

Fels Spring 2026 Keystone Testing Logistics

Testing Students	
Time	Description
6:55 am - 7:30 am	Students arrive and can have breakfast in the cafeteria. At 7:30 students head up to class.
7:30 am - 8:15 am	Both Proctors should be in the classroom. Students can grab a breakfast and go up to the class they are testing in. They can eat breakfast in the classroom. NO STUDENTS SHOULD BE IN THE CAFETERIA. Chrome books will begin being distributed to classrooms
8:00 am - 8:30 am	Proctors should check students' chrome books and ensure everything is working properly. Students should be in their seats. All cell phones, air pods, headphones and other devices must be collected.
8:40 am - 8:55 am	Proctors should begin checking students in and read instructions. STUDENTS WILL CONTINUE TO BE ADMITTED UNTIL 9:00 am. If a student arrives after instructions have been read, they should be taken into the hallway and the directions read to them there.
9:00 AM	All students should have started the exam. No late students admitted to testing rooms, they will be held in the cafeteria.
10:30 AM	Testing should be concluding. Proctors should collect chromebooks from students that have finished. Any students still working that will require more than 15 minutes should be reported to the testing room for extended time testing. Call ext 712-1238 NO ELECTRONIC DEVICES SHOULD BE RETURNED UNTIL ALL STUDENTS HAVE COMPLETED TESTING AND LATE TESTERS HAVE EXITED
10:30 am - 10:45 am	Any students that are still testing should be taken to the late testing room, A227. Proctors should drop off the students in the classroom with their Chromebooks.
11:00 AM	All students who have finished testing will be released to their first period classes
11:08 AM	First period starts and the special Keystone Bell schedule is followed.

Late Arrival Students	
Time	Description
10:25 am - 11:00 am	Non-testing, late arriving students can begin to enter through B-side entrance into the cafeteria/ auditorium.
11:00 AM	Students will be released to their first period classes
11:08 AM	First period starts and the special Keystone Bell schedule is followed.