THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Assessment
Suite 213, Portal A
440 North Broad Street
Philadelphia, PA 19130

Principals' Responsibilities for PSSA – March 2024

Following the policies and procedures determined by the Pennsylvania Department of Education (PDE) and the School District of Philadelphia (SDP) is essential for an accurate administration of the PSSA. To protect the integrity of the testing process and the personnel involved in the process and to ensure adherence to policies and procedures, principals are held responsible for a number of associated tasks detailed below.

Principals are required to do the following:

1. **Attend the turn-around training** conducted by the Testing Coordinator (TC). Principals must be trained at least once each school year. Turn-around training will be held on March 8, 2024. If you are not trained by your TC on March 8th, you'll need to check with your TC to either attend an ad hoc training the TC is doing with staff or to schedule a time where you can be trained directly by the TC.

2. **Complete all four "School Assessment Coordinator" and "Test Administrator" training modules** *and* **pass the quiz with a score of 80%** on www.pstattraining.net.

    a. *PSTAT_Help_Guide_2023-2024* provides registration directions. If you are a new principal, after creating your account on the PSTAT site, select My Account and scroll down to select the School Coordinator button. Once the Assessment Office approves your request, you'll have access to the School Assessment Coordinator module.

    b. These modules must be completed once each school year, ***before*** the test window begins. If you completed PSTAT training in December for the 2023-2024 Winter Keystone, that will count for the 2024 PSSA.

3. **Execute the responsibilities detailed in the** Test Security Certification - Principal & Coordinator**.** Sign and retain the document when testing is completed.

4. **Provide to parents/guardians the following four documents at least three weeks prior to the beginning of the respective test window** (by March 31, 2024):

    a. *Information_for_Parents_FAQ_PSSA_2023-2024* (Translations available)

    b. *Electronic_Devices_PDE* (Translations available)

    c. *PSSA-Keystone_Accommodations_Overview_for_Parents_2023-24* (Translations available)

    d. Customized school cover letter that provides context for the documents above and includes *all* information on the *Parent_Information_Letter_Template* and articulates your school's specific consequences for any electronic device infractions that may occur.

5. **Support the TC with test security and with *before*, *during*, and *after* administration activities.** Support includes providing the time or assistance necessary to complete all tasks associated with PSSA/Keystone administration. *Test Coordinator Release Recommendations* estimates the TC time commitment.

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6. **Execute the responsibilities detailed in the** ***Parental_Request_to_View_PSSA-Keystone-PASA_District_Protocol_2023-2024*****.**

7. **Complete the Bilingual Counselor Assistant form** that will be sent in late March**.**

The above documents and additional resources are all available **HERE.** Please e-mail assessment@philasd.org with any questions.

Thank you for your compliance with these requirements and for all you will do to ensure PSSA testing is successful.

Sincerely,

Jeff Robinson
Executive Director, Office of Assessment
215-400-5365