# PSSA and Keystone Exams: Accommodations Guidelines for English Language Learners (ELLs)



2013-2014

100313

This fact sheet answers some of the commonly asked questions about accommodations for English Language Learners (ELLs) or Limited English Proficient (LEP) students.

#### Who are English Language Learners (ELLs)?

A limited English proficient student (LEP) or English Language Learner (ELL) is one who

- 1. was not born in the United States or whose native language is other than English and comes from an environment where a language other than English is dominant; or
- 2. is a Native American or Alaska Native who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on (the student's) level of English language proficiency; or
- 3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant,

and

- 1. has sufficient difficulty speaking, reading, writing or understanding the English language; and
- 2. has difficulties that may deny (the student) the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

#### Who should administer the PSSA or Keystone Exams to ELLs?

District and school personnel should decide the best way to administer the PSSA or Keystone Exams to ELLs. Most important is to try to reduce student anxiety as much as possible to help students feel comfortable on the day of the test. Having a teacher familiar to the students administer the test often reduces test anxiety and is an allowable accommodation for ELLs. Test administrators must be familiar with the accommodations allowed for ELLs.

#### Who determines which accommodations to use?

Each school must involve the appropriate school personnel in the determination of appropriate accommodations for ELLs. The ESL/bilingual teacher, the ESL/bilingual education coordinator, other classroom teachers, the test administrator or coordinator, a parent, the principal or counselor and the student (when appropriate) may be involved in this determination. Identifying the appropriate accommodations should be a collaborative process and should include content area teachers consulting with ESL/bilingual teachers.

For dually-identified students, the IEP team should be aware of ELL-specific needs and should cooperate in identifying ELL-specific accommodations. This determination must be done at least annually on an individual basis and must not be done for groups of ELLs.

#### How do the PSSA and Keystone Exams track ELLs?

A copy of the 2013-2014 student demographic information page of the PSSA is included in this document. Note on the demographics sheet, number 6, that an ELL falls under one of five categories. For each ELL, the appropriate category must be bubbled in.

- 1. ELL and enrolled in a U.S. school <u>after May 3, 2013</u> (previous enrollment in Puerto Rico is not considered as enrollment in US schools).
- 2. ELL and enrolled in a U.S. school **on or before** May 3, 2013 (previous enrollment in Puerto Rico is not considered as enrollment in US schools).
- 3. Exited an ESL/bilingual program and in the first year of monitoring.

- 4. Exited an ESL/bilingual program and in the second year of monitoring.
- 5. Former English Language Learner and no longer monitored.

Note that categories 3 and 4 are <u>former ELLs</u>; these exited and monitored students are not part of the group that is administered the ACCESS for ELLs English Proficiency Test.

#### Are ELLs required to take the PSSA?

In 2007 the USDE released guidance on participation of LEP students (ELLs) in state assessments. This flexibility allows ELLs students in their first 12 months of enrollment in U.S. schools an option of taking the Reading PSSA. A student's enrollment in a school in Puerto Rico is <u>not</u> to be considered as enrollment in a U.S. school.

Those ELLs who fall into the first category (ELL and enrolled in a U.S. school <u>after May 3, 2013</u>), are considered to be in their first year in a U.S. school and are not required to take the PSSA Reading (grades 3-8) or PSSA Writing (grades 5, 8) tests.

All ELLs are required to participate in the Mathematics PSSA (grades 3-8) and the Science PSSA (grades 4, 8), with accommodations as appropriate (see below). *All ELLs, K-12, are required to take the WIDA ACCESS for ELLs English Proficiency Test.* 

The Mathematics PSSA scores of ELLs in their first year of enrollment in U.S. schools as defined above will <u>not</u> be used to determine performance (the percent proficient or higher) for federal accountability status. Their participation will be counted for federal accountability purposes.

Should first-year ELLs choose to participate in the Reading PSSA assessment, their performance will <u>not</u> be included but their participation will be counted for federal accountability purposes. Should they choose not to participate, their lack of participation will not count against the school or district. Students who are expected to exit ELL services in the current school year should be encouraged to take the Reading PSSA.

The USDE guidance also provides flexibility in determining who can be included in the ELL subgroup. Because ELL students exit the ELL subgroup once they attain English language proficiency, schools and districts may have difficulty demonstrating improvements on state assessments for these students. The USDE allows schools, districts, and states to include in the ELL subgroup those students *who have exited an ESL/bilingual education program within the past two years*.

When completing the demographics page, school personnel should take care to code it appropriately. The two-year monitoring period begins from the date the student exits the ESL program as defined by the district's multiple exit criteria in its ESL Program Plan.

### FOR SCHOOL PERSONNEL ONLY

#### STUDENT DEMOGRAPHICS SECTION This section must be completed for all non-precoded students.

#### 1. Gender:

- Female
- Male
- 2. Race/Ethnicity (indicate only one):
  - Hispanic of any race
  - American Indian or Alaskan Native (not Hispanic)
  - Asian (not Hispanic)
  - O Black or African American (not Hispanic)
  - Native Hawaiian or Other Pacific Islander (not Hispanic)
  - White (not Hispanic)
  - Two or more races (not Hispanic)
- Student's current enrollment status initially started <u>after</u> October 1, 2013 (mark all that apply, if any):
  - in the school of residence
  - in the district of residence
  - as a Pennsylvania resident
- 4. Student's current enrollment status initially started <u>after</u> October 1, 2012, but <u>on or before</u> October 1, 2013 (mark all that apply, if any):
  - in the school of residence
  - in the district of residence
- 5. Mark all of the following that apply, if any:
  - Student has an IEP (not Gifted).
  - Student has exited an IEP program within the past 2 years.
  - Student participates in Title I program.
  - Student receives Migrant Education Program services.
  - Student is classified as economically disadvantaged.
  - Student is home-schooled and assessed at parental request.
  - Student attends this school as part of a foreign exchange program.

- 6. Student's English Language Learner (ELL) status is as follows (indicate only one, if any):
  - ELL and enrolled in a U.S. school <u>after</u> May 3, 2013 (previous enrollment in Puerto Rico is not considered as enrollment in U.S. schools).
  - ELL and enrolled in a U.S. school <u>on or before</u> May 3, 2013.
  - Exited an ESL/bilingual program and in the first year of monitoring.
  - Exited an ESL/bilingual program and in the second year of monitoring.
  - Former English Language Learner and no longer monitored.
- 7. Student is currently in ESL instruction and has the following Title III status (indicate only one, if any):
  - Title III served
  - Title III not served

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#### OTHER ASSESSMENT INFORMATION

Student is court/agency placed (not foster care).

- Refer to the "Attribution Map" on PDE's website (<u>www.education.state.pa.us</u>) for detailed guidance on determining a student's status as court or agency placed.
- Student was absent without make-up for one or more sections of <u>Mathematics</u>.
- Student was absent without make-up for one or more sections of <u>Reading</u>.
- Student is enrolled at a non-public school or is home-schooled and receives his/her <u>Mathematics</u> education at a public school.
- Student is enrolled at a non-public school or is home-schooled and receives his/her <u>Reading</u> education at a public school.
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#### Are ELLs required to take the Keystone Exams?

Yes. Following the previously discussed exceptions as outlined, eligible ELL's will take the Keystone exams for federal accountability purposes beginning in 2012-2013 and as a graduation requirement effective with the class of 2017.

The same subject area participation guidelines outlined in the previous question for the Reading, Writing, Mathematics and Science PSSA tests are applied to the Keystone Literature, Biology and Algebra I Exams.

#### What accommodations are available for ELLs?

School personnel should consider the following in determining the appropriate accommodations:

- The student's familiarity with the accommodations to be used. Current accommodations used in day-to-day instruction and assessment are appropriate. New accommodations unfamiliar to students should <u>not</u> be introduced to students for the first time when they are taking the PSSA or Keystone Exams.
- An annual review of the student's progress in English language proficiency and academic achievement. Knowing this information will help teachers, supervisors, parents, and administrators determine which accommodations are still appropriate given the student's current knowledge.

All accommodations should be documented in the student's file and recorded on the accommodations section of the PSSA or Keystone Exams.

#### What accommodations are allowable for ELLs?

Three separate accommodations are allowed:

- Word-to word translation dictionaries, without definitions and without pictures (for Mathematics PSSA, Keystone Algebra I and the Science PSSA or Keystone Biology only; <u>not</u> <u>for any part</u> of the Reading PSSA or Keystone Literature test or on any part of the Writing PSSA tests)
- 2. Qualified interpreters/sight translators (for Mathematics PSSA or Keystone Algebra I and Science PSSA or Keystone Biology only; <u>not</u> for **any part of the** Reading PSSA test, Keystone Literature Exam or on any part of the Writing PSSA, (except for the essay prompts on the PSSA Writing test.)
- 3. Spanish/English Mathematics, Science, Algebra I, and Biology tests

All of these accommodations are voluntary and not mandatory.

## If students have already exited an ESL or Bilingual Program, can they still receive these accommodations?

No, however, once a student has exited an ESL or Bilingual Program, that student is eligible for the same accommodations available to non-ELL students.

The following page is an example of the PSSA Accommodations Section in the answer booklet. There are ELL-specific accommodations under points 8 and 10. Setting and timing accommodations (points 9 and 11) may also be applicable to ELLs.

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# How does the Pennsylvania Department of Education ensure that items on the PSSA and Keystone Exams are accessible to ELLs?

The Pennsylvania Department of Education (PDE) is committed to providing the broadest array of accommodations possible without jeopardizing the validity and integrity of the test. Allowing accommodations is only one way PDE tries to make the tests more accessible. Even before an item appears on the test, that item has already been screened for linguistic, cultural, socioeconomic, and other forms of bias. After items have been field tested, PDE staff and educator committee representatives review any items that may have performed less well than expected in order to determine whether the items should be rejected.

#### What kinds of dictionaries can be used and who provides them?

Districts may provide students with word-to-word translation dictionaries without definitions or pictures if students use them as part of their regular curriculum. Students should be comfortable using word-to-word dictionaries and have used them in the past at school and/or at home. *Students should not be exposed to word-to-word dictionaries for the first time when they take the test*. Students may use a dictionary for the Mathematics PSSA, Keystone Algebra I and the Science PSSA, Keystone Biology (but not for the Reading PSSA, Keystone Literature nor for the Writing PSSA) as long as it is a word-to-word dictionary with no definitions and no pictures.

#### Can electronic word-to-word dictionaries be used?

Electronic dictionaries that provide word-to-word translations may be used by ELLs for the appropriate PSSA and Keystone subjects for the Mathematics PSSA, Keystone Algebra I and the Science PSSA, Keystone Biology (but not for the Reading PSSA, Keystone Literature nor for the Writing PSSA), but again no devices that provide definitions or pictures can be used.

#### When can students use dictionaries?

Word-to-word dictionaries may be used by ELLs on any portion of the Mathematics PSSA or Keystone Algebra I exams and the Science PSSA and Keystone Biology exams.

Word-to-word dictionaries <u>cannot</u> be used on any portion of the Reading PSSA and Keystone Literature exams or Writing PSSA exam.

#### Can an interpreter be used?

For any language other than English, an interpreter may be used to present the instructions to an ELL for any or all of the PSSA assessments (Writing, Mathematics, Reading, and Science) and Keystone Exams (Algebra I, Literature, and Biology) during the first three years that a student is categorized as an ELL in US schools. For the same group of ELLs, an interpreter may be used to present the content of the test (test questions, answer choices, labels, descriptions of scenarios, and other test material) for the Mathematics PSSA, Keystone Algebra I and Science PSSA, Keystone Biology only. Presentation of the content of the Reading PSSA, Keystone Literature or the Writing PSSA by an interpreter is not permitted, with the exception of the essay prompts on the Writing PSSA.

Note that the Mathematics PSSA and Keystone Algebra I paper/pencil and the Science PSSA, and Keystone Biology paper/pencil are available in printed Spanish-English side-by-side versions. (See below for a more detailed description.) It is recommended that this version be used with students who require translation into Spanish. Note also that the Spanish language version may be read aloud to the student by the test administrator, if the student's level of literacy requires this. The online Keystone Exams are not available in Spanish translation.

#### Is there a difference between an interpreter and a translator?

An interpreter works with oral language and a translator works with written language. Another term in use is "sight translator," a person who reads text in one language and renders it into spoken form in another language on the spot. The work that is performed for the PSSA is essentially a *sight translation*. This document uses the word *interpreter* to designate the person who performs the sight translation, translating orally the meaning of the allowable parts and subjects of the PSSA and Keystone Exams and/or clarifying directions, orally, to ELLs. On the allowable parts and subjects of the tests, the interpreter also interprets students' non-English oral responses into written English.

#### What is the role of the interpreter?

Interpreters may have access to the mathematics and Algebra I tests and the science and Biology tests three days prior to test administration to aid in preparation for translating the assessment. Interpreters may access the assessment only in a secure setting; the assessment may not leave the building and although note-taking is permitted as a translation aid, it is strictly prohibited for the notes to be removed from the building or shared with anyone in a way that would violate the security of the test, and the notes must be securely destroyed after testing has concluded. Interpreters must sign a *Confidentiality Agreement*. Interpreters must be of legal age to sign the *Confidentiality Agreement*. Directions for all assessments are provided to districts prior to the testing window.

Interpreters may work with one student or small groups of students depending on the test setting. They are permitted to:

- Translate the directions on the Writing, Mathematics, Reading, Science, Algebra I, Literature, and Biology exams.
- Translate words or phrases (including test questions) for the Mathematics, Algebra I, Science, and Biology assessments at the students' request.
- Interpret students' non-English oral responses into written English for the Mathematics, Algebra I, Science, and Biology assessments. Interpreters must not change the meaning of the response or make any corrections in the response.
- Translate essay prompts for the Writing assessment.

On the Reading and Literature assessment, only test directions can be translated. Interpreters may not translate any of the reading questions. Interpreters may not translate the reading passage(s). Interpreters may not translate student responses to open-ended items on the Reading PSSA or Keystone Literature Exam from a non-English language into English. Interpreters may not translate any of the Writing multiple-choice items and/or the stimulus passage(s) that accompany the multiple-choice items. Interpreters may not translate student responses to the essay prompts on the Writing PSSA from a non-English language into English.

Interpreters may not answer clarifying questions that may be asked about test questions and/or test content. The only clarifications that may be offered in English or in the native language are clarifications of the test directions. Translations should be as accurate as possible. They should be literal where appropriate. Where a literal translation might create confusion (for example, if the English version contains an idiom), the meaning should be rendered faithfully but no elaboration or explanation should be provided.

#### How do districts find qualified interpreters and what makes them "qualified"?

Districts should determine the criteria for qualified interpreters. Districts must document the process and/or criteria used to select interpreters. Keep in mind that the use of qualified interpreters and word-to-word dictionaries is voluntary, not mandatory.

Districts should try to provide these accommodations to the extent practicable and to the extent that they are typically used with students during the school year. For a description of these accommodations, see the guidelines available on the PDE website.

#### Can districts use a community member as a "qualified interpreter"?

Yes, however, the district must certify that the community member is a qualified interpreter through a local process using local criteria and the community member must follow interpreter guidelines as outlined in the above question describing the role of the interpreter.

Community members might need additional training about what is allowable and not allowable on the PSSA and Keystone Exams. It is the district's responsibility to ensure that community members who are deemed qualified interpreters have this training.

#### Why can't interpreters translate any portion of the Reading test?

Allowing anyone to read aloud any portion of the Reading PSSA or Keystone Literature Exam for ELLs and/or for students with IEPs or 504 plans is controversial because one purpose of the reading test is to ensure that students have the ability to *decode* text. Reading the test aloud, or interpreting the text orally, defeats that purpose.

Another purpose of the Reading and Literature assessments is to determine how well students can understand, or *comprehend*, English passages, including English vocabulary. Translating any portion of the Reading PSSA or Keystone Literature Exam for the student into another language would defeat this purpose.

Both of these aspects of sight translation would alter the test in such a way that the translated test would assess different skills from the ones that the test has been constructed to assess. Using sight translation as an accommodation for the Reading PSSA or Keystone Literature Exam would therefore invalidate the ELL's score.

## *Why can't the interpreters translate the PSSA Writing multiple-choice and stimulus passages for students?*

As with the Reading and Literature tests, a purpose of the Writing PSSA exam is to determine how well students have mastered English language arts skills, including how to edit and revise passages, applying English mechanical conventions and the rules of English grammar. Translating any portion of the Writing PSSA exam for the student into another language would defeat this purpose and would invalidate the score.

#### Will these accommodations be allowable every year?

There is a growing body of research on accommodations for ELLs. PDE will update this policy as new research about accommodations is published. PDE will inform administrators of any changes prior to the administration of the PSSA and Keystone Exams.

## Is a Spanish Version of the PSSA available for Mathematics for Grades 3-8, for Science for Grades 4, 8, for Algebra I and Biology Keystone paper/pencil exams?

Yes. A Spanish version of each Mathematics PSSA, Science PSSA, Algebra I, and Biology Keystone paper/pencil exams is available for students who have been enrolled in schools in the United States for fewer than three years. The local educational agency may make a determination to assess students with this accommodation when the student is enrolled in US schools for fewer than three

years and has not yet reached a level of English language proficiency sufficient to yield valid and reliable information when assessed in English.

It is recommended that Spanish language students be literate in their native language for this accommodation to be beneficial. However, the Spanish-language version of the assessment may be read aloud to an eligible ELL student who can benefit from receiving the assessment in Spanish (for example, an ELL with prior education in Spanish who is also dyslexic).

#### How do we order the Spanish-English Version?

This booklet must be requested from Data Recognition Corporation during the online enrollment period. To place orders after the online enrollment period call DRC Customer Service at **1-800-451-7849**. Only students who have a need for this assistance are to receive this accommodation.

#### What does the Spanish-English Version look like?

<u>For Mathematics, Grades 4-8, and Science, Grades 4, 8.</u>: For the standard English version of the PSSA, Mathematics and Reading are tested in the same test booklet. The special test form includes the PSSA Reading test in English, along with the Spanish-English mathematics test. The Spanish-English Mathematics form is issued in side-by-side Spanish-English format with identical test questions presented on opposing pages in the two languages: Spanish on the left and English on the right.

A corresponding Student Answer Booklet, in which students mark their answers in English or Spanish, is also provided for the Mathematics section only. For the Spanish-English Mathematics test, answers can be in English OR Spanish. For the regular English Mathematics test, answers can ONLY be in English. For the Reading test, answers must ONLY be in English.

<u>For Mathematics, Grade 3</u>: Students will be issued a Spanish-English Mathematics form that will allow answers to be marked in the test booklet. The Spanish and English versions of the test do not appear on facing pages; rather, for test questions, one language appears above the other on the page. For this dual-language test form, student responses may be in English OR in Spanish.

<u>The paper/pencil Keystone Algebra I Exam</u>: The Spanish-English Keystone Algebra I form is issued in side-by-side Spanish-English format with identical test questions presented on opposing pages in the two languages: Spanish on the left and English on the right.

A corresponding Student Answer Booklet, in which students mark their answers in English or Spanish, is also provided for the Spanish-English Algebra I Exam. If an open-ended response test question requires two facing pages, both Spanish language pages will be presented side-by-side, followed by both English language pages. For the Spanish-English Algebra I test, answers can be in English OR Spanish. For the regular English Keystone Algebra I Exam, answers can ONLY be in English. For the Keystone Literature Exam, answers must ONLY be in English.

The PSSA Reading and PSSA Writing tests and the Keystone Literature Exam are provided only in English and the answers must be in English to be scored. Test administrators should remind students of this.

The Spanish-English Science form for PSSA Science, Grades 4 and 8, and the Keystone Biology Exam is issued in side-by-side Spanish-English format with identical test questions presented on opposing pages in the two languages: left-facing pages present questions in Spanish and right-facing pages present the same questions in English.

A corresponding Student Answer Booklet, in which students mark their answers in English or Spanish, is also provided for the Science section. For the Spanish-English Science test and Spanish-English Keystone Biology Exam, answers can be in English OR Spanish. For the regular English Science test or regular Keystone Biology Exam, answers can ONLY be in English.

#### Who is eligible to take the Spanish Version?

Only students who have been enrolled in schools in the United States for fewer than three years may take the Spanish-English Mathematics PSSA and/or the Spanish-English Science PSSA, or the Spanish-English Keystone Algebra I and/or Biology Exam. Actual dates for making this determination are provided on the PSSA Student Demographics Section (see the example above). The local educational agency may make a determination to assess this group of students with this accommodation when the student has not yet reached a level of English language proficiency sufficient to yield valid and reliable information. Students receiving this accommodation should be literate in Spanish and/or be familiar with the subject matter as taught in Spanish for this accommodation to be beneficial. However, the Spanish-language version of the assessment may be read aloud to an eligible ELL student who can benefit from receiving the assessment in Spanish (for example, an ELL with prior education in Spanish who is also dyslexic).

Former ELLs who have exited the program, including those who are being monitored for up to two years are <u>not permitted</u> to receive this accommodation.

#### Where can I find more information on other PSSA & Keystone accommodations?

For more information on PSSA and Keystone accommodations, please see accommodations guidelines posted on the PDE website.

#### Contact information:

For more information on PSSA and Keystone accommodations, please contact the Bureau of Assessment and Accountability, Division of Assessment, at 717-787-4234, or visit PDE's Assessment site.

For more information on English Language Learners, please visit PDE's English as a Second Language website.