

To: All Students and Parents

10/27/15

From: Mr. Kociela

Please read the following memo closely, as all students will be affected by the administration of the Winter Keystone Exams.

The Keystone Exams will be administered during the window of December 2 – December 16 for Algebra I, Biology, and English Literature. The following students will take or re-take the exams as outlined below:

Algebra I – 12/3 & 12/4 Two-Hour Delay Bell Schedule

- 9th, 10th, and 11th grade students who have completed an Algebra I course, but have not yet scored “Proficient” or “Advanced” on the Algebra I Keystone Exam
- 9th, 10th, or 11th grade students who have completed an Algebra I course, but have not taken or completed the Algebra I Keystone Exam

Biology – 12/7 & 12/8 Two-Hour Delay Bell Schedule

- 10th and 11th grade students who have completed a Biology course, but have not yet scored “Proficient” or “Advanced” on the Biology Keystone Exam
- 10th and 11th grade students who have completed a Biology course, but have not taken or completed the Biology Keystone Exam

English Literature – 12/9 & 12/10 Regular Bell Schedule

- 11th grade students who have completed their 10th grade English course, but have not yet scored “Proficient” or “Advanced” on the English Literature Keystone Exam
- 11th grade students who have completed their 10th grade English course, but have not taken or completed the English Literature Keystone Exam

Make-Up Exam Days – 12/11, 12/14 & 12/15 Regular Bell Schedule

On the first four testing dates of the Keystone Exams, Plum Senior High will run on a modified/2-hour delay bell schedule. Students participating in testing will report to school at the regular 7:28 start time and report immediately to their testing rooms. Students not taking the Keystone Exams will NOT be required to report to school until 9:20am. However, additional district transportation will not be provided at that time. **For those not able to get their own transportation, please ride the regular morning bus.** A supervised study and the opportunity for tutoring will be provided for students not testing for the duration of the testing period. Students participating in the supervised study will report directly to the cafeteria for

attendance. Following the testing/supervised study period, a full class schedule will begin at 9:28am. The schedule will run as follows:

Modified Schedule for Keystone Exam dates: 12/3, 12/4, 12/7, and 12/8

Keystone Testing Schedule – 2-Hour Delay
9:28 delayed start

Keystone Exam 7:28 - 9:25
or supervised study - cafeteria

Period 1	9:28 - 9:56
Period 2	10:01 - 10:29
Period 3	10:34 - 11:02
Period 4/5 or 4 lunch	11:07 - 11:35
Period 5/6, 6/7 or 6 lunch	11:40 - 12:08
Period 7/8, 8/9 or 8 lunch	12:13 - 12:41
Period 9/10 or 10 lunch	12:46 - 1:14
Period 11	1:19 - 1:47
Period 12	1:52 - 2:20

Again, the high school will operate on the regular bell schedule on 12/9, 12/10 and on subsequent make-up testing dates.

Individual Score Reports for the Winter Keystone Exams will be available in March/April (as soon as they are received from the state) for student pick-up in the cafeteria during lunches. Additional copies of score reports can be requested through students' guidance counselors. A Report Interpretation Guide will be available at www.pdesas.org under "Assessment" and "Keystone Exams."

Please adhere closely to the outlined schedule and testing procedures to make testing run as smoothly as possible. Contact any high school administrator or guidance counselor with questions. We appreciate your cooperation and flexibility.

Mr. Ryan Kociela, Principal
Plum Senior High School