

# WCASD Keystone Protocols

## Protocol for Parents Reviewing the 2019-20 Winter Keystone Exams

- Parents may contact the local school to review the test.
- The school needs to accommodate the parents, even if it is during the evening hours.
- The school needs to provide a secure place for the parents/guardians to view the assessment.
- The assessment must be viewed in the presence of an administrator.
- The parents/guardians must sign a security certificate.
- The parents may not take notes or photos or make any kind of representation of the assessment.
- If the parents/guardians choose to not have their child(ren) take the assessment, they must
  - sign a completed Religious Exemption Form
  - make written notification to the Superintendent by the following dates:

Keystone	Review of Test*	Notify Superintendent	Test Dates
Algebra	12/2-12/9	By 12/9/2019	12/10-12/11
Literature	12/17-1/6	By 1/6/2020	1/7-1/8
Biology	12/17-1/10	By 1/10/2020	1/14-1/15

\*The availability to review a test is subject to change based on when the booklets arrive in the school district.

- The Superintendent will notify the School Assessment Coordinator and the Supervisor of Assessment.