

April 30th, 2025

Dear KCAPA Students and Families,

Between May 12-19, 2025 students in grades 9, 10 & 11 will be participating in Keystone testing. Students who finished English 2, Algebra 1, and Biology, and did not take the Keystone, and any student who did not earn a score of 1500 or higher, will be taking the Keystone exam in May.

Each student will receive an individual schedule detailing what tests they need to take and what time they should arrive at school. Please ask your student to see their schedule.

The Keystone is an important tool that provides critical information about the academic progress of your student(s). Individual student scores help teachers identify a student’s strengths and areas for growth, which in turn allows teachers to personalize a student’s instruction to support their growth best. Keystone scores also provide information to schools and the District to support improvement and planning around curriculum and instruction.

The Keystone is state-mandated, and participation by all students is required by federal law after completing the Keystone-tested course. Therefore, students need to attend school daily and remain enrolled in school during the testing window. We here at KCAPA will do everything we can to make your student comfortable, confident, and encouraged during the Keystone.

Feel free to contact the school if you have questions about how the Keystone administration will look at KCAPA. If you have general questions about the District’s assessments, please contact the Office of Evaluation, Research, and Accountability via their [contact form](#).

Students who are testing must arrive by 7:30 a.m. and be ready in their assigned testing room to begin the test at 8 am. It is not guaranteed that students who arrive late will be allowed to take the test. Non-testers will arrive at 10:45 am.

After completion of the test, students will follow a modified bell schedule and be released at our normal time of 2:34 pm. Lunch will still be provided according to an adjusted bell schedule.

Testing Dates

Test Dates	Exam Subject	Grades Testing	Late Arrival @10:45
May 12th & 13th	Algebra 1	9th, 10th, 11th	12th Grade
May 14th & 15th	Literature	10th & 11th	9th & 12th Grade
May 16th & 19th	Biology	10th & 11th	9th & 12th Grade



Included Documents

- Test Taker Code of Conduct
- Electronic Devices Parents' letter
- Frequently Asked Questions – Information for Parents/Guardians

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 **the parent/guardian comes to the school to collect the device**. 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 who 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 incidents 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

Our instructional day will begin at 11 a.m. during keystones. Each class will be 37 minutes in length and each student will have a 30-minute lunch.

Keystone Schedule					
Period	Start	End	Period	Start	End
1	11:00 AM	11:37 AM	1	11:00 AM	11:37 AM
ADV	11:40 AM	11:59 AM	ADV	11:40 AM	11:59 AM
2nd Lunch	12:02 PM	12:32 PM	2	12:02 PM	12:39 PM
3	12:35 PM	1:12 PM	3rd Lunch	12:42 PM	1:12 PM
4	1:15 PM	1:52 PM	4	1:15 PM	1:52 PM
5	1:55 PM	2:34 PM	5	1:55 PM	2:34 PM

Period	Start	End	Period	Start	End
1	11:00 AM	11:37 AM	1	11:00 AM	11:37 AM
ADV	11:40 AM	11:59 AM	ADV	11:40 AM	11:59 AM
2	12:02 PM	12:39 PM	2	12:02 PM	12:39 PM
3	12:42 PM	1:19 PM	3	12:42 PM	1:19 PM
Split Lunch	1:22 PM	1:52 PM	4th Lunch	1:22 PM	1:52 PM
5	1:55 PM	2:34 PM	5	1:55 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