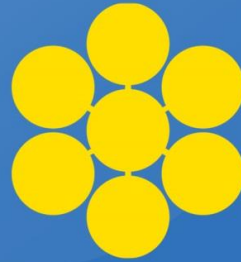




pennsylvania
DEPARTMENT OF EDUCATION

SAS



**Standards
Aligned
System**

Project Based Assessments

SAS Help Desk:

Email: helpdesk@pdesas.org

Toll Free: 1.877.973.3727

<http://www.pba.pdesas.org/Help>

Getting Started: Test Administrator

Intentionally Blank



Test Administrator Guidance

Keystone Exams are state-developed end-of-course assessments. Based upon Chapter 4 regulations, each Keystone Exam is designed in modules that reflect distinct, related academic content common to the traditional progression of coursework. The Pennsylvania Department of Education (PDE) has developed a project based assessment system (PBA) that is aligned with the modules for each Algebra I, Biology, and Literature Keystone Exam for students who are unable to demonstrate proficiency on a Keystone Exam or Keystone Exam module. Successful completion of a project based assessment (PBA) aligned to the Keystone Exam or Keystone Exam module on which a student did not demonstrate proficiency shall satisfy the Chapter 4 Keystone Exam graduation requirements.

A student who did not score proficient on a Keystone Exam or Keystone Exam module shall be provided supplemental instruction consistent with the student's educational program by the student's school district, AVTS or charter school, including a cyber-charter school, until the student can demonstrate proficiency in the subject area via the Keystone Exam or the student begins a project based assessment.

The Project Based Assessment system shall be administered by schools and scored by statewide review panels composed of evaluators: teachers, principals, and curriculum specialists assembled by PDE. The review panels shall score student projects according to scoring protocols and rubrics developed by PDE.

The Test Administrator is assigned by the School Assessment Coordinator to monitor students as they work on projects.

- Provides log on information for students to work on projects
- Monitors students as they work in order to maintain a test environment
- Does not provide remedial instruction unless also designated as a tutor

To access PBA, please visit <http://www.pba.pdesas.org>.

Introduction

This document is designed to provide guidance to educators assigned to the role of Test Administrator in the Project Based Assessment. Listed below are resources to prepare Test Administrators for the essential role they have in the implementation of the Project Based Assessments.

Each resource provides information related to the various aspects of the PBA process. It is recommended that Test Administrators read through each resource to gain background and knowledge of the Project Based Assessment.

Resources

1. Frequently Asked Questions (<http://www.pdesas.org/module/assessment/About.aspx>)
Purpose: The FAQ provides the Test Administrator with an understanding of project design, student participation expectations, evaluation process, etc.
2. PBA Video (<http://www.pdesas.org/module/assessment/About.aspx>)
Purpose: This approximate 8-minute video will provide the Test Administrator with an overview of how the site functions from a student perspective.
3. Roles and Responsibilities (<http://www.pdesas.org/module/assessment/About.aspx>)
Purpose: This document provides a summary of the roles for all stakeholders in the PBA process.
4. Released Field Test Projects (<http://www.pdesas.org/module/assessment/About.aspx>)
Purpose: Reviewing field test projects will provide insight into the design and flow of the project.
5. Technical Assistance (See Appendix A at the end of this document.)
Purpose: The User Guide for Test Administrators provides a step by step guide to navigating the PBA site.
6. Help Desk
Purpose: The SAS Help Desk is available to assist Test Administrators with issues related to site access, navigability, site problems, and general troubleshooting. The Help Desk can be accessed via email at helpdesk@pdesas.org or toll free at 1.877.973.3727.

Tips for Test Administrators

1. Confidentiality

Serving in the role of the Test Administrator you must maintain the security of the project based assessment (project or PBA). Handling of the project based assessments and promoting a fair and equitable testing environment are essential to obtain reliable and valid student results. When you access the PBA Test Administrator site for the first time, you must agree to the confidentiality statement in order to continue.

2. Printing of Student Resources

Students may print out readings or materials embedded in the PBA; however, those materials may not leave the room. Additionally, students may not bring any materials with them into the test.

Appendix A

Test Administrator Technical Assistance

Logging In

Note: All Test Administrators will receive an email from the PBA system that will contain a **Username** and **Password** to log into the site. For assistance with login information, please contact the **Help Desk** toll free at 1-877-973-3727 or via email at helpdesk@pdesas.org.

The screenshot shows the SAS Project Based Assessments website. At the top left is the SAS logo (Standards Aligned System) and the Pennsylvania Department of Education logo. The main header says "Project Based Assessments" and "Welcome | Log On". Below the header is a navigation bar with "Home", "FAQ", and "Help". The main content area has a "Welcome!" banner. On the left is a login form with fields for "User name" and "Password", and a "Log On" button. Below the login form is a "Wise Words" section with a quote by John Dewey and a "Listen" button. On the right, there is a main text block titled "This Standards Aligned System (SAS) website has been created to support students in the completion of Keystone Project Based Assessments." followed by sections for "Keystone Project Based Assessments", "Checkpoints", and "Help". A video player on the right shows a woman with curly hair and a "voki" speech bubble.

SAS Standards Aligned System
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Project Based Assessments

Welcome | Log On

Home FAQ Help

Welcome!

Please enter your user name and password to log in to the system.

User name

Password

Log On

Wise Words

Give the pupils something to do, not something to learn; and the doing is of such a nature as to demand thinking; learning naturally results.
- John Dewey

Listen

This Standards Aligned System (SAS) website has been created to support students in the completion of Keystone Project Based Assessments.

Keystone Project Based Assessments


For students completing a project based assessment as a pathway to proficiency to meet state graduation requirements, this website provides access to the projects. A project is a task that contains related activities based upon the Performance Level Descriptors and Eligible Content of the Keystone Exams. Along with the tasks and activities, the site offers study resources to support successful project completion.

Checkpoints

As students work through the planned tasks, locally assigned tutors will check work for completeness and accuracy before students move to the next task. Tasks must be completed in the order they are arranged in the project. Once a task has been approved, the student can move to the next task.

Help

At any time during project work, students may click on the Help tab and request assistance. The help message will be sent to the assigned tutor.



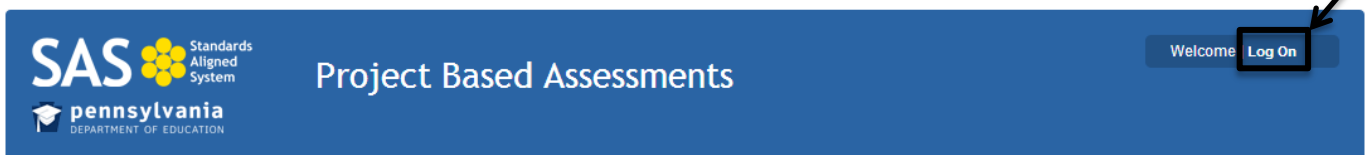
1. Access **Project Based Assessments** by visiting the URL: <http://pba.pdesas.org/>
2. And navigate to the **Login** box on the left side of the **Home** page.

Please enter your user name and password to log in to the system.

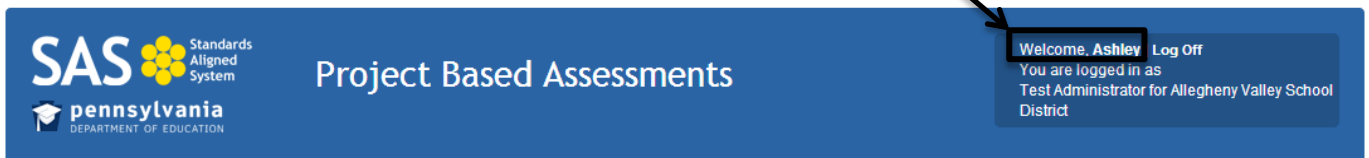
User name

Password

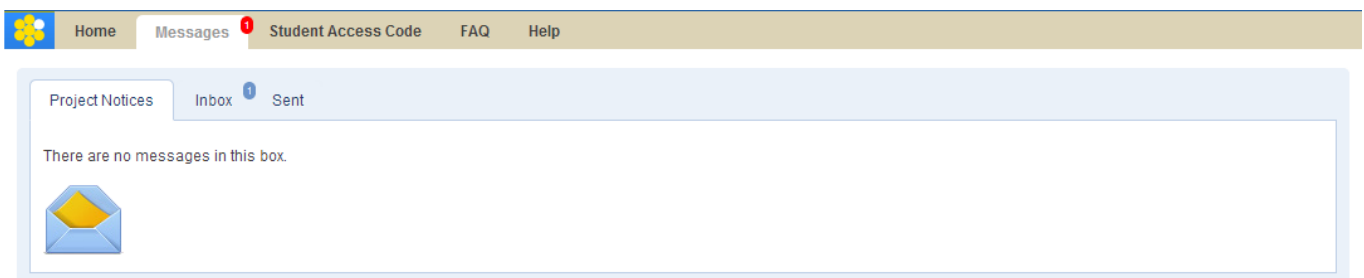
This can also be accessed by clicking **Log On** in the upper right corner of the **Home** page.



3. Enter your **Username** and **Password** into the appropriate fields and click the **Log On** button.
4. Once logged on, your name should appear in the upper-right hand corner of the page.

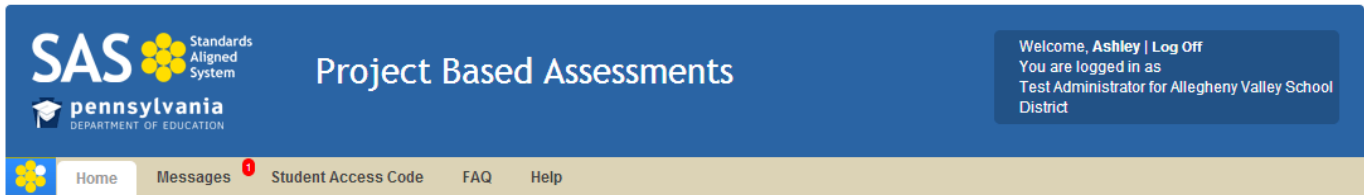


Note: Upon logging in, you will be taken directly to the **Messages** tab in **PBA**.



Home Tab

The **Home** tab of the **PBA** site contains basic information about the nature of the site and contains supporting multimedia.



Listening to the Quote

PBA contains a collection of educational and inspirational quotes located on the left side of the **Home** page.

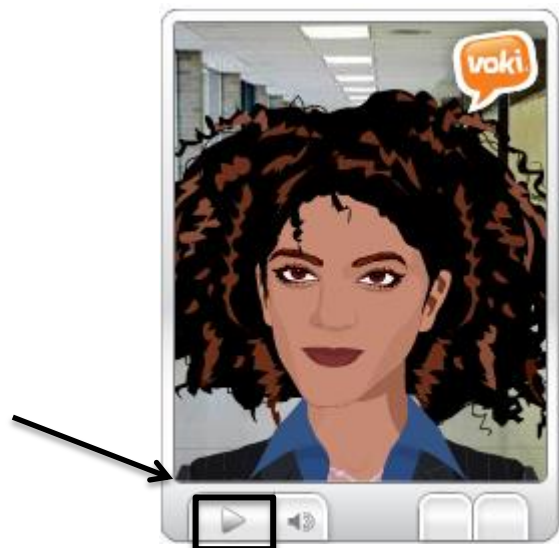
1. Navigate to the **Wise Words** area on the left side of the **Home** page.
2. Ensure that your computer volume is on and your speakers/headphones are connected.
3. Click on the **Listen** icon to begin listening to the quote.



Utilizing the Voki® Tool

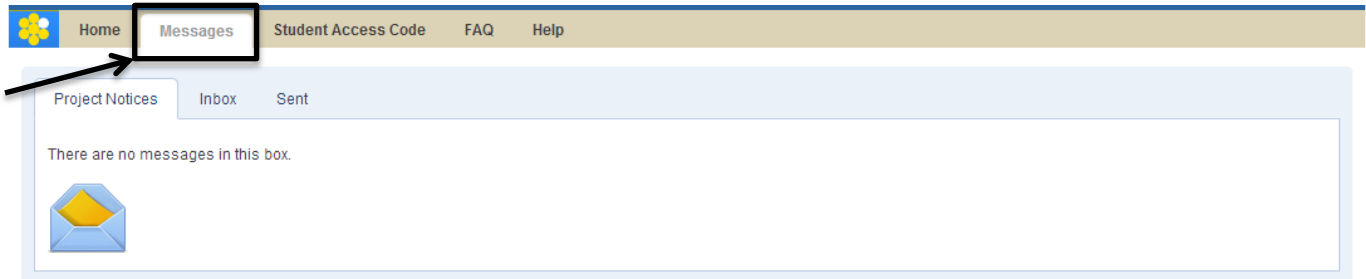
A **Voki®** is a website application that allows the presentation of a speech recording by a virtual being.

1. Locate the **Voki®** window on the **Home** page.
2. Ensure that your computer volume is on and your speakers/headphones are connected.
3. Click on the **Play** button to begin listening to the **Voki®** speak.
4. The buttons may be used to pause, play and adjust the volume.

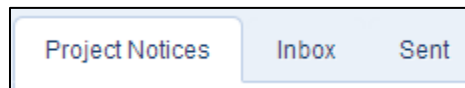


Messages Tab

The **Messages** tab is where you will receive messages from and can reply to your students. Clicking on the **Messages** tab will take you to the **Messages** page from any point in a project.



Test Administrators are able to view **Project Notices**, **Inbox** and **Sent** messages.

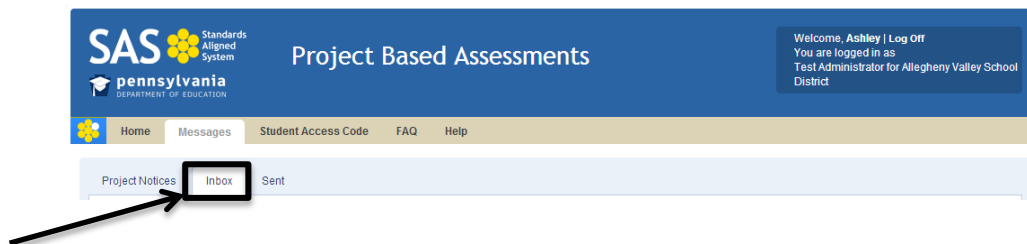


New messages from your students have a **“New”** icon next to their information.



Inbox

The **Inbox** sub-tab (within the **Messages** tab) is where you will find communications from **PBA** users.



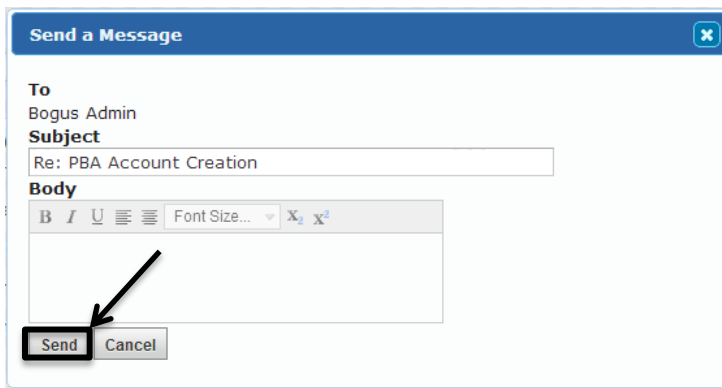
Click the plus (+) next to the **Message** title to expand the section and display the **Message**.



Click the **Reply** icon to respond to the **Message**.



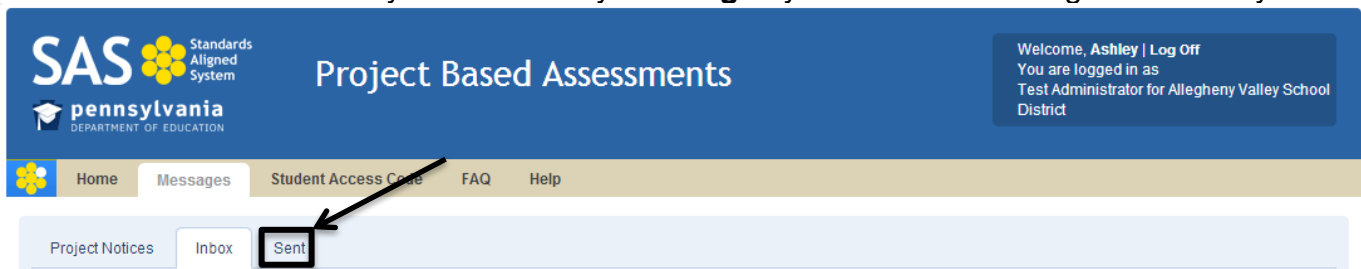
A window will open; enter your reply.



Click **send** to send your reply.

Sent

The **Sent** sub-tab is where you will find any **Messages** you have sent through the **PBA** system.



Messages are identified by the date and time that they were sent.

Student Access Code

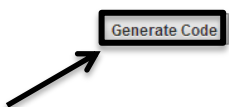
A **Test Administrator** (the individual present while a **Student** is working on a project), may generate a **Student Access Code**. The **Student Access Code** allows **Students** to access and work on their projects.



To generate a **temporary** login for students, please click the "Generate Code" button below.

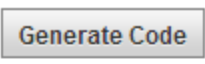
By entering this temporary login into the "Project Code" field, students will be able to override the tutor login.

Please note that, once generated, this temporary student login will be active for **60 minutes**.



Generate Code

Click the **Generate Code** button to display an **Access Code**. Please note that this temporary login will be active for only 60 minutes, but can be used by **multiple Students** during that time.



Generate Code



B4CE9

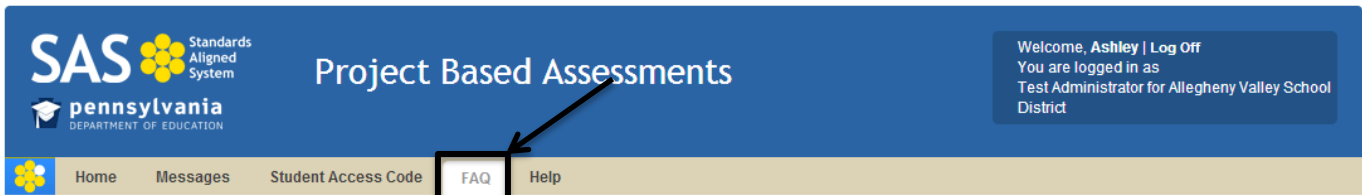


Time Left: 00:59:46

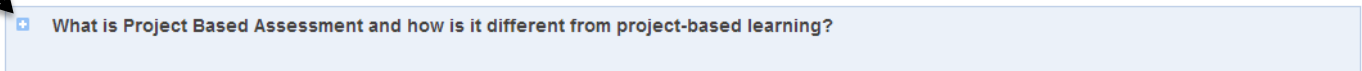
Inform your **Student(s)** of the **Access Code**. The **Access Code** should be entered into the **Project Code** field in the **Student's My Projects** tab.

Frequently Asked Questions (FAQ) Tab

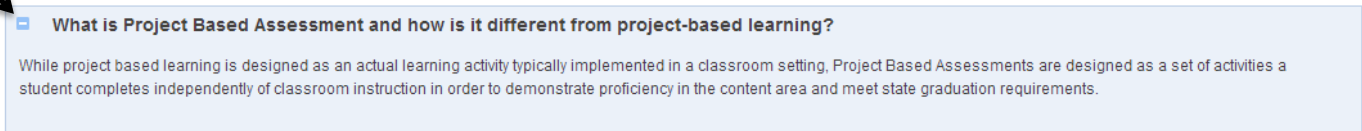
1. To begin, click on the **FAQ** tab on the **Navigation Bar**.



2. Scroll down the page to view the **Frequently Asked Questions**.
3. Click on the plus (+) icon to display information pertaining to the question you selected.



Click on the minus (-) sign to collapse the information and select another question.



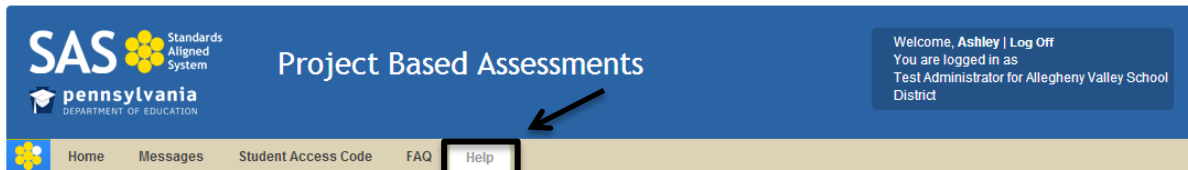
4. For any questions not addressed in the **FAQ** tab, please call the **SAS Help Desk** toll free at 1-877-9PDESAS (1-877-973-3727) or via email at helpdesk@pdesas.org.

Help Tab

The **Help** page contains a video that provides an overview of Project Based Assessment.

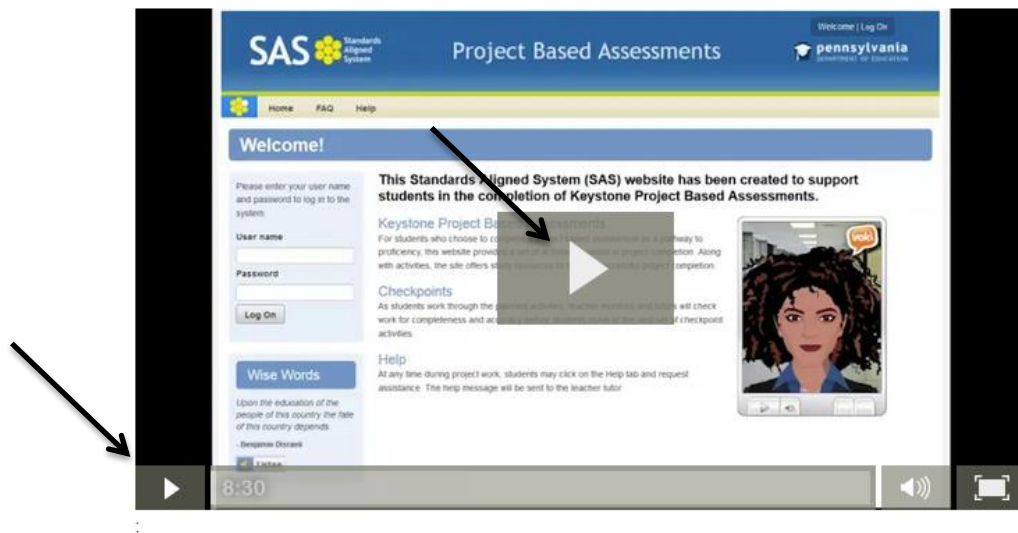
To view the video:

1. Click on the Help tab.



2. Click the **Play** button on the presentation screen or on the toolbar. Use controls to play and pause the video, to play the video full-screen, and to adjust the volume.

Project Based Assessments Help

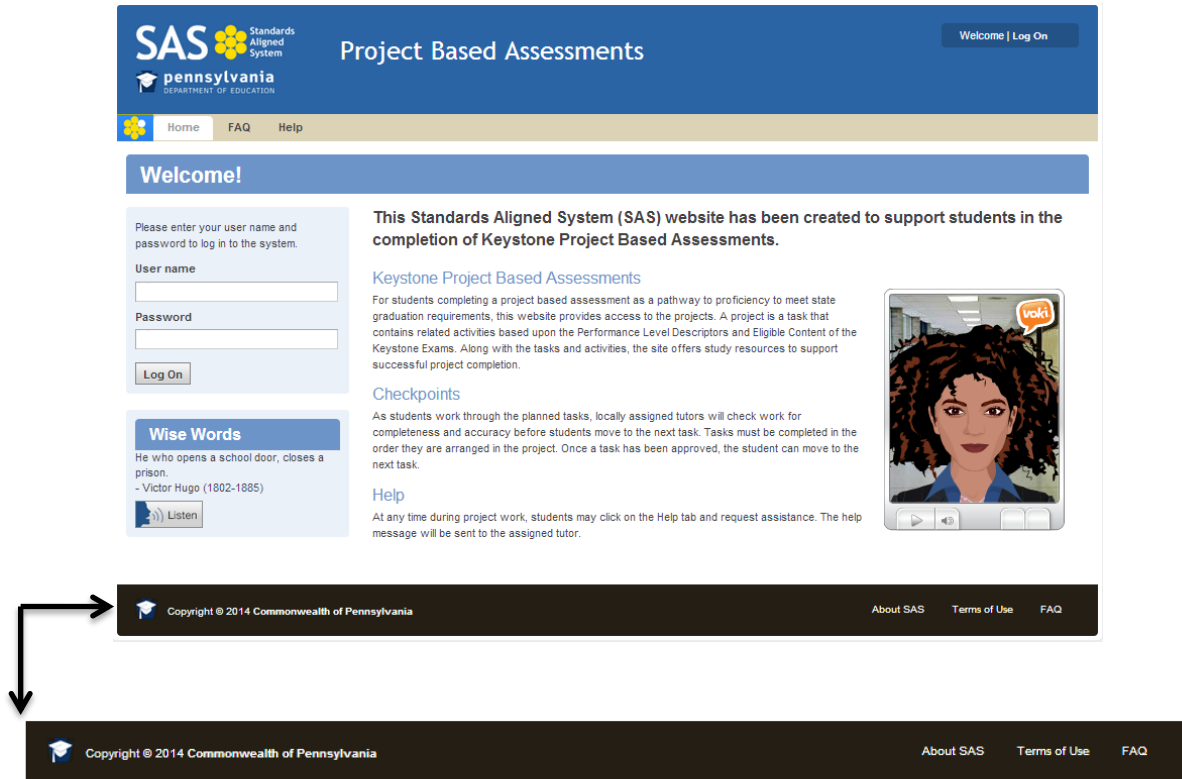


3. The buttons on the toolbar can be used to pause video, adjust volume or expand to full screen. To close full screen press the **Escape (Esc)** button on your keyboard.



Footer Menu

The **Footer Menu** rests at the bottom of every page in the site. It provides quick access to a number of areas within the site.



About SAS

Learn about the vision and components of the **Standards Aligned System (SAS)**.

Terms of Use

Find information about the legal use of **SAS** and its associated portals.

FAQ

Clicking **FAQ** will take you to the same **Frequently Asked Questions** page as the **FAQ** tab.