

## The Do's and Don'ts of Test Security

The following important procedural Do's and Don'ts for PSSA test administrators contain guidelines which must be followed to ensure that the integrity of the test remains above reproach.

### Do...

- Make students feel comfortable and relaxed.
- Continually move around the testing site so as to ensure the students are adhering to the instructions given.
- Escort all students and carry all secure testing materials to alternate testing sites for extended time, etc.
- Collect all scratch paper or rough drafts for prompts and return them to the test coordinator to be destroyed.
- Attend the district's annual orientation for the administration of the test in order to be properly informed of the procedures to follow. This includes understanding test security and the confidential and proprietary nature of the documents.

### Do Not...

- Discuss, disseminate, or otherwise reveal the contents of the test to anyone.
- Keep, copy, reproduce, or use any test, test item, any specific test content/prompt, or examinee responses to any item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Pennsylvania Department of Education.
- Leave students unattended with testing materials or allow any student to leave the testing site for any reason with testing materials.
- Possess any secure test materials at any time other than during the actual administration of the test. The administrators will be given their secure materials the morning of the administration of the test, and the materials must be counted and collected at the end of the test.
- Coach or provide feedback in any way, which includes answering any questions relating to the contents of the test, before, during, or after the test.
- Alter, influence, or interfere with a test response in any way, or instruct the student to do so.
- Define or clarify a word.
- Read any portion of the Reading assessment.

- Read the stimulus passages and multiple choice items in the Writing assessment.
- Return any test booklet to any student after it has been turned in to the test administrator except in the following cases:
  - Make-up sessions for absences.
  - Students who go to another testing site for extended time (**Note:** If, after the student returns the test booklet, it is noticed that not all of the test items were answered, the booklet cannot be returned to the student to complete.)