





November 18, 2020

Dear Parent/Guardian:

Brian J. Polito, CPA  
Superintendent of Schools

Teresa Szumigala  
Assistant Superintendent

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Secretary

The Erie School District will administer the 2020-2021 Winter Keystone exams from January 4<sup>th</sup> to February 19<sup>th</sup>. The assessments will be offered to students who were enrolled in Algebra I, Literature, and Biology that still need to take the exam. Keystone test administration is mandated for all school districts within the Commonwealth and has been included as a pathway to graduation. The assessments have been designed by the Pennsylvania Department of Education to help determine the agreement of district curriculum with state standards. Testing as close to the end of the course as possible would be beneficial to the students. Students taking the state assessments will receive individual score reports. Your child's results will be distributed to you and the principal. The state will not receive any reports with individual names included.

**Your child's safety is the upmost concern during the administration of the assessments. Due to the current COVID environment, schools will be following the precautions listed in the District Health and Safety Plan. Multiple testing sessions will be offered at each building, face masks will be required, and students testing online will be required to bring their District assigned Chromebook. Each school will be contacting those of you with students eligible to test with additional information, which will include a survey with the testing intent of your child.**

You have the right to review the test items by making arrangements with the school principal. Students can be excluded from testing only if their parent/guardian finds the assessment items to be in conflict with their religious beliefs. Please read the attached flyer entitled: *Information for Parents or Guardians, Pennsylvania Keystone Exams* which will provide you with further information about the assessment.

Under state and federal law, the integrity of these tests cannot be compromised. The Pennsylvania Department of Education (PDE) prohibits cell phones and electronic devices from entering the testing location during the test administration. The consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "do not score" label/flag on the student's test and the student will not receive a score. Furthermore, if a student uses a cell phone or electronic device in any manner during the administration of the test, the device will be confiscated until the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present. Under PDE regulations, violation of the no cell phone or other electronic device will result in disciplinary action, the severity of which will vary depending on whether test material has been compromised. If any item on an assessment has been compromised, and can no longer be used or needs to be replaced, the parent/guardian and/or student may be responsible for PDE's cost to replace the item/test statewide.

Please contact your child's counselor regarding any questions you may have regarding testing. Encourage your child to try their very best on these tests and be sure they come to school well-rested and ready to demonstrate all that they have learned this year. We thank you for your support of your student's achievement and appreciate your continued involvement in your child's education.

Sincerely,

Brian J. Polito, CPA  
Superintendent of Schools

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Attachment

## 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 2021–2022, 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](mailto: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](http://www.education.pa.gov) or contact your school district.**