



In an era of cell phones, smartphones, and other electronic devices which can easily photograph and instantly share photographs, confidential, and secure test materials can be easily compromised. The Pennsylvania Department of Education (PDE) has requested that districts make clear to students and families that the material contained in the PSSA and Keystone Exams is copyrighted property of the Commonwealth of Pennsylvania. Copying or duplicating the material from an assessment, including the taking of a photograph of secure assessment material, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or fines of no less than \$750 up to \$30,000 for a single violation (17 U.S.C. § 101 et seq.). In order to ensure reliable test results and to avoid the cost of replacing test items, the PDE requires schools to set rules and take certain steps to protect test materials. Electronic devices such as but not limited to cell phones, smartphones, smartwatches, E-readers, Nooks, Kindles, iPods, tablets, camera-ready devices, and any other electronic device which can be used to photograph or duplicate test materials, access the internet and/or communicate with others during the administration of the PSSA or Keystone Exams are not permitted in any testing site. Please speak with and remind your child that the possession and/or use of a cell phone or any other electronic device during the administration of the PSSA or Keystone Exams is strictly prohibited and will result in the assignment of consequences at both the school and State levels. Test administrators follow protocols in the testing rooms to do everything possible to make sure students are not in possession of devices that could be used to capture or record content from the state assessment. If a student is discovered using and/or having a cell phone or other electronic device in his or her possession during the testing, the school will contact the parent/guardian. Students will be subjected to school disciplinary consequences that could include suspension. Additionally, per the requirements of the PDE, the student's test will not be scored and the student will be required to retake the entire exam. The school will hold the electronic device until the parents are contacted to come in and review together with administration the photographic content on the electronic device to ensure that no photographs or duplications of state test materials have been created. If a photograph of state test items is found on the electronic device or if the permission to search the device is refused, the district will contact the PDE and further action may be taken, as the State holds the copyright to all materials contained within the PSSA and Keystone Exams. If after testing is complete and test materials have been returned, it is discovered that a student used and/or had a cell phone or other electronic device in his or her possession during the administration of the test, the school's discipline policy will be followed and the student's test will not be scored.

CODE OF CONDUCT FOR TEST TAKERS

DO...

- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the "best answer." Also, be sure to read any open-ended items and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer(s) you select and completely erase answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

DO NOT...

- Have notes in your possession during the test.
- Have any unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, etc.) other than an approved calculator, in your possession during the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers by making multiple bubbles and erasing. Mark only the bubble for the correct answer(s) you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured that they may discuss