Procedure for previewing the PSSA or Keystone:

1. Parent initiates request in writing, or in person to a building administrator.

2. Building administrator notifies the school test coordinator.

3. The school test coordinator will provide the student and parent full name along with an updated phone contact. The school coordinator will hand deliver a copy of the test for review to the secretary of the district test coordinator.

4. School coordinator notifies the district assessment coordinator.

5. District Assessment Coordinator or designee contacts the parent and arranges the time and place for test review.

6. The parent or guardian must sign the Parent Confidentiality Agreement before reviewing the test (parents or guardians may not photocopy, write down or record any portion of the assessments or directions).

7. The parent may not take any items into the secure room during review of the standardized test.

8. After the parent has completed the review the district coordinator will return the test booklet to the school assessment coordinator.
Parent Confidentiality Agreement

In accordance with 22 Pa. Code § 4.4 and to ensure the security and confidentiality of the assessment, when any individual inspects a Pennsylvania System of School Assessment pursuant to 22 Pa. Code §§ 4.4 and 4.5, the individual must attest to the following:

As a parent of a student who will sit for a Pennsylvania System of School Assessment during the current school year, I understand that I have the right to review the relevant Pennsylvania System of School Assessment and that maintaining the validity of the assessment is of the utmost importance. I further understand that all PSSAs, including the content contained in each test booklet and answer booklet, are the secure, propriety property of the Commonwealth of Pennsylvania, Department of Education (PDE). Therefore, I agree not to discuss, disseminate, or otherwise reveal the content of the assessment materials to anyone, including my own child(ren).

I understand that violation of these terms could result in personal liability for damages caused by a breach of test security, including but not limited to liability and/or costs associated with any of the following: retesting students; recalculating student/school/school district achievement data; developing/producing new test materials to replace compromised test materials; and investigations relating to the breach of test security.

I further understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Name (Print): ________________________________
Signature: ________________________________
Witnessed by: ________________________________

Date: ________________________________
Date: ________________________________