

Dear IB Campus Families,

This letter is to inform you that we will be administering the Keystone Exams this month, May 2022, and to share important details on how students will be tested.

The following dates are when we will be administering the Keystone Exams at School Lane:

<i>Date</i>	May 16 <i>Monday</i> A day	May 17 <i>Tuesday</i> B day	May 19 <i>Thursday</i> B day	May 20 <i>Friday</i> A day	May 24 <i>Thursday</i> A day	May 25 <i>Friday</i> B day
<i>Subject</i>	Algebra		Literature		Biology	
<i>Students</i>	Those taking Alg 1 (mostly 9th)		10th grade		Those taking Biology (mostly 9th)	
<i>Arrival / Start Time</i>	7:45am / 8:00am		7:45am / 8:00am		7:45am / 8:00am	
<i>Approximate End time</i>	11:00am		11:00am		11:00am	

Students will be testing in classrooms for periods 1 and 2. They will be dismissed from testing after period 2 and report to their regularly scheduled class.

Participation in and passing the Keystone exams is a component of the Pennsylvania state mandated graduation requirements.

Additional information for parents and the electronic device policy from the Pennsylvania Department of Education can be found below. As you have questions and concerns, please feel free to contact Mrs. Chiba (School Counselor, Assessment Coordinator). We look forward to a safe and supportive Keystone Exam experience, and thank you for your continued participation in your child's learning.

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Information for Parents or Guardians

Pennsylvania Keystone Exams



What are the Keystone Exams?

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in academic content. Beginning with the class of 2022–2023, students must demonstrate proficiency on the Algebra I, Literature, and Biology Keystone Exams to graduate or fulfill one of the other pathways provided to graduate. Students will be offered multiple opportunities to take the Keystones throughout their high school career.

Who will participate in the Keystone Exams?

In 2012–13, the Algebra I, Literature, and Biology Keystone Exams replaced the 11th-grade Pennsylvania System of School Assessments (PSSA) in math, reading, and science for purposes of student, educator, and school accountability. Students should take the Keystone Exams at or near the end of a Keystone-related course. The students' results are banked until their junior year for accountability purposes and until their senior year for graduation purposes. Some students who previously completed a Keystone-related course but did not take the Keystone Exam will also participate for accountability purposes. All students who take a Keystone Exam may re-take the exam.

When will the exams be offered?

The Keystone Exams will be administered three times each year—winter, spring, and summer. Specific administration dates will be published by the Pennsylvania Department of Education.

Who decided what Keystone Exams should measure?

Groups of educators from across Pennsylvania chose the areas of knowledge on which the Keystone Exams are based. The groups included teachers, supervisors, curriculum directors, and college specialists. Other groups of Pennsylvania educators also reviewed, edited, and approved exam questions.

What is assessed on the Keystone Exams?

Pennsylvania adopted the Pennsylvania Core Standards, standards aligned with expectations for success in college and the workplace. The Keystones are designed to measure these standards.

How long is a Keystone Exam administration?

There is no time limit for a student to complete a Keystone Exam. Each Keystone Exam should take the typical student two to three hours to complete. There are two modules on each test, and each module (or Test Session) of the Keystone Exam should take one to 1.5 hours to complete. Districts can administer the Keystone Exam modules across two days or divided across the morning and the afternoon of the same day.

What are the available formats for administering the Keystone Exams?

The Keystone Exams are available in both online and paper/pencil formats. Districts will determine if online, paper/pencil, or both formats will be used locally. Makeup exams will also be administered in either online or paper/pencil format.

Will students have an opportunity to experience online testing before taking a Keystone Exam online?

Tutorials and online training programs have been developed for the Keystone Exams. The PA Online Assessment Student Tutorial uses pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the PA Online Assessment system. Students are allowed to repeat the Student Tutorial as often as desired and needed. The Online Tools Training (OTT) provides an introductory experience using the PA online assessment software allowing students to observe and try out features of the PA online assessment software prior to the actual assessment. Within the OTT, students also have the opportunity to practice typing responses in a narrative format, graphing functions, and entering equations using an equation builder tool. The online exam also has a "Help" feature that is available to the student during the exam.

What types of questions are on the Keystone Exams?

The Keystone Exams will include multiple-choice questions and constructed-response, or open-ended, questions. For each Keystone Exam, approximately 60 percent to 75 percent of the total score will be from multiple-choice questions and 25 percent to 40 percent of the total score will be from constructed-response questions.

How are the written responses to constructed-response questions scored?

The written responses for constructed-response questions are scored by evaluators trained in applying a pre-determined scoring system. Scores are based on content only. Spelling and punctuation are not included as part of the scoring process. Most constructed-response questions require students to show their work or explain their reasoning. These Keystone Exam questions will ask students to explain, analyze, describe, or compare. Some questions will also require students to perform calculations or create graphs, plots, or drawings.

How are the results reported?

Keystone Exam scores will be processed as quickly as possible and provided to the districts.

Two copies of the individual student report for all Keystone Exams will be sent to the school districts and charter schools. One copy should be sent home to parents/guardians; the other is kept by the school/district.

School-level reports will be used for curricular and planning purposes. School districts and charter schools may publish the results of Keystone Exams for each school. The state will also release school-by-school exam data.

May parents see the Keystone Exams?

Parents and guardians may review the Keystone Exams if they believe they may be in conflict with their religious beliefs by making arrangements with the School Test Coordinator once the exams arrive at the school. Confidentiality agreements must be signed, and no copies of the Keystone Exams or notes about exam questions will be permitted to leave the school.

If, after reviewing the Keystone Exams, parents or guardians do not want their child to participate in one or all of the exams due to a conflict with their religious beliefs, they may write a letter indicating they have a religious objection to the school district superintendent or charter school CAO to request their child be excused from the exam(s).

Report Testing Irregularities

Parents/guardians who believe that a testing irregularity may have occurred may email ra-edirregularities@pa.gov or call 844-418-1651 to report the incident.

For additional information about the Keystone Exams, visit the PDE website at www.education.pa.gov or contact your school district.



Dear Parent/Guardian:

In an era of cell phones, smartphones and other electronic devices which can easily photograph and instantly share photographs, confidential and secure test materials can be easily compromised. Not only is it expensive to replace a compromised test item, the material contained in the PSSA and Keystone Exams is copyrighted property of the Commonwealth of Pennsylvania. Copying or duplicating the material from the assessment, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or fines of no less than \$750 up to \$30,000 for a single violation. 17 U.S.C. § 101 *et seq.*

In order to ensure reliable test results and to avoid the cost of replacing test items, the Department of Education requires schools to set rules and take certain steps to protect test materials. One step or rule required in all schools is that electronic devices are not permitted at test sites. Electronic devices include cell phones, smartphones, E-readers, Nooks, Kindles, iPads, iPods, tablets, camera-ready devices, and any other electronic device which can be used to photograph or duplicate test materials, access the internet and/or communicate with others during the administration of the PSSA or Keystone Exams. Please speak with your child and let him or her know that the possession and/or use of a cell phone or other electronic device during the administration of the PSSA or Keystone Exams will result in certain consequences.

If a student is discovered using and/or having a cell phone or other electronic device in his or her possession during the administration of the PSSA or Keystone Exams, you will be contacted by the school. Students that ignore this directive will be subject to the school's discipline policy and the Department of Education's requirement that the student's test will not be scored and the student will be required to retake the entire exam. In addition, the electronic device will be held by school staff and the device's stored photographs will be searched. School staff will also ask for permission to search other functions of the electronic device. If a photograph of the PSSA or Keystone Exam is discovered or if permission to search other functions of the electronic device is refused, the device will be held by the school staff and, because the Pennsylvania Department of Education holds the copyright to all material contained within the PSSA and Keystone Exams, the Pennsylvania Department of Education will be contacted.

If, after testing is complete and test materials have been returned, it is discovered that a student used and/or had a cell phone or other electronic device in his or her possession during the administration of the test, the school's discipline policy will be followed and the student's scores will be invalidated.

The Use/Possession of Electronic Devices During Keystone Exams

The security of the test is paramount during the Keystone Exams. The Pennsylvania Department of Education has issued a list of procedures that the administration of DCTS will follow during the Keystone Examination Testing dates.

1. Any student taking the Keystone Examinations who brings a cell phone, smart phone, iPod, mp3, or other non-approved electronic device into school will be required to turn that device into the proctor who will store it in a sealed envelope and return it to the student at the conclusion of testing.
2. Cell phones and/or the use of electronic devices are not permitted during test administration, this includes headphones.
3. Any student *who uses or possess* an electronic device during test administration will receive a "Do Not Score" on their test.
4. Any student who uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated until such time that the parent/guardian can come to the school, and in the presence of the parent/guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present.
5. The violation of cell phones and electronic devices rule, will result in a student being suspended from school for at least three days. Suspension days will increase depending on whether test material has been compromised.
6. Any item on an assessment that have been compromised, and can no longer be used will have to be replaced, and the parents and students may be responsible for the cost of replacement.