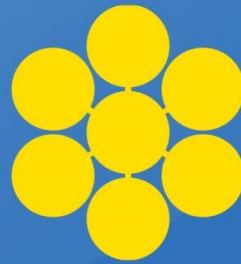




**pennsylvania**  
DEPARTMENT OF EDUCATION

# SAS



**Standards  
Aligned  
System**

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## **Project Based Assessments**

**SAS Help Desk:**

**Email:** [helpdesk@pdesas.org](mailto:helpdesk@pdesas.org)

**Toll Free:** 1.877.973.3727

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

**Getting Started: Assessment  
Coordinator**

## School Assessment Coordinator 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 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 coordinator may be the same person.

- 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
- Supports environment to ensure accuracy and security
- Meets with students who qualify for PBAs to review the importance of success on the project
- Provides an overview of the PBA concept, the online portal, and the project requirements to stakeholders
- Registers students for the appropriate project and assigns tutors

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 School Assessment Coordinator in the Project Based Assessment. Listed below are resources to prepare School Assessment Coordinators for the essential role they have in assisting students in successful completion of the Project Based Assessments.

Each resource provides information related to the various aspects of the PBA process. It is recommended that School Assessment Coordinators work through each resource to gain background and knowledge to tutor effectively.

The SAS site <http://www.pdesas.org/module/assessment/About.aspx> provides a variety of resources. Listed below are those essential to understanding the Project Based Assessment process for the School Assessment Coordinator.

## Resources

1. Frequently Asked Questions (<http://www.pdesas.org/module/assessment/About.aspx>)  
Purpose: The FAQ provides the school assessment coordinator 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 school assessment coordinator 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. User Guide for School Assessment Coordinators  
(<http://static.pdesas.org/Content/Documents/PBA%20Admin%20Manual%202013.pdf>)  
Purpose: This user guide is very important in the role of the School Assessment Coordinator. It provides a step by step guide on accessing the site as well as implementation and technical aspects of the Project Based Assessment.
5. Released Field Test Projects (<http://www.pdesas.org/module/assessment/About.aspx>)  
Purpose: Reviewing field test project will provide insight into the design and flow of the project.
6. Help Desk  
Purpose: The SAS Help Desk is available to assist School Assessment Coordinators with issues related to site access, navigability, site problems, and general troubleshooting. The Help Desk can be accessed via email at [helpdesk@pdesas.org](mailto:helpdesk@pdesas.org) or toll free at 1.877.973.3727.

## Tips for Assessment Coordinators

### 1. Confidentiality

When serving in the role of the School Assessment Coordinator, 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 School Assessment Coordinator site for the first time, you must agree to the confidentiality statement in order to continue.

### 2. Registering Tutors

As you prepare to begin the registration process, keep in mind that when you enroll a student, you must also provide a tutor for each student for each module assigned. Thus, you may want to first register all tutors you will be assigning prior to registering students. You will need the following information in order to register tutors:

- a. Name and email address of tutor (If the tutor has a SAS account, the user name and password will serve as the log in credentials for access to the PBA site. If the tutor does not have a SAS account, the system will automatically generate a user name and password; this information will be sent directly to the tutor.)
- b. PPID (optional)
- c. Areas for which tutor may be assigned (Algebra I, Biology, and/or Literature)

### 3. Enrolling Students

Keep in mind that you will need the following information in order to register students:

- a. PA Secure ID
- b. Verification that the student is scheduled to graduate in the class of 2017 or beyond
- c. Reason for enrollment (e.g., not proficient after two attempts, opt out)
- d. Project module to be assigned (e.g., Algebra I, Module 1)
- e. Name of Tutor (from pre-defined list)

### 4. Registering Test Administrators

To register test administrators (those responsible for monitoring students while working on PBAs), you will need the following information:

- a. Name and email address of test administrator (If the test administrator has a SAS account, the user name and password will serve as the log in credentials for access to the PBA site. If the test administrator does not have a SAS account, the system will automatically generate a user name and password; this information will be sent directly to the test administrator.)
- b. PPID (optional)