



## Eligibility Criteria

Eligibility criteria for the *PASA* has been revised for this year. To guide the decision-making process, a new *PASA Eligibility Criteria Decision-Making Companion Tool* has been released by PaTTAN. It is available under the ‘Eligibility Criteria’ link on the public *PASA* website.

## Enrollment

Enrollment for **ALL** *PASA* assessments must be completed from October 1 to November 16, 2018 through the *PASA-Digital* site. The *PASA-Digital* site will close at midnight on November 16<sup>th</sup>. Permission requested for access to the enrollment system after November 16<sup>th</sup> will occur as follows:

1. Permission requested and access granted **from the *PASA* vendor**: newly identified for special education services, newly identified as eligible for the *PASA*, or newly enrolled with the local education agency or service provider.
2. Permission requested and access granted **from the Bureau of Special Education**: all other requests.

It is imperative that all students are enrolled within the enrollment window to ensure timely receipt of student materials booklets and test kits so that all students can have the same testing opportunities.

## Test Levels

This year, all *PASA* assessments will have two levels of cognitive difficulty; Tier 1 and Tier 2. For *PASA-ELA* and *PASA-Math*, students will be placed into one of the two Tiers based upon performance on the 2018 assessments. Students who took Level B or Level C in 2018 will be assigned to Tier 2 for 2019. Students who took Level A in 2018 will be assigned to Tier 1 for 2019 unless they received a perfect score in 2018. Those students will be assigned to Tier 2 for 2019.

For students not enrolled in the 2018 *PASA*, assessors will designate a Tier during enrollment. Descriptions and sample items will be available on the website to guide placement of students into the correct Tier designation. As in past years, requests for Tier changes for *PASA-ELA* and *PASA-Math* will be considered on a case-by-case basis based upon the reasoning provided. Requests for changes **MUST** be made through the digital site.

Students taking the *PASA-Science* will be ‘placed’ into Tiers based on their scores on the first 12 items of the test during administration. After the student has answered the first 12 items of the test, assessors will be directed to complete the test at a specific Tier designation. Tier changes will not be possible for the *PASA-Science* since placement occurs during test administration.

## **PLEASE NOTE:**

- Assessors using the *fully-digital test administration option* for science will be directed to the correct Tier automatically once the placement test is complete.
- Assessors using the *hybrid test administration option* for science will be directed to move to the correct Tier materials in the Student Materials Booklet once the placement test is complete.
- Assessors using the *non-digital test administration option* for science **MUST** enter student responses for the first 12 items into the digital system in order to receive direction for which Tier to use to complete the test.

## Testing Window

Administration of **ALL** *PASA* assessments must be completed from February 25 to April 12, 2019. **Completion of *PASA* assessments means that all student answer choices, supporting documentation and videos are entered and uploaded into the *PASA* digital system by midnight on April 12, 2019.** Schools may develop



their own test administration schedule, and subject area tests may be administered in the sequence or manner that the school deems most appropriate.

Regardless of administration option, assessors **MUST** enter student responses for **ALL** PASA assessments directly into the digital system. Failure to enter student responses into the digital system will result in that student being marked as **NOT ASSESSED** for 2018-2019 State reporting purposes and students will receive a blank Individual Student Score Report which states that responses were not entered online.

### **Test Security**

All assessors and assessment coordinators (ACs) will be required to sign an electronic document certifying they will adhere to test security procedures. **Online test materials will NOT be released to anyone in the district or service provider until the AC has signed the affidavit and the materials will not be released to individual assessors until they too have signed the affidavit.**

### **Test Administrator Training**

PASA online test administration training will be available on the *PASA-Digital* site from **January 14 - February 22, 2019**. Training will be required for ALL assessors **and** ACs prior to the opening of the testing window.

**Online test materials will NOT be released to the district/IU/school until the assessment coordinator completes the online test security affidavit as well as the training modules and associated proficiency tests.** Likewise, online tests materials will not be released to individual assessors until the signed test security affidavit, online assessor video consent form, and training modules and associated proficiency tests have been completed.

### **Administration Protocols**

In general, the *PASA Administration Manual* and *PASA Administration Training* modules describe correct test administration protocols as well as outline permissible accommodations.

In addition, there are two content specific administration guidelines:

1. For reading items, ALL passages should be read to ALL students regardless of Tier designation. Specific instructions for administering items that relate to the same passage as well as administration of the extra prompt for these items can be found in the *PASA Test Administration Manual* and online training modules.
2. In math, assessors should encourage students to use materials (e.g., TouchMath, pencil and paper, calculator) that are regularly used during math instruction to maintain consistency between the assessment and instructional environment. Assessors will still be sent a Test Kit that will include suggested math manipulatives for specific test items. Unlike years past, each assessor will receive a barcoded Test Kit with manipulatives and/or materials for use. The barcodes will be used to track return of the kit to PASA.