THE SCHOOL DISTRICT OF PHILADELPHIA

***A.PHILIP RANDOLPH CAREER AND TECHNICAL HIGH SCHOOL***

3101  Henry Avenue

Philadelphia,  PA 19130

January 2019

**Dear Parents/Guardians:**

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in academic content. Beginning with the Class of 2021, students must demonstrate proficiency on the Algebra 1, Literature, and Biology Keystone Exams to graduate. Students will be offered multiple opportunities to take the Keystones throughout their high school careers until they demonstrate proficiency.  Randolph students will be testing beginning Monday, January 7, 2019.

**WINTER WAVE - KEYSTONE EXAM SCHEDULE**

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| MONDAY/TUESDAY: ALGEBRA 1**All 9th and 12th grade students should arrive at 10:45** on Monday, January 7, 2018 and Tuesday, January 8, 2018. * 9th grade students who took the Algebra 1 Keystone as 8th grade students and did not score at the proficient level will arrive at 7:30 to retest.
* 10th grade students who were not proficient on the Algebra 1 examination should arrive at 7:30 am.
* All 11th grade Algebra 1 re-testers should also arrive at 7:30 am.
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| WEDNESDAY/THURSDAY: KEYSTONE LITERATURE RETESTS (11th Grade ONLY)* **All students should report to school at the regular 7:30 start time**
* All students, including 11th grade re-testers, should arrive at 7:30 am.
* THERE WILL BE **NO** LATE ARRIVALS.
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| FRIDAY/MONDAY: KEYSTONE BIOLOGY RETESTS (11th Grade ONLY)* **All students should report to school at the regular 7:30 start time**.
* THERE WILL BE **NO** LATE ARRIVALS.
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**SCHOOL POLICY ON ELECTRONIC DEVICES**

All unapproved electronic devices (e.g., cell phones, smartphones, smartwatches, cameras, etc.) and other communication devices will not be allowed during the test administration. For purposes of the Keystone/PSSA administrations, a student observed actively engaged with an unapproved electronic device is defined as *using* the device. A student not suspected of *using* the unapproved electronic device, but *in possession of* an unapproved electronic device on his/her person or placed where one could easily access it, is different from *using* an unapproved electronic device.

The following actions will be taken if a student is found ***in possession of*** an electronic device during testing:

* school personnel will determine if it was used to compromise the security or integrity of the test
* students that violate the ban on cell phones and other electronic devices, but did not compromise security/integrity, will have a parental meeting and be disciplined via community service.

The following actions will be taken if a student is found ***using*** a cell phone during testing:

* school personnel will determine if it was used to compromise the security or integrity of the test
* students that violate the ban on cell phones and other electronic devices, and did compromise security/integrity, may be suspended and a parental meeting request issued.
* 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
* 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

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

**Lastly, phones will be collected in each testing room to ensure adherence to the policy.**

**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 (e.g., 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.