20 minutes.

- If students will return within 20 MINUTES, instruct all students to PAUSE their exams or the Test Administrator/Teacher may PAUSE their exams for them. If they do not pause, the exam will automatically exit the student after 20 minutes of mouse and/or keyboard inactivity.

- If students will not return within 20 MINUTES, instruct all students to EXIT the exam (click PAUSE and then EXIT), or the Test Administrator/Teacher may EXIT the exams for them.

- If it is uncertain if students will return within 20 MINUTES, instruct all students to PAUSE their exams or the Test Administrator/Teacher may PAUSE their exams for them.

INTERRUPTED TESTING

Generally, the only reason that a student should be interrupted during testing would be if the Internet connectivity for that computer is lost. When taking any of the field test assessments [not Computer Adaptive Tests (CATs)] the student will be able to continue testing and will not be aware of the loss of Internet connectivity until they either try to exit or submit the exam for scoring. In the event of a temporary loss of Internet connectivity, wait a few minutes and then try again to complete the exam. If the problem persists, **do not** have the student log into another computer; instead, consult the School Test Coordinator for further guidance.

Otherwise, if an unforeseen emergency occurs during testing (e.g., a fire drill, electrical outage, etc.), the Test Administrator must notify the School Test Coordinator, District Coordinator, or District Technology Coordinator. Or, contact Data Recognition Corporation's Pennsylvania Customer Service Team at (888) 551-6935 or by email at PAcustomerservice@datarecognitioncorp.com. Under emergency circumstances, the Pennsylvania Department of Education will provide additional instructions on how to proceed.

KEYBOARD SHORTCUTS FOR SYSTEM AND ONLINE CALCULATORS

These keyboard shortcuts may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

SYSTEM SHORTCUTS

Keyboard Shortcut	Function
Tab	Transfers the focus from one button to the next (**from left to right**). The focus is indicated by a red outline around the selected tool or function button when the Tab key is pressed.
Shift + Tab	Transfers the focus from one button to the next (**from right to left**). The focus is indicated by a red outline that appears around the selected tool or function button when the Tab key is pressed.
Enter/Space Bar	Activates the tool or function highlighted by the red outline. Pressing the Enter key or Space Bar a second time deactivates the tool or function.
Esc	Closes the Scratchpad/Notepad, Magnifier, Calculators, Formula Sheets, Ruler, Periodic Table, and Test Directions when activated. If the ESC key is pressed while on the tool bar without having any tools activated, the red outline will move to the pointer button.
ABCDE, abcde	Selects an answer option on a multiple-choice question. Entering one of the letters fills or un-fills the letter bubble before each answer option. Both upper and lower case letters can be used.
Alt + X	Exits the system from each page that has an Exit button, except on the Begin the Test page.
Ctrl + {Left, Right, Up, Down arrows}	Moves the Scratchpad/Notepad, Calculators, Formula Sheets, Ruler, Periodic Table, and Test Directions around the screen as needed.
Ctrl + Minus (Numeric Row)	Rotates the Ruler.
Up/Down Arrows	Moves the cursor up and down through a list of choices (questions on the Review/End Test page or Calculator, Formula Sheet, or Ruler choices).
Enter	Selects the highlighted test question from the Review/End Test page.
Enter	Selects Sign In button after Username and Password are entered.
Enter	Selects Continue from the Student Verification Page.
Ctrl + Tab	Switches between multiple active pop-up tools on the screen.

These online calculator shortcuts may be copied from this book and reproduced as necessary. The copies of these online calculator shortcuts are considered part of the secure exam materials and must be returned to the School Test Coordinator for secure storage and destruction.

NOTE: An *Online Calculator Manual* is also available. The *Online Calculator Manual* is available on the PA eDIRECT online system, https://pa.drcedirect.com. [Click on **Documents** under the **General Information** tab.]

ONLINE CALCULATOR SHORTCUTS

Keyboard Shortcut	Function
Alt + Delete	Clears the Calculator screen.
-	Works as a shortcut key for subtracting on all Calculators.
!	Works as a shortcut key for factorial on Scientific/Graphing Calculators.
(	Works as a shortcut key for using open parenthesis on Scientific/Graphing Calculator.
)	Works as a shortcut key for using closed parenthesis on Scientific/Graphing Calculator.
*	Works as a shortcut key for multiplying on all Calculators.
/	Works as a shortcut key for dividing on all Calculators.
@	Works as a shortcut key for squaring on Scientific/Graphing Calculator.
+	Works as a shortcut key for adding on all Calculators.
0 - 9	Work as shortcut keys for numeric entry on all Calculators.
Backspace	Works as a backspace on all Calculators.
Delete	Works as a delete function on all Calculators.
Enter	Works as an enter key on all Calculators (this will not work on the graphing tool).
^	Works as a shortcut to take a number to a specific power on Scientific/Graphing Calculators.
'	Works as the negate key on the Basic Calculator.

STUDENT LOGIN TASKS

Student Login Tickets (Test Tickets) are secure materials and must be treated appropriately. The Student Login Roster provides a list of students who are registered as part of a Test Session to participate in an assessment. Below is a list of tasks that should be performed to properly handle, distribute, and collect the Student Login Tickets.

PRIOR TO TESTING
1. Review the Student Login Roster to ensure all students scheduled to test have a login ticket and that all student information is correct, including accommodations, if applicable to the assessment specified above.[5]
2. If students are missing from the Student Login Roster, make the proper adjustments to the Test Session specified above and reprint the Student Login Tickets.
3. If a student is missing or has been incorrectly assigned an accommodation, notify your School Test Coordinator and reprint the Student Login Tickets. [5]
4. If student information is incorrect, make note of it and notify your School Test Coordinator.
5. Separate Student Login Tickets.

WHEN STUDENTS ARE AT THEIR COMPUTER STATIONS
1. Distribute the Student Login Tickets to the students.
2. Ensure that students with accommodations noted on their Student Login Tickets are seated at a computer that has been set up to handle accommodations. [5]
3. Instruct the students to log in to the assessments using the Username and Password on their Student Login Tickets.

WHEN STUDENTS ARE FINISHED TESTING
1. Collect all Student Login Tickets after students have completed testing and destroy them along with the Student Login Roster.

NOTE: The Username on the Student Login Ticket is the student's PAsecureID and can be used to verify that students receive the correct Student Login Ticket.

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[5] Accommodations are not part of the Keystone Fall 2010 Online Field Test.

CONSTRUCTED-RESPONSE SCORING GUIDELINES FOR ALGEBRA I

4 Points

- The response demonstrates a *thorough* understanding of the mathematical concepts and procedures required by the task.

- The response provides correct answer(s) with clear and complete mathematical procedures shown and a correct explanation, as required by the task. Response may contain a minor "blemish" or omission in work or explanation that does not detract from demonstrating a *thorough* understanding.

3 Points

- The response demonstrates a *general* understanding of the mathematical concepts and procedures required by the task.

- The response and explanation (as required by the task) are mostly complete and correct. The response may have minor errors or omissions that do not detract from demonstrating a *general* understanding.

2 Points

- The response demonstrates a *partial* understanding of the mathematical concepts and procedures required by the task.

- The response is somewhat correct with *partial* understanding of the required mathematical concepts and/or procedures demonstrated and/or explained. The response may contain some work that is incomplete or unclear.

1 Point

- The response demonstrates a *minimal* understanding of the mathematical concepts and procedures required by the task.

0 Points

- The response has no correct answer and *insufficient* evidence to demonstrate any understanding of the mathematical concepts and procedures required by the task for that grade level.

Special Categories within zero reported separately:

BLK (blank)....No response or written refusal to respond or too brief to determine response
OT.................Off task/topic
LOE ....Response in a language other than English
IL....................Illegible

CONSTRUCTED-RESPONSE SCORING GUIDELINES FOR BIOLOGY

3 Points

- The response demonstrates a *thorough* understanding of the scientific content, concepts, and procedures required by the task(s).
- The response provides a clear, complete, and correct response as required by the task(s). The response may contain a minor blemish or omission in work or explanation that does not detract from demonstrating a *thorough* understanding.

2 Points

- The response demonstrates a *partial* understanding of the scientific content, concepts, and procedures required by the task(s).
- The response is somewhat correct with *partial* understanding of the required scientific content, concepts, and/or procedures demonstrated and/or explained. The response may contain some work that is incomplete or unclear.

1 Point

- The response demonstrates a *minimal* understanding of the scientific content, concepts, and procedures required by the task(s).
- The response is somewhat correct with *minimal* understanding of the required scientific content, concepts, and/or procedures demonstrated and/or explained. The response may contain some work that is incomplete or unclear.

0 Points

- The response provides *insufficient* evidence to demonstrate any understanding of the scientific content, concepts, and procedures as required by the task(s).
- The response may show only information copied or rephrased from the question or *insufficient* correct information to receive a score of 1.

Special Categories within zero reported separately:

BLK (blank)....No response or written refusal to respond or too brief to determine response
OT..................Off task/topic
LOE ....Response in a language other than English
IL....................Illegible

CONSTRUCTED-RESPONSE SCORING GUIDELINES FOR LITERATURE

3 Points

- The response provides a clear, complete, and accurate answer to the task.
- The response provides relevant and specific information from the passage.

2 Points

- The response provides a partial answer to the task.
- The response provides limited information from the passage and may include inaccuracies.

1 Point

- The response provides a minimal answer to the task.
- The response provides little or no information from the passage and may include inaccuracies.

OR

- The response relates minimally to the task.

0 Points

- The response is totally incorrect or irrelevant or contains insufficient information to demonstrate comprehension.

Special Categories within zero reported separately:

BLK (blank)....No response or written refusal to respond or too brief to determine response
OT..................Off task/topic
LOE ....Response in a language other than English
IL....................Illegible

ACKNOWLEDGEMENTS

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NOVEMBER 2010
KEYSTONE EXAMS
ALGEBRA I—BIOLOGY—LITERATURE
ONLINE FIELD TEST
ONLINE DIRECTIONS FOR ADMINISTRATION MANUAL