

THE SCHOOL DISTRICT OF PHILADELPHIA
Office of Accountability
440 NORTH BROAD STREET, SUITE 211
PHILADELPHIA, PENNSYLVANIA 19130-4015

TO: [REDACTED], Principal
FROM: Rosemary Hughes, Deputy, Accountability
DATE: August 23, 2012

SUBJECT: [REDACTED] Elementary School 2012 PSSA Test Monitoring Follow-Up

The Pennsylvania Department of Education (PDE) Division of Assessment requires the school district to report any observed procedural infractions in test administration. The report must include the details of investigation, if any, and the actions taken by the school district. *Please note that this is a report that the Office of Accountability is required to submit to PDE each year.*

On 3/14/12, a central office staff monitored the administration of section 3 (Math) of the PSSA in Room 405 to special education students in various grades. She observed one of the students take out her cell phone during the test and appeared to be looking up numbers in her phone's address book. Additionally, the monitor noted that although the security checklist was used to keep track of the testing materials, it was incomplete (missing dates). An Assessment Coordinator from the District's Office of Assessment called the test coordinator, [REDACTED], and brought the two issues to her attention. [REDACTED] assured the Assessment Coordinator that she will reiterate and reinforce with teachers that electronic devices must be kept away during testing. She added that she kept track of the issue and receipt of testing materials on her roll sheet, rather than the security checklist.

In preparation of the 2013 PSSA administration period, it is required that you and your test coordinator take these actions in the 2012-2013 academic year:

- 1) In your assessment plan, **explicitly state** that all the Do's and Don'ts of PSSA administration will be covered during the staff training and adhered to, including prohibiting the possession of electronic devices (e.g. cell phones) during testing etc.
- 2) **Cover ALL the Do's and Don'ts in the staff training/s** in sufficient detail (with emphasis on the one stated above), have discussion around this and other rules, solicit questions, and answer questions raised by the staff to provide clarity around issues of what is allowed and what is not.

All of the above points must be covered in the school's assessment plan next year and thoroughly addressed during the staff training with discussion, soliciting questions around these and other issues, and providing answers to gain clarity on proper PSSA administration procedures and security.