



Sankofa Freedom Academy Charter School
PSSA/Keystone Contingency Plan for Disruptions or Interruptions
During the PSSA/Keystone Exams 2018



There is always the possibility of events that may disrupt the regular testing schedule established for the PSSA or Keystone Assessments at each school. This document serves to address possible disruptions and serves to inform school personnel on how disruptions will be handled.

Most important, testing protocol for the PSSA or Keystone dictates that the sections or subtests of the assessment must be administered in sequence as they appear in the PSSA/Keystone Test Booklets and Answer Booklets. Therefore if a section(s) or subtest(s) is postponed, testing should resume on the next available day with that section(s) or subtest(s). The only exception to this testing protocol involves make-up testing.

In all instances, the PSSA/Keystone must be administered during the testing window designated by the state of Pennsylvania.

EVENTS RELATED TO SEVERE WEATHER

In the event of severe weather on a given testing day, the PSSA/Keystone will be scheduled for the next school day in the morning. A two hour window will be available to administer the scheduled section of the PSSA/Keystone.

EARLY DISMISSAL FROM SCHOOL DUE TO SEVERE WEATHER

Severe weather may create the need to dismiss students from school earlier than normal. If this occurs, the testing coordinator and principal will determine if sufficient time remains for students to complete the PSSA/Keystone section(s) scheduled. If less than two hours remain before students are being dismissed, Sankofa will postpone the section(s) for the next scheduled school day for a minimum of two hours.

LATE START OF SCHOOL

Severe weather may create the need to begin school later than normal. The PSSA/Keystone may be administered during the afternoon hours of a school day for two hours. Sankofa will adjust the lunch schedule to ensure that students eat lunch immediately after the assessment.

CLOSING OF SCHOOLS

Severe weather may cause the closing of schools on a given day. In this event the scheduled section(s) will be administered on the next scheduled school day.

EXTENDED TESTING TIME

As the PSSA/Keystone is a not a timed test; students will be provided extended testing time for the scheduled section that is being administered immediately after the general estimated testing time. Students will be provided as much time needed for the remaining of the school day to complete the administered section. This extended time may be offered in the regular testing environment or in another setting. A designated school personnel will need to escort students with their testing materials when another setting is selected for extended time.

A MAJORITY OF STUDENTS NEED ADDITIONAL TIME

A testing session should continue with little or no interruptions if more than eight students in a class need additional time to complete the section of the PSSA/Keystone being administered. When this occurs, the testing session should continue in the regular testing environment until only three or less students remain needing extended time. Those students will be provided additional extended time in the extended testing space.

TESTING EXTENDS INTO LUNCH PERIODS

Every effort will be made to schedule sufficient time for students to complete the PSSA/Keystone section(s) being administered on a given day before the start of lunch periods. Should students at a particular testing grade need additional time leading into their lunch period, testing will continue and arrangements will be made to readjust lunch accordingly so that students receive lunch once they have completed the administered section.

FIRE DRILLS OR OTHER SCHOOL EVACUATIONS

Fire drills will not be scheduled during the PSSA/Keystone testing sessions. However, if a school evacuation is necessary, students will be escorted from the building and proper supervision will be provided to avoid students discussing any portion of the test section being administered at that time by the assigned testing proctors. When students are able to return to the building, a time window of 15 minutes at minimum will be given to allow students to refocus and then testing will resume until the test section is completed.

STUDENT ILLNESS DURING A TESTING SESSION

If a student becomes ill during a testing session, the student's illness will be addressed first by the school nurse or testing coordinator, or principal. The school nurse, coordinator or principal will determine if the student can resume testing for that day. If a student is unable to complete testing that day, they will make up the assessment during the scheduled make-up window. All efforts will be made to avoid the student discussing any portion of the test section with other students in the interim.

STUDENT BEHAVIORAL ISSUES

If a student displays inappropriate behaviors during a testing session the student will be removed from the regular test setting and taken to a separate test setting to avoid any distractions for the other students.

If a student refuses to participate in or complete a particular section of the test, the school coordinator, principal and/or dean will make an effort to encourage and support the student. If the refusal persists, testing can be attempted at another time during the make-up window. If the refusal continues the testing coordinator may find it necessary to document a student's persistent refusal to participate by marking the "Other" category under "NON-ASSESSED STUDENTS" on page one of the student's PSSA Answer Booklet.

ABSENCE FROM SCHOOL STUDENT ABSENCE

When a student is absent from school on a given testing day, the student will make-up the missed section(s) during the make-up window to ensure that most if not all students complete the entire PSSA/Keystone test. . testing should be offered in order to ensure that most or all students complete the entire PSSA/Keystone test. When the student returns to school, they will continue with the test section being administered to their class on that day.

STUDENT LATE ARRIVAL TO SCHOOL

When a student arrives late to school on a given testing day, every effort should be made to include the student in the regular testing schedule. However, if a student arrived after the designated 'late' time students will complete the missing section during the make-up testing window.

EXTENDED STUDENT ABSENCE

If a student is absent from school during most of the testing window or for the entire testing window, it may not be possible to make up some or any of the PSSA/Keystone test. Procedures to handle this type of situation are listed on the next page under MAKE UP TESTING.

TEST ADMINISTRATOR OR TEACHER ABSENCE

When a teacher who is administering the PSSA/Keystone is absent from work, a trained member of the school's support team should be used to administer the PSSA/Keystone to the class affected.

SCHOOL ASSESSMENT COORDINATOR ABSENCE

If the School Assessment Coordinator is absent from work, the School Principal should assume responsibility for the coordination of testing until the School Assessment Coordinator is able to return to work.

MAKE UP TESTING

Every effort will be made to ensure that most or all students complete the entire PSSA/Keystone test. Make up testing may be conducted following the testing session on a regular testing day or it may be conducted on days specifically designated for make-up testing. An individual course of action should be planned for a student who is absent based on the number of days the student is absent and the most conducive method to administer missed sections of the PSSA/Keystone. Students who were not able to participate in the entire PSSA/Keystone test should be notated under "NON-ASSESSED STUDENTS" on the student's PSSA/Keystone Answer Booklet. These students would have a completely blank Answer Booklet. Students who are absent without make-up for one or more sections of the test should be notated on the student's PSSA/Keystone Answer Booklet. These students would have an Answer Booklet that is partially completed.

If a student is absent during some or all of the testing window, including make-up days due to medical emergencies; documentation must be provided upon the student's return. Inside of the answer book the student will be noted as "NON-ASSESSED STUDENTS" due to "MEDICAL EMERGENCY".

In all instances, regular testing and make up testing must occur during the testing window designated by the state of Pennsylvania.

TEST SECURITY

Test security is paramount during events that disrupt the normal testing schedule. The PSSA/Keystone Test Booklets and PSSA Answer Booklets will be secured and locked location when certain disruptions occur. Secure test materials should not be left in an open area where they can be viewed by students, parents or school personnel. Only designated school personnel may handle testing materials. In addition, every effort will be made to eliminate the opportunity for students to discuss any portion of the PSSA/Keystone test during certain disruptions to the regular testing schedule.