

Apr 17, 2023

Dear KCAPA Students and Families,

Your student will be participating in the Keystone Exam, a state-mandated standardized assessment on May 15-26, 2023. Students should arrive on time and be ready in their assigned testing room to begin the test at 8am. It is not guaranteed that students who arrive late will be allowed to take the test. Twelfth grade students and other non testers will arrive at 10:30am.

After completion of the test, students will attend their regularly scheduled classes and release at our normal time of 2:34pm. Lunch will still be provided according to an adjusted bell schedule. The details below and the documents included with this mailing provide important information and policies, so please take a few minutes to review them.

Testing Dates

Test Dates	Exam Subject	Grades Testing	Late Arrival
May 15th & 17th	Literature	10th and 11th	12th Grade
May 18th & 22nd	Biology	10th and 11th	12th Grade
May 23rd & 24th	Algebra	10th and 11th	9th & 12th Grade

Grade 9 Testing Schedule				
Test Dates	Exam Subject	Grades Testing	Homerrooms	Late Arrival
May 15th & 17th	Algebra	9th	Bender (901) & Garcia (902)	Clemens (903) & Flynn (904)
May 18th & 22nd	Algebra	9th	Clemens (903) & Flynn (904)	Bender (901) & Garcia (902)
May 23rd & 24th	Algebra	10th and 11th	X	9th & 12th Grade

Students will receive an individual schedule detailing what tests they need to take and what time they should arrive at school.

Included Documents

- Test Taker Code of Conduct
 - A list of Do's and Don'ts for test takers
- Electronic Devices Parents' letter
 - Details the PDE policy on and consequences for using cell phones and other electronic devices during testing
- Frequently Asked Questions – Information for Parents/Guardians



- Provides an overview of the basics of the Keystones
- Explains a parent’s right to “opt-out” his/her student from testing in the “May parents see the assessments?”

As explained in the Electronic Devices Parent Letter, cell phones and other communication devices will not be allowed during the test administration. The following actions will be taken if a student is found in possession of a cell phone during testing:

- A “Do Not Score” label will be applied to his/her answer booklet and the student will either have to retake the test from the beginning or not receive a score.
- The phone or communication device will be confiscated until such time that you come to the school. In your presence, the cell phone or other device will be viewed to ensure that it contains no information or material about the assessment.
- Students that violate the ban on cell phones/electronic devices will be disciplined depending on whether the test material was compromised. Discipline may range from a week’s detention, invalidation of scores, and mandated reporting of incident to the PA Department of Education.
- If items on an assessment are compromised, they will have to be replaced. Parents and students may be responsible for the cost of replacing the items.

Keystone Exam Day Schedule

Grades 9-12 will follow the Keystone Bell Schedule immediately after exams.

Keystone Schedule					
Period	Start	End	Period	Start	End
1	10:30 AM	11:15 AM	1	10:30 AM	11:15 AM
ADV	11:18 AM	11:37 AM	ADV	11:18 AM	11:37 AM
2nd Lunch	11:40 AM	12:10 PM	2	11:40 AM	12:25 PM
3	12:13 PM	12:58 PM	3rd Lunch	12:28 PM	12:58 PM
4	1:01 PM	1:46 PM	4	1:01 PM	1:46 PM
5	1:49 PM	2:34 PM	5	1:49 PM	2:34 PM

Period	Start	End	Period	Start	End
1	10:30 AM	11:15 AM	1	10:30 AM	11:15 AM
ADV	11:18 AM	11:37 AM	ADV	11:18 AM	11:37 AM
2	11:40 AM	12:25 PM	2	11:40 AM	12:25 PM
3	12:28 PM	1:13 PM	3	12:28 PM	1:13 PM
Split Lunch	1:16 PM	1:46 PM	4th Lunch	1:16 PM	1:46 PM
5	1:49 PM	2:34 PM	5	1:49 PM	2:34 PM

Please review the above policies carefully and discuss them with your student. As always, we appreciate your cooperation in this important matter.

Sincerely,
Patricia McDermott, Principal