UNIQUE ACCOMMODATION ASSURANCE SUBMISSION PROCESS

Some students may require the use of a unique accommodation to access the Keystone Exams and/or PSSA tests. Per the Accommodations Guidelines, unique accommodations are intended for students with a disability that precludes them from accessing and responding to assessment materials through typical means, such as the hard copy test booklet or embedded accessibility features of the online assessment. To determine if an accommodation is a *unique* accommodation, see the last column of Table A.

The Unique Accommodation Assurance Submission Process ensures PDE that unique accommodations will be carried out according to the parameters outlined in the Accommodations Guidelines to ensure test administration fidelity and security are maintained. Specific parameters will be reviewed in the submission process, but the submitter should also review these parameters in the Accommodations Guidelines before starting the submission process.

Unique Accommodation Assurances only apply to the student whose PA Secure ID is referenced in the submission. A new assurance must be completed for each student.

To use any *unique* accommodation, the School Assessment Coordinator or designee must submit the PSSA/Keystone Exam Unique Accommodation Assurance to PDE no less than 6 weeks in advance of the testing window. Follow the steps below to complete the submission:

1. Review the guidelines in the Accommodations Guidelines for each requested accommodation to ensure eligibility before completing the submission.
2. Preview the assurance questions below and gather the necessary information.
3. Submit the responses to PDE via this link: https://www.surveymonkey.com/r/24-25-UniqueAccom. Submissions should be made 6 weeks before testing begins. (Exceptions will be made for requests due to student injury). These responses serve as the official submission to PDE. The submitter will receive a confirmation of receipt and a copy of responses to keep for records within 5 business days of submission.
4. PDE will not provide a response unless there are questions about the contents of the electronic submission. If more information is needed about the use of the proposed unique accommodation, a PDE/BSE representative will contact the individual listed as the contact on the submission.
5. Documentation of this submission must be maintained by the School Assessment Coordinator (SAC) and may be subject to additional review by PDE/BSE. It is the submitter's responsibility to make sure the SAC receives a copy of the submission.
6. 2025 Unique Accommodation Assurance Submissions are good for one school year, including Winter 2024-2025 Keystones, Spring 2025 PSSAs and Keystones, and Summer 2025 Keystones. If a change needs to be made after the submission is made, please email RA-EDUNIQUEACCOM@pa.gov. New submissions must be made for each school year.

New for 2025: The Unique Accommodation Confidentiality Agreement previously signed by principals, school assessment coordinators, and test administrators is no longer required. All principals, school assessment coordinators, and test administrators should continue to sign the PSSA or Keystone Test Security Certification.

NOTE: Requests to use unique accommodations are no longer emailed to PDE. Please follow the steps outlined above for all unique accommodations.   Questions regarding unique accommodations should be sent to: RA-EDUNIQUEACCOM@pa.gov.

2025 KEYSTONE/PSSA
UNIQUE ACCOMMODATION ASSURANCE

Before beginning the Survey Monkey link to submit the Unique Accommodation assurance, the submitter may wish to gather the information below:

- District/Charter School/Service Provider Name
- School Name
- Student PA Secure ID
- Student Grade
- Name/Title of Person Completing Request
- Phone Number of Person Completing Request
- Email Address of Person Completing Request
- Name of District Assessment Coordinator
- Name of School Assessment Coordinator
- Name of Special Education Coordinator
- Does the student receive special education services through an IEP?
- Does the student receive services through a Section 504 Plan?
- The Unique Accommodation requested:
  - Assistive Technology Device (including Augmentative or Alternative Communication Device, Calculator Apps on Device, and Delayed Auditory Feedback/Pitch Setting Frequency/Altered Auditory Feedback)
  - Read-Aloud of full ELA PSSA/Literature Keystone (Read-aloud of TDA and Standards of Conventional English items, and Read-aloud of the full science and math PSSAs, Algebra I and Biology Keystones do NOT require a Unique Accommodation Assurance.)
  - Voice to Text Software or Device
  - Human Scribe for Text Dependent Analysis (A Unique Accommodations Assurance is needed for the TDA Responses for Grade 4-8 ELA PSSA ONLY.)
  - Glucose/Medical Monitoring with Smartphone/Smartwatch
  - Other accommodation not outlined above

For each accommodation requested, the submitter will be asked to provide the following information/answers to the following questions:

- The specific test(s) for which the accommodation is needed (PSSA ELA, PSSA Mathematics, PSSA Science, Keystone Literature, Keystone Algebra I, Keystone Biology)
- The assessment mode (paper/pencil, online, mixed mode)
- How the accommodation is documented in Section IV of the student's IEP or 504 Plan, or in other documentation.
- An assurance that the student receives this accommodation regularly in classroom instruction.
- An assurance that the specific guidelines, procedures, and considerations for each specific accommodation will be followed.
- An assurance that external devices that may be used to administer the accommodation will be locked down.