



## **LAKE-LEHMAN JUNIOR/SENIOR HIGH SCHOOL**

Parents/Guardians,

Lake-Lehman Junior Senior High School will begin Keystone testing on May 12th, 2025. Lake-Lehman has traditionally ranked as one of the highest performing schools in the region. We look forward to continuing this trend by showcasing our students through a great testing year. Please help support your students by encouraging their best efforts. We will test one section per day. Encourage students to have proper rest, a good breakfast and a good mindset for testing.

Below is the schedule for testing at the Junior/Senior High School:

Algebra: May 12-13th

Literature: May 14-15th

Biology: May 19-20th

**According to Act 158, students must meet one of the five Pennsylvania Graduation Pathways to be eligible for graduation.** Please visit the guidance page on the Junior/Senior High School website for more information regarding Graduation Pathways.

Department of Education information regarding testing is attached.

Thank you,

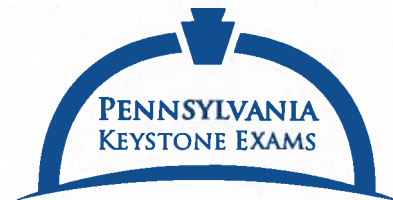
Matt Nonnenberg

Principal

Lake-Lehman Junior/Senior High School

# Information for Parents or Guardians

## Pennsylvania Keystone Exams



### What are the Keystone Exams?

The Keystone Exams are the assessment portion of Pennsylvania's new system of high school graduation requirements. The exams will help school districts guide students toward meeting state standards—standards aligned with expectations for success in college and the workplace. The exams are end-of-course assessments designed to evaluate proficiency in Algebra I, Algebra II, Biology, Chemistry, Civics and Government, English Composition, Geometry, Literature, U.S. History, and World History. These exams will be rolled out over the next five years, beginning with Algebra I, Biology, and Literature Keystone Exams in May 2011.

### Who will participate in the Keystone Exams?

The State Board of Education set new high school graduation requirements that can be met through a combination of several options, one of which is successful course completion with a Keystone Exam as its final exam. For districts that choose to use the Keystone Exams to meet the requirements for graduation, students in the graduating classes of 2015 who are enrolled in Algebra I, Biology, or Literature during the 2010-2011 school year must participate in the Keystone Exams. It is recommended that students take the Keystone Exam near the end of the related course, which may be as early as grade 6. If students do not score Proficient, they can retake the exam any of the three times it is administered during the following year. Ultimately, the Algebra I, Literature, and Biology Keystone Exams will replace the Pennsylvania System of School Assessment (PSSA) tests in mathematics, reading, and science in 11th grade for purposes of making AYP determinations.

### 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 on the SAS website at [www.pdesas.org](http://www.pdesas.org) prior to the start of each school year.

### 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. These groups also reviewed, edited, and approved exam questions.

### What is assessed on the Keystone Exams?

Each Keystone Exam is organized into two major Reporting Categories known as Modules. Each Module is organized around specific Assessment Anchors and Eligible Content within a subject area. Assessment Anchors and Eligible Content are statements that clarify the standards assessed on the Keystone and serve as one tool to align curriculum, instruction, and assessment practices. All questions on the Keystone Exams are aligned to the Keystone Assessment Anchors and Eligible Content, which can be found on the SAS website at [www.pdesas.org/Standard/Views](http://www.pdesas.org/Standard/Views).

### Who administers the Keystone Exams?

Each school chooses the person(s) who will administer each Keystone Exam. In most cases, these are the students' teachers, who are often helped by the principal or a guidance counselor.

### 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 2 to 3.5 hours to complete. Each module (or Test Session) of the Keystone Exam should take 1 to 1.5 hours to complete. Districts may select to administer the entire Keystone Exam at once or do each module on separate, consecutive days.

## **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% to 75% of the total score will be from multiple-choice questions and 25% to 40% of the total score will be from constructed-response questions. The English Composition Keystone Exam will be an exception, with 20% of the total score from multiple-choice questions and 80% of the total score 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. Except for English Composition, 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. Districts will continue to calculate course grades and will inform students of final grades using their usual process. For graduating seniors, Keystone Exam scores will be available no later than 10 days prior to graduation. For all other students, scores will be available before the end of the school year.

Two copies of the individual student report for all Keystone Exams will be sent to the school districts and charter schools for distribution to parents, teachers, guidance counselors, and/or principals. The state will not receive any report with individual names included.

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 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 to the school district superintendent or charter school CAO prior to the beginning of the exam(s) to request to excuse their child from the exam(s).

***For additional information about the Keystone Exams, visit the SAS website at [www.pdesas.org](http://www.pdesas.org) or contact your school district.***

## CODE OF CONDUCT FOR TEST TAKERS

### DO ...

- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the “best answer.” Also, be sure to read any open-ended items carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer(s) you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

### DO NOT ...

- Have notes in your possession during the test.
- Have any unapproved electronic devices (cell phones, smartphones, smartwatches, etc.) in your possession during the test. Note, you may have approved calculators, if applicable, during the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers by making marks in multiple bubbles and erasing. Mark only the bubble for the correct answer(s) you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured that they may discuss the testing process or issues of concern with their parents/guardians.)
- Take notes about the test to share with others.
- Leave an online test session until the session is complete or until instructed to do so.
- Use social media to post information about the test and/or test items.

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 of secure assessment material, 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. Electronic devices such as but not limited to cell phones, smartphones, smartwatches, E-readers, Nooks, Kindles, 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 are not permitted in any testing site. Please speak with your child and let your child 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 consequences.

You will be contacted by the school if your child is discovered using and/or having a cell phone or other unapproved electronic device during the administration of the PSSA or Keystone Exams. Students who 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. The electronic device will be held by school staff, and the device's stored photographs and other functions will be examined with your permission. You may request to be present when the electronic device is examined. 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. 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 and further action may be taken.

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 unapproved electronic device during the administration of the test, the school's discipline policy will be followed and the student's test will not be scored.





# Pennsylvania Calculator Policy

---

If a student chooses to use a calculator (other than the online options) on the Keystone Exams or PSSA in sections where the calculator is permitted, the student must adhere to the guidelines listed below. It is incumbent upon the School Assessment Coordinator to ensure that all calculator policies are implemented and followed, including making sure calculators have no programs or other data stored in their memory other than those that are factory installed. Please note that if a student wants to restore the deleted programs, the student will need to back up these programs prior to the assessment. In addition, the memory must be cleared on the calculator prior to and following each test session of the assessment. This task must be completed by the Test Administrator or Proctor. Students are not to complete this task.

Calculators with testing mode or exam mode must have the testing mode or exam mode activated prior to the exam session by the Test Administrator or Proctor. Directions to activate testing mode or exam mode are provided on the PDE website.

The following are not permitted for the PSSA or Keystone Exams:

- Devices that have a primary purpose other than functioning as a calculator such as cell phones, smartphones, smartwatches, PDAs, laptops, tablets, pocket organizers, etc.
- Calculators with infrared, Wi-Fi, Bluetooth, or other beaming or wireless capabilities, unless the beaming or wireless capabilities are disabled
- Calculators with built-in Computer Algebra Systems (CAS)
- Calculators that make noise, have paper tape, need to be plugged in, or talk; these specific calculators can only be used as a required accommodation as stated in the Accommodations Guidelines
- Calculators shared by students during a test session
- Any and all non-factory (add-on) programs or information stored in the calculator

This calculator policy is intended to be a general description of what is not allowed. It is not meant to be an exhaustive list of specific calculators, devices, or technologies that must not be used on the PSSA or Keystone Exams. Please note that as technology changes, this policy may also change.