Pennsylvania State Test Administration Training (PSTAT) Website

Help Guide 2026-2027

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2. Introduction

The Pennsylvania State Test Administration Training (PSTAT) website provides test administrators and proctors training for administering the Pennsylvania student assessments for exams such as the Keystone Exams and the Pennsylvania System of School Assessment (PSSA). The 2026-2027 PSTAT website opens November 4, 2026. Test Administrators and proctors must complete the training prior to administering the PSSA or Keystone Exams in the 2026-2027 school year. This help guide will explain how to navigate and utilize the PSTAT website.

3. Technical Requirements

Below are the system requirements for accessing the PSTAT website and training modules. Note that an increase in users on your local bandwidth can negatively affect your download speeds. If you experience a lag in downloading the training modules, please try again when fewer users are on your network.

Note: iPad usage is not supported at this time.

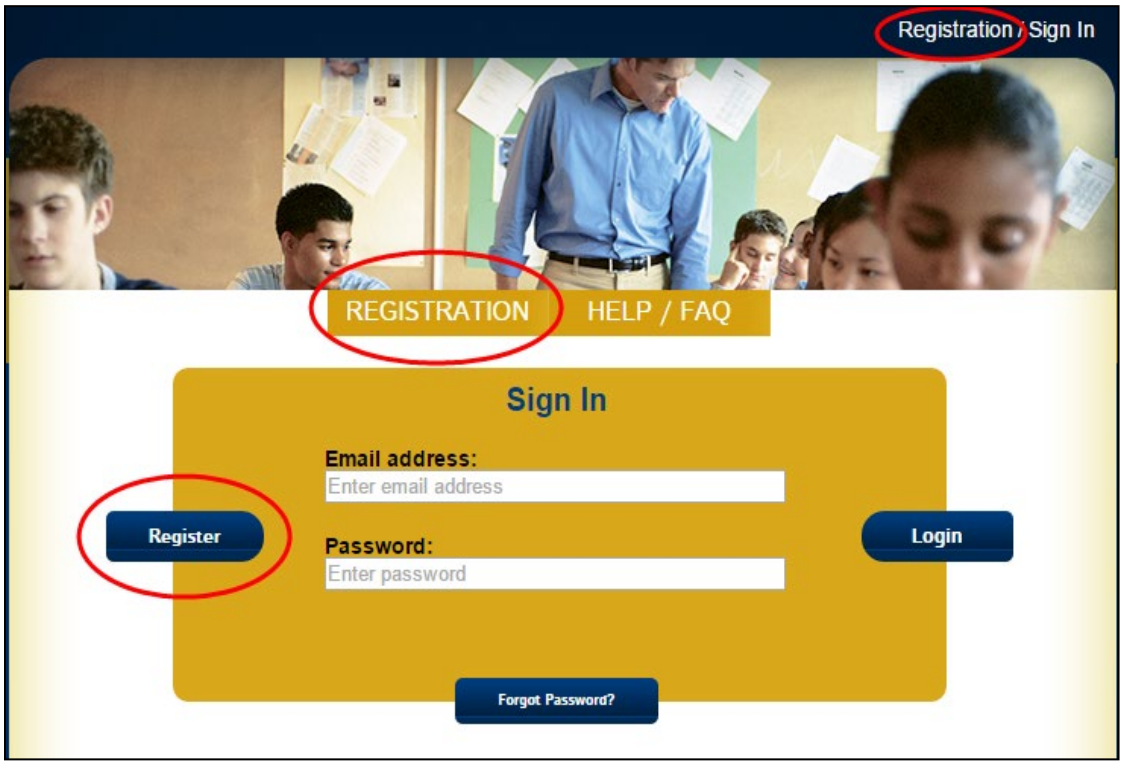
Browsers	Operating Systems	Network Speed
Microsoft® Edge® 153 or newer	Windows® 10, 11	25+ mbps (download)
Firefox® 155 or newer	macOS® 15.8.x, 26.7.x, 27.0+	4+ mbps (upload)
Chrome® 153 or newer		
Safari® 18 or newer		

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4. New User Registration

New user registration allows test administrators and proctors to sign up to use the PSTAT website so they may complete the proper training to administer state assessments. From the main page, select one of the following three buttons to go to the registration page:



1. Once on the Registration page, the user will be asked to fill in a number of information fields to create an account. Each of these fields is required to continue with the registration process.

   - **First Name**: Enter the user's first name used on all legal documents.
   - **Last Name**: Enter the user's last name used on all legal documents.
   - **Email Address (school/work)**: Enter the email address used at the school at which the user currently works. If the user is not associated with a school, the user should provide the email address they can most easily access. Email addresses must be confirmed in the next field to ensure accuracy. It is important to use a valid email address that can be easily accessed to ensure future communications are received. This email will also be used if the user forgets their password.
   - **Password**: Enter the desired password. This will be the password used to log into the PSTAT website and must be confirmed in the next field to ensure accuracy.
   - **Phone Number**: Enter the best phone number at which to reach the user.

- **Intermediate Unit**: Select an Intermediate Unit. For users that do not belong to an intermediate unit, select either Non-IU or Other Educational Entity (Academy, Charter, Cyber, Private, Providers, or Technical).

- **District**: Once an Intermediate Unit option has been selected, a drop-down box for District will become available. The user must select the district to which they belong. If the user does not belong to a district, there is a Non-District Affiliated option to select.

- **School**: Once a District has been selected, the School drop-down box will become available. Select the school to which the user belongs. If the user does not belong to a district, there is a Non-School Affiliated option to select.

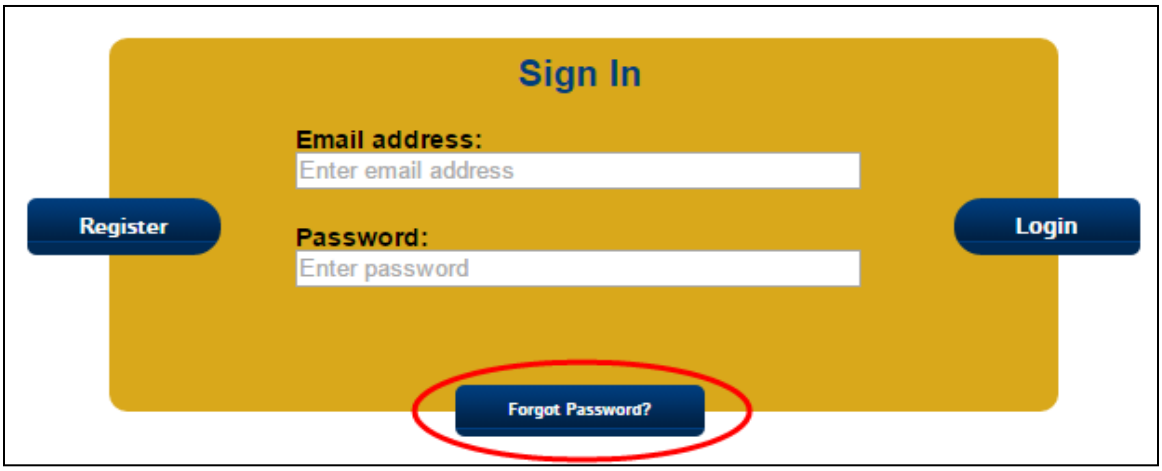
2. After all fields have been selected, two check boxes will display: one for District Coordinator and one for School Coordinator. If the user is a District or School Coordinator, click the correct box. If neither apply to the user, ***do not click either box***.

3. The user must check the box next to "I'm not a robot" to verify that they are not a robot and click **Register**. Note: verification will expire after two minutes if **Register** is not clicked.

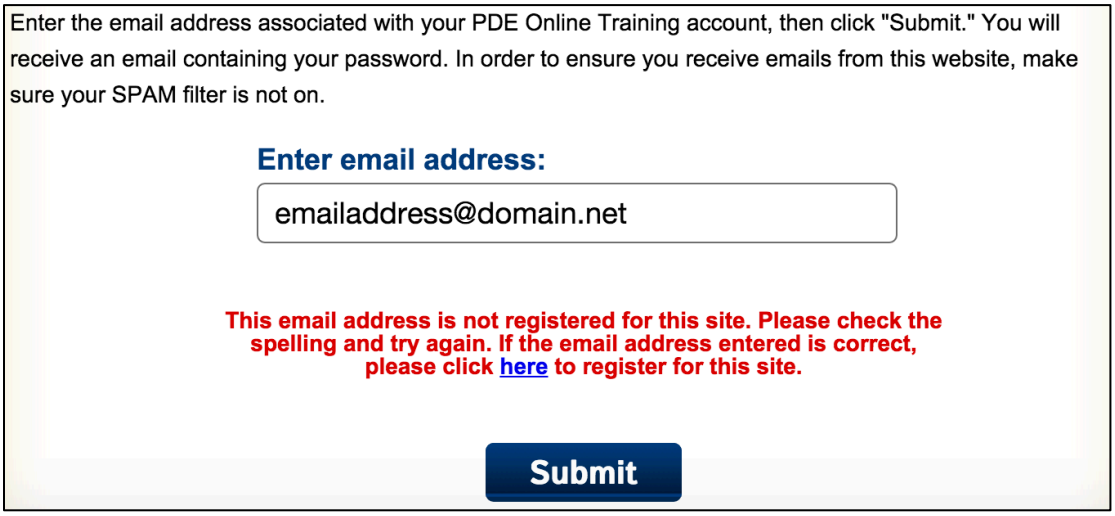
4. Once the account has been created, an automated email will be sent to the email address associated with the new account. This email will include the website URL, username, password, and technical support contact information for the new user.

5. Forgotten Password

To recover a forgotten password, click the **Forgot Password?** button on the home page at the bottom of the **Sign In** box.



Users will be taken to the Forgot Password page where they will be prompted to enter their email address and click **Submit**. If the email address matches an account in the PSTAT database, a message will appear letting the user know that the password has been sent to their email address. The Forgot Password email will contain the website URL, username, password, and technical support contact information. If the email address does not match an account in the database, an error message will appear with a link to register for a new account.



6. Training

The Test Administrator Training consists of three modules and a quiz. Modules must be completed in the order in which they are listed. Lesson 2 will not be available until Lesson 1 has been completed and Lesson 3 will not be available until Lesson 2 has been completed. The final quiz will not be available until all lessons have been completed. Click the **Launch** button on the Test Administrator Training 2023 Lesson 1 line to begin. Lesson 1 includes an explanation of the process of how to complete the different training modules.

Next to each module's **Launch** button, there is a **Details** link, which will describe in detail the content of each module. As each module is completed, a launch button will appear for the next lesson. Once all three training modules and the Quiz have been completed, a **Print** button will display and remain on the training page so that the user may access and print the certificate. Underneath the list of available modules, there is an icon key that describes the meaning of the different icons that could appear next to a module's title.

Once all training modules are complete, the user may relaunch any of the modules at any time by clicking **Launch**. The user may opt to resume the training module from where they left off by answering **Yes**, or to restart the module by answering **No**.



7. My Account

Click **My Account** at the top right corner of the page to be taken to the account information page.



This page allows the user to edit or update the information in their account. Once user information has been edited or changed, click **Submit** at the bottom of the page to save the changes.

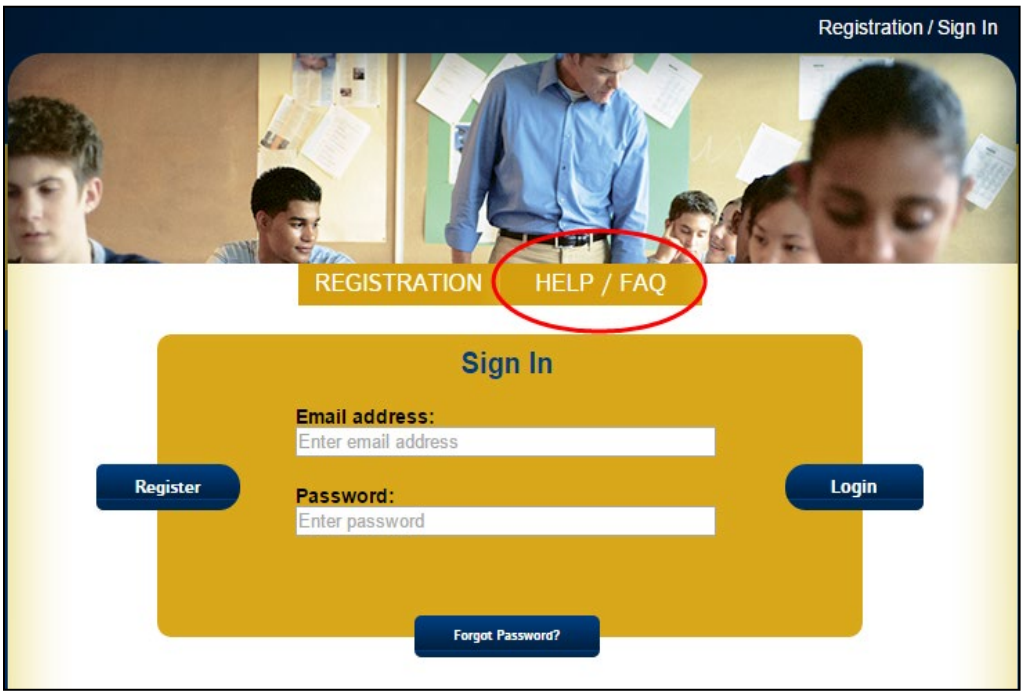
Note: Users cannot change the email address associated with their account because the email address is the user name for the account.

Important: Users can change their designation as a District Coordinator or School Coordinator by checking or unchecking the appropriate checkbox.

8. Help/FAQ

From the home screen, click Help/FAQ above the Sign In box. From this screen, the following pages may be accessed:

- **About**: Brief description about the PSTAT website and its purpose
- **Help/FAQ**: Answers to frequently asked questions and technical requirements
- **Terms & Conditions**: Legal agreements to use PSTAT website
- **Privacy Policy**: PSTAT privacy policy
- **Contact Us**: Contact and technical support information

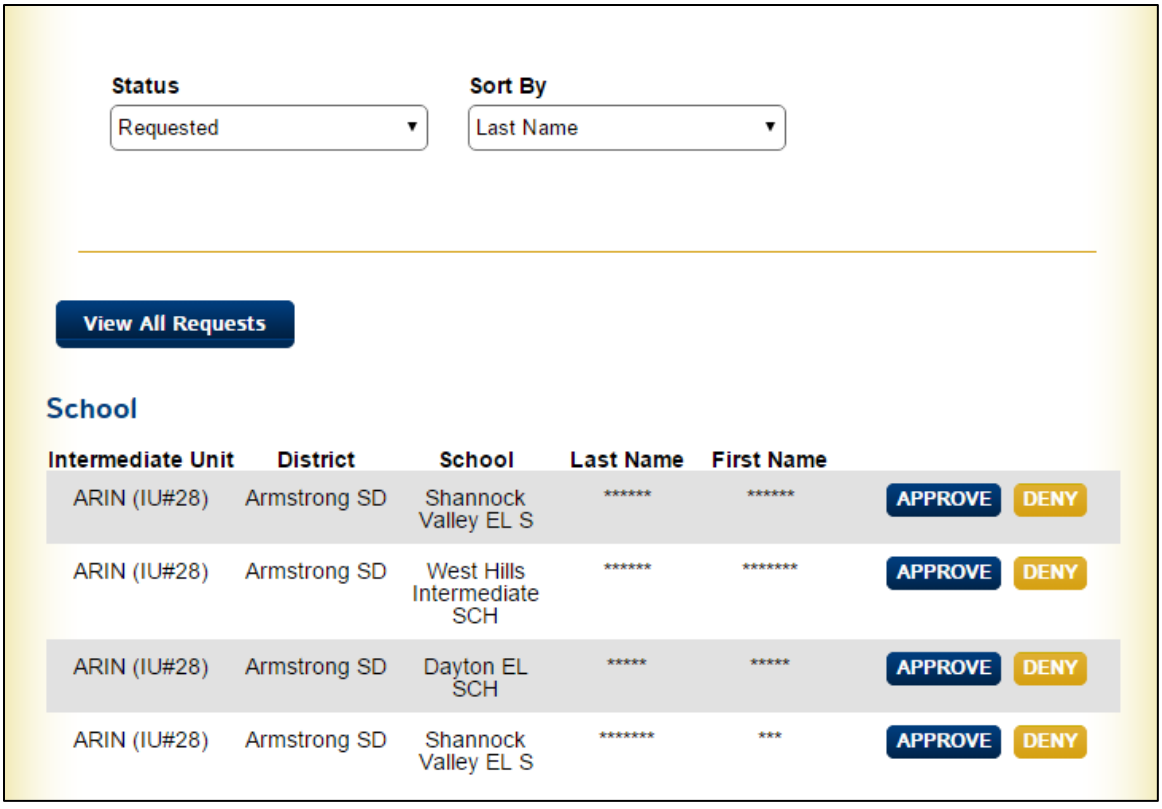


9. Administration

The Administration tab is only available to District Coordinators and School Coordinators. There are three options available on the Administration tab: Member Approval (District Coordinator only), Detail Report, and Summary Report.

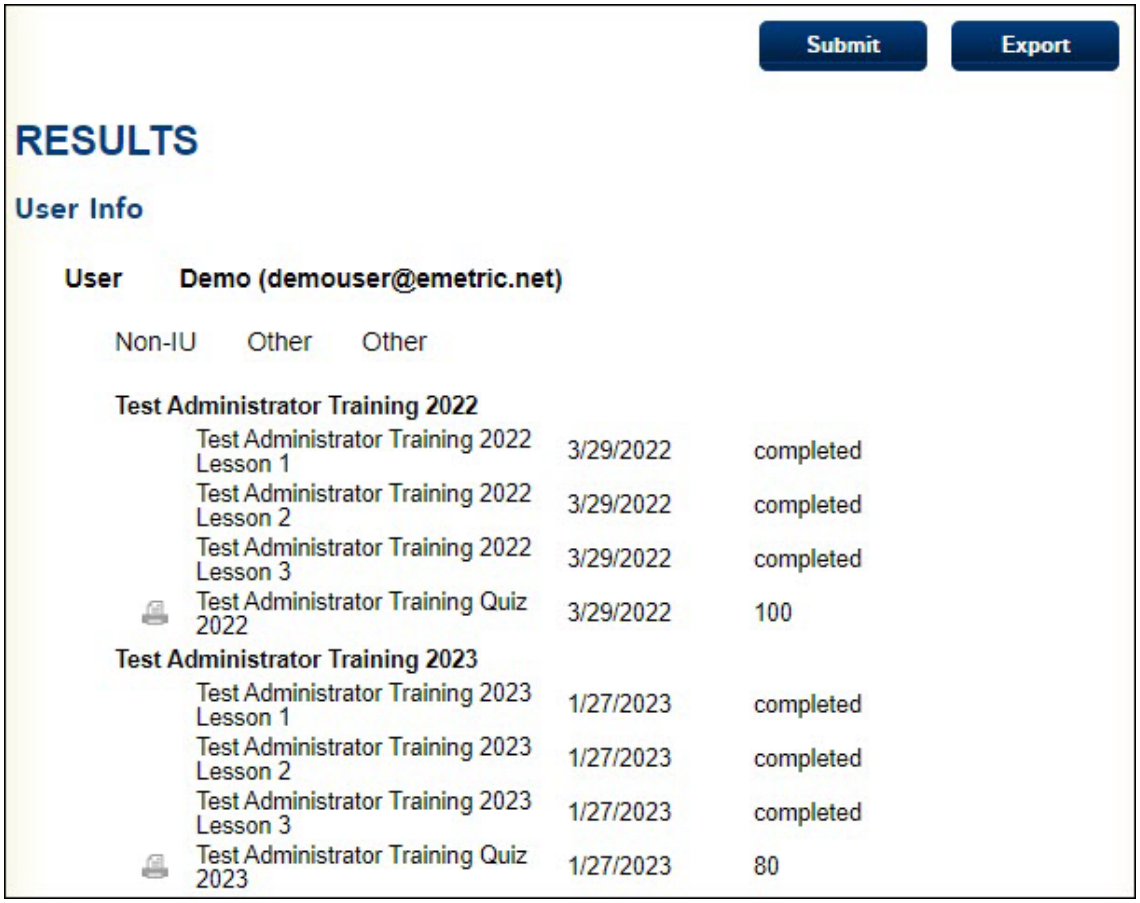
9.1 Member Approval (District Coordinator Only)

District Coordinators will utilize this page to manage users' requests to have school coordinator access. Requests can be filtered by status (requested, approved, or denied) and/or sorted by school, last name, or first name. There is also the option to search for specific users by first name, last name, or email address. Click **View All Requests** to display the list of user requests according to the filters placed on the search. Once a list of users has been populated, the District Coordinator will have the option to click **Approve** or **Deny** for School Coordinator access.



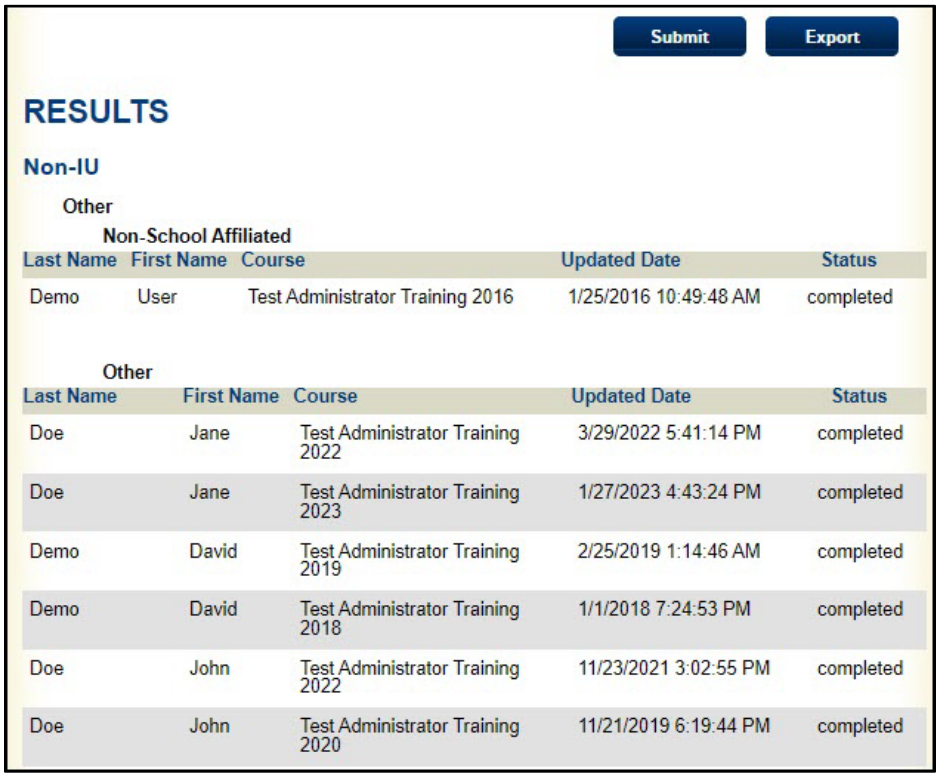
9.2 Detail Report

Detail Reports can be generated using a number of filters to help the user obtain information about which users have completed each training module. Click **Submit** to generate a detailed report that provides user information, available modules, and completion status per module. Click **Export** to export the Detail Report as a .csv file.



9.3 Summary Report

Summary reports differ from detailed reports in that they will not show completion status on a per-module basis. Summary Reports provide information on whether or not a user is either complete or incomplete with all of their Test Administration Training. To run a Summary Report, select the appropriate filters and click **Submit**. Click **Export** to export the Summary Report as a .csv file.



10. Technical Support

If you still have any questions or need technical assistance, please contact DRC Technical Support at (800) 451-7849 or via email at pstat@datarecognitioncorp.com. Please be sure to include your name, contact information, email address used during website registration, and a brief description of the issue.