pennsylvania
DEPARTMENT OF EDUCATION

Keystone Project Based Assessments
Key Roles and Responsibilities

Introduction

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 that is aligned with the modules for each 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.

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.

LEA Assessment Coordinator: The initial LEA point of contact. This should be a central office administrator who will work with school assessment coordinators in each building to provide support in the implementation of the Project Based Assessments.
- o Communicates PBA concept to stakeholders and oversees implementation
- o Monitors PBA implementation and supports environment to ensure accuracy, security, and fidelity of implementation
- o Recommends educators to PDE to serve as evaluators on the statewide review panels

School Assessment Coordinator: Oversees the implementation of PBAs at the building level. In some LEAs (i.e., charter schools, including cyber charter schools and AVTSs), the LEA and school assessment coordinators may be the same person.
- o Ensures that students have participated in supplemental instruction consistent with the student's educational program and have met all requirements necessary to qualify to participate in the PBA
- o Supports environment to ensure accuracy and security
- o Meets with students who qualify for PBAs to review the importance of success on the project
- o Provides an overview of the PBA concept, the online portal, and the project requirements to stakeholders
- o Registers students for the appropriate project and assigns tutors

- Determines number of modules available for completion at any one time (for students who have failed multiple modules/Keystone Exams)
- Determines timeline for completion, i.e., number of weeks to work on PBA, as desired
- Notifies student of PBA start date and ensures students and tutors have been instructed on online portal access and use
- Schedules students' supervised sessions to work on projects before, during, and after school

Tutor: Checks for content and quality of work as student is progressing towards completion. It is recommended that the tutor is a certified teacher in the content area of the PBA. Applicable certifications for each area are as follows:

- Algebra I: *Mid-Level Math 7-9* if taught in 6, 7, 8, 9th grades OR *Math 7-12* if taught in 6-12th OR the new *Grades 4-8* certificate with the concentration being in Math if taught in no higher grade level than 8th.
- Literature: *Mid-Level English 7-9* if taught in 6, 7, 8, 9th grades OR *English 7-12* if taught in 6-12th OR *Communications 7-12* for grades 6-12th
- Biology: *Biology* only

Generally, the tutor performs the following functions:

- Reviews project activities only at designated checkpoints to permit student to move to next task
- Supports environment to ensure accuracy and security
- Provides instruction/remediation on the Eligible Content based upon student need but does NOT tutor or instruct on specific activities in PBA)
- Reviews project for content and quality based upon scoring guide and submits project, if satisfactory, for evaluation to statewide review panel
- Provides remediation for student if evaluated as unsatisfactory

Test Administrator: Assigned by school test 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

Student: Works towards completion of PBA; has received supplementary instruction prior to assignment of PBA

- Participates in training to gain an understanding of PBA portal, project assessment components, and expectations
- Completes PBA tasks and scoring guide to queue tutor to review project

- o Requests help as needed on skills required to complete PBA
- o Communicates with test administrator and tutor as necessary
- o Completes PBA within prescribed timeline

Evaluators: Teachers, principals, and curriculum specialists assembled by PDE who serve on statewide review panels. Evaluators must be certified in the content area for which they are assigned to evaluate (see tutor certifications above.) and must have completed all requirements to qualify as an evaluator, including the application and SAS online professional development course
- o Evaluate PBAs through an online portal in subject in which certified
- o Award satisfactory/unsatisfactory evaluation and provide annotation for unsatisfactory work