

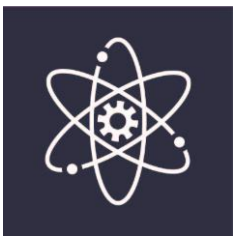


PLTW Assessment Administration Manual

2020-21

Updated November 2020





PLTW End-of-Course Assessments are nationally recognized as standards-based measures for students in project-based learning environments. We engage students in the testing experience, as they have been engaged in learning. Using multiple item types with scenario-based stimulus brings authenticity to hold student interest and support the real-world contextualization that they have come to expect from PLTW.

We understand that building the assessment of professional skills integrated with content specific subject matter captures the brilliance of those students who excel at more than just remembering formulae. Not surprisingly, 89 percent of executives say they have a difficult time finding people who possess crucial skills like the ability to communicate clearly, solve problems, collaborate, and more. Further, in initial data, we have observed that the inclusion of transportable skills items closed the achievement gap for girls and marginalized student groups. Measuring transportable skills side-by-side with subject matter skills allows for a more holistic and deep view of student abilities, increasing self-efficacy by scores that affirm strengths. The End-of-Course Assessments capture the breadth and depth of PLTW classroom learning and provide students a new way to showcase their potential.

The Assessment Administration Manual invites full exploration of the suite of assessments which have been developed and reviewed by panels of subject matter experts (SMEs) representing PLTW educators, higher education representatives, and industry experts.

Informative Assessments are designed for use throughout the year as teachers review content and model response to inquiry-based and interactive items. The End-of-Course Assessments are available as pathway courses are ending and provide a clear snapshot of standards-based performance for individual students, as well as a comprehensive class view to promote year-over-year improvement in instructional approaches.

PLTW is working together to support students wherever they are learning by increasing flexibility for administration of the PLTW End-of-Course Assessments. If students can return to classrooms, End-of-Course Assessments should be given in-person. For students who are not able to test in-person, schools may select distance administration. However you test, we appreciate all you do to develop opportunities for our students.

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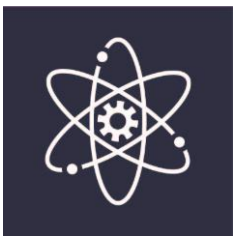
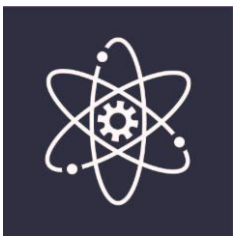


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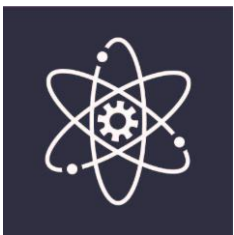
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What's New

Manual Design

This manual is a single source of assessment information for teachers and administrators, including links to external documents for those who might want to see expanded instructions (more screen shots) and/or printable documents for sharing with other users in your network. The new format includes five sections: What's New; Network and Device Readiness; *Informative* Assessments; End-of-Course Assessments; and Appendices.

Easier Access to *Informative* Assessments

This year – and for *Informative* Assessments only – students will be able to access the tool through a web browser in addition to the PLTW Kite Student Portal application. Using Firefox, Chrome, Safari, or Microsoft Edge, students can connect to [this website](#), login with their PLTW Kite Student Portal username and password and have immediate access to content-rich tests that have been assigned by their teachers.

Streamlined Student Rostering

PLTW is offering multiple ways to roster students. This year, you can roster students using the same CSV file upload process as previous years, have students create their own myPLTW account and enter a code to enroll in a classroom, or use the Clever integration process if your school uses Clever. Click the appropriate guide(s) below for specific information and instructions on each process.

- Student Self Registration and Classroom Code Creation
 - [Educator Guide](#)
 - [Student Guide](#)
- [Clever Import Classrooms Guide](#)
- [CSV Upload Process](#)

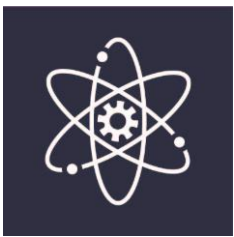
Updates to Student Profiles

Students may now self-report gender, race, and Hispanic ethnicity in their myPLTW account. Teachers can also add this information for students, or the school can choose to share this information with PLTW if using the Clever integration. You can access instructions in the Student Self Registration and Classroom Code Creation documents for [Educators](#) and [Students](#).

Increased Flexibility for End-of-Course Assessment Administration This Year

In our ongoing commitment to support distance learning across the network, students can take the End-of-Course Assessments in-person or through distance administration, if necessary.





Timeline and Checklists

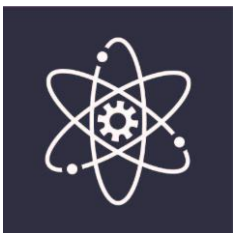
PLTW 2020-21 Assessments Calendar

Sept. 8, 2020	<i>Informative Assessments Available</i>
Nov. 30, 2020	End-of-Course Assessments Window Opens
June 30, 2021	End-of-Course Assessments Window Closes

Suggested Timeline

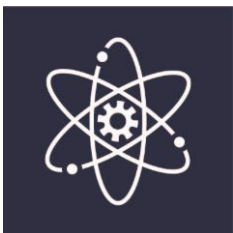
Date	Activity	Done
Early Preparation		
	Read the PLTW Assessment Administration Manual.	
	Establish End-of-Course Assessment testing dates with your school administrators.	
	Confirm network and device readiness . Provide whitelist and firewall requirements, and the PLTW Kite Student Portal 2.0 installation instructions to your technology department.	
	Verify that the PLTW Kite Student Portal 2.0 is installed on student devices.	
	Administer a practice test to check network and device readiness.	
	Ensure students are rostered .	
	Ensure students provide demographic information (or choose not to provide it) through their myPLTW account.	
	Build and give assessments using the <i>Informative Assessment Tool</i> .	
	Familiarize students with the End-of-Course Assessment , including Test Blueprints and Sample Score Reports. Test Blueprints and Sample Score Reports are available in the Assessment Resources section of each course Teacher Guide in Courses in myPLTW .	
Six Weeks Before Administration of the End-of-Course Assessment		





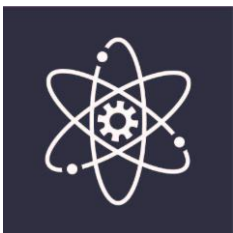
	If applicable, contract with an approved vendor for distance administration support if any students will be completing the End-of-Course Assessment this year in a setting other than in-person.	
	Input test accommodations required by Individualized Education Programs (IEPs), Section 504 Plans, or Individual Language Plan (ILPs) and upload to the PLTW Kite Educator Portal using the Personal Needs Profile (PNP). Request braille or paper pencil tests from pltwassessment@pltw.org . For more information, see PLTW Student Accommodation Guide and PLTW Kite Portal User Manual – Teacher View .	
One Month Before Administration of the End-of-Course Assessment		
	Invite other teachers, counsellors, school and district administrators, parents, and community supporters to a meeting to learn about the benefits of the End-of-Course Assessments. Consider sharing Understanding Test Design: What makes the PLTW approach exemplary .	
	Send the consent letter to parents about the upcoming End-of-Course Assessment and student score and information sharing opportunities.	
One Week Before Administration of the End-of-Course Assessment		
	Confirm that students are comfortable with all technology enhanced item types and all system-provided tools available in the PLTW Kite Student Portal.	
	Confirm roster updates made throughout the school year are reflected in the PLTW Kite Educator Portal and the End-of-Course Assessments are assigned to all current students.	
	Discuss security requirements of the End-of-Course Assessments with students.	
	Confirm time, date, and location for the test session(s) with students.	
	Confirm that each student has working headphones available for use during the End-of-Course Assessments if testing in a group setting.	
	If applicable, meet with proctors to discuss test day procedures, including security protocol, incident reporting, and any special accommodations arrangements. Teachers may act as proctors for their students.	





	Share and discuss a sample score report with students.	
Day Before the End-of-Course Assessment		
	Print End-of-Course Assessment usernames and passwords for students.	
	Download Daily Access Code for test access (available only after 3:30 p.m. local time for next day testing). Please Note: Students should ONLY receive Daily Access Code(s) when they are ready to begin testing in a proctored environment.	
	Print "PLTW Testing in Session" signs if you will be testing in the school building, located in the appendices of this document.	
During the End-of-Course Assessment		
	Provide student usernames, passwords, and Daily Access Code(s) to students taking the End-of-Course Assessment.	
	Provide a quiet and respectful testing environment.	
	Read the End-of-Course Assessment opening script .	
	Allow enough time for each student to complete the assessments in an unhurried manner. PLTW has designed each section of the assessment for students to complete in a 50-minute class period, but some students may take longer.	
After the End-of-Course Assessment		
	Remind students that scores will be available in myPLTW within 24 hours of completing the second section of the End-of-Course Assessment.	
	Share student score information with appropriate school and district administrators and counsellors.	
	Review student opportunities with students.	
	Destroy any scratch paper or other notes taken during the test to prevent unintended release of secure test materials.	





Network and Device Readiness

End-of-Course Assessments must be delivered through the PLTW Kite 2.0 Student Portal installed on each testing device, which allows for secure delivery of innovative technology-enhanced items.

Network preparedness includes confirming that students and teachers have access to the internet, including management of required whitelists and firewall settings, and device configurations.

For the End-of-Course Assessment, the PLTW Kite 2.0 Student Portal must be downloaded to each student testing device. The portal will operate as a lock-down browser, prohibiting copy/paste functions and active internet browsing during use.

This year – and for *Informative Assessments* only – students will be able to access the tool through a web browser in addition to the PLTW Kite Student Portal application. Using Firefox, Chrome, Safari, or Microsoft Edge, students can connect to [this website](#), login with their PLTW Kite Student Portal username and password and have immediate access to content-rich tests that have been assigned by their teachers.

Please Note: The district technology staff generally manage network and device readiness for school owned equipment before school starts or very early in the school year.

Whitelists and Firewalls

Teachers should provide the technology staff with required whitelist and instructions for firewall setting. Documents are available online at [PLTW Kite Portal Whitelisting and Firewall Information](#).

PLTW Kite Student Portal 2.0 for Student Devices

The PLTW Kite Student Portal is available for Windows, Macs, iPads, and Chromebooks. Each student machine must have the PLTW Kite Student Portal installed for students to access the End-of-Course Assessments. You can locate installation guides at the links below.

- [Installation Guide for Windows](#)
- [Installation Guide for Mac](#)
- [Installation Guide for iPads](#)
- [Installation Guide for Chromebooks](#)

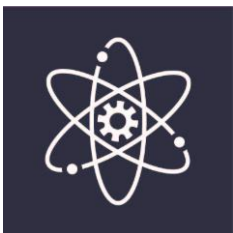
Please Note: The End-of-Course Assessments requires an **updated version of the PLTW Kite Student Portal (version 2.0)** for the 2020-21 school year.

Note: Student must have headphones if participating in a PLTW Assessments in group settings. Many technology-enhanced items include audio components that would be distracting to students in a shared space.

Technical Check Using “Practice Test”

Taking a practice test provides an opportunity to test network and device infrastructure. The practice tests also offer an opportunity for students to view all item types and practice using navigation tools in the PLTW Kite Student Portal, but it is not designed to offer review of content. For content-rich tests, use the You can use the practice test multiple times with username demo.1 and password DEN65.





While students are in the practice test, make sure that:

- Images in test questions are displaying correctly.
- Student tools icons are displaying and are functioning as expected.
- Students become familiar with how each item type works and how to answer it.

If you encounter issues, PLTW recommends that you contact your school/district IT department to ensure that whitelisting requirements and firewalls are in place and that appropriate bandwidth is available.

Instructions and Test Script for Practice Test (only)

This script is optional; PLTW does allow administration of the practice test without the use of a script. If using the script, words in regular text should be read verbatim to the students. As students navigate through the practice test, take time to point out the different types of items students may see during the End-of-Course Assessments. There are three different practice tests available, one for each pathway. In step 3 of the instructions, the script will vary depending on the which pathway practice test you are offering.

Practice Test Username and Password

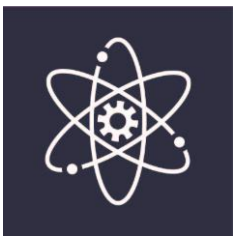
Username: demo.1

Password: DEN65

In this practice test, you will see the different item types that may appear in the End-of-Course Assessment. These items are simply samples from different courses and are not designed to be a practice test for this course. Besides multiple choice and multiple select items, you may also see items that require drag and drop, drop down menus, and fill in the blank. Also, you may see a simulation first to answer some items.

1. Double-click the PLTW Kite Student Portal icon on the computer desktop.
2. Enter the username **demo.1** and password **DEN65**; click **Login**.
3. The Course Assessments Screen will appear. There will be three practice tests available. Locate PLTW [*ENG, BMS, or CS*] Practice Test and click **Take Test**.
4. Read the General Directions and click **BEGIN** at the bottom of the page.
5. Take the test, using the **BACK** and **NEXT** buttons to move through the questions.
6. Notice the navigation bar at the top of the page and the Toolbox bar to the left of the screen. The upper bar shows which question of the test you are on currently, and the status of each question. Also, you can click a question number to jump to that question.
7. Answer all the questions and test all the tools.
8. You may flag a question and come back to it. To flag a question, click the flag icon in the upper right of the main window. Flagged questions will appear blue.
9. To become more comfortable with the system, answer all the questions and test the all the tools on the toolbox bar.
10. When you reach the last question in the section, click **Review/End**. Click **END** when finished with the practice test. Click **GO BACK** if you want to go back to the test.





Informative Assessments

Students should be familiar with the functionality of PLTW Kite Student Portal and the format of the assessment before they begin the End-of-Course Assessment. PLTW recommends that all students prepare for the End-of-Course Assessments by completing multiple *Informative Assessments* developed by their teachers, using the *Informative Assessment Tool*.

Just like End-of-Course Assessment items, the items in the *Informative Assessment Tool* have been designed and authenticated by PLTW teachers, as well as higher education and industry experts, to ensure that the items are valid and relevant. Item blocks align with the APB pedagogy, which develops skills in creativity, collaboration, communication, and course curriculum content. Each item block includes a rich stimuli stem and four to seven items aligned to topics of interest from the course. Students may expect to find items requiring recall and varying degrees of synthesis in each block. Subject matter content and transportable skills blend in the assessment, as they will be in the real world. The unique blending of subject content and transportable skills within the items mirrors the style of items in the End-of-Course Assessment.

The *Informative Assessment Tool* is flexible. Each item block may be used once, or repeatedly as a check for understanding. Teachers can create an assessment for a student who needs enrichment or remediation, or for large groups of students. Many PLTW teachers offer live or virtual sessions with students in which they may model working through each problem, or allowing student volunteers model answering the item, in the classroom or online. In addition to modeling, teachers may encourage students to practice with the items – either individually or in groups. You may choose to show a related item as a warmup to a lesson, or as extension activities by asking students to create additional items that could work based on the stimuli presented in the block.

Items are for use of PLTW students and educators only and should not be shared outside of the PLTW course setting. Items are copyright protected and misuse may constitute breach of the participation agreement between PLTW and the school district.

Prepare to Administer *Informative Assessments*

Ensure you Roster Students

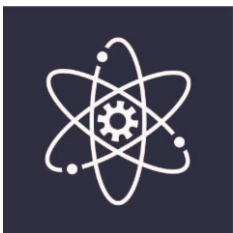
Student information is automatically transferred from the PLTW roster to the PLTW Kite Educator Portal roster each year. We recommend that teachers confirm student information early in the year to prepare for delivering *Informative Assessments*. You may find additional information about Rostering for the 2020-21 School year by downloading [the appropriate rostering guide below](#):

- Student Self Registration and Classroom Code Creation:
 - [Educator Guide](#)
 - [Student Guide](#)
- [Clever Import Classrooms Guide](#)
- [CSV Upload Process](#)

Depending on the method of rostering completed, there may be additional information required for access to the PLTW Kite Student Portal.

- For the PLTW Kite Student Portal to recognize a student, he or she must have a record of a first and last name, grade, date of birth, and gender; if students have self-registered, they may not have

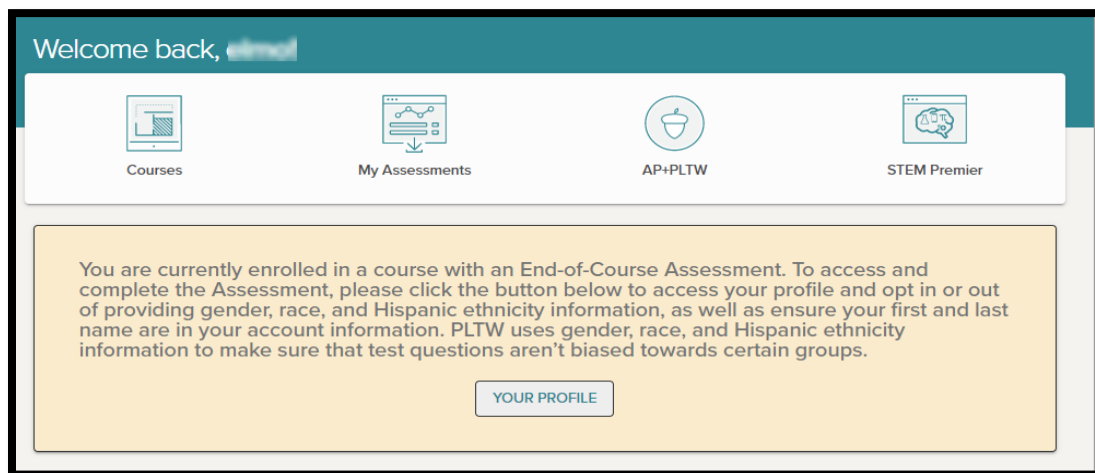




previously provided this information. Note that students must have first name and last name on file to be assigned an *Informative Assessment*.

- To be assigned an End-of-Course Assessment, a student must have a record of first and last name, grade, date of birth, gender, race, and Hispanic ethnicity. PLTW uses gender, race, and Hispanic ethnicity to make sure that test questions aren't biased towards certain groups.

If this information is not on file, students will be prompted for this information when they log in to **myPLTW**.



By clicking on **Your Profile**, a student can provide this information. If students do not wish to share gender, race, or Hispanic ethnicity information with PLTW, they may choose "Prefer Not to Say."

< Home

My Profile

Account Information

First Name	Last Name	Username lemonfrog9861
Personal Email	Birthdate	
	08/17/2004	





Demographic Information

You are currently enrolled in a course with an End-of-Course Assessment. To access and complete the Assessment, please provide the gender, race, and Hispanic ethnicity section below. PLTW uses this information to make sure that test questions aren't biased towards certain groups. If you do not wish to share this information with PLTW, please choose "Prefer Not to Say."

What is your gender?

☒ Female ☐ Male ☐ Gender Not Listed Here

☐ Prefer Not to Say

What is your race?

☒ White ☐ Black or African American ☐ Asian

☐ American Indian ☐ Native Hawaiian or Pacific Islander ☐ Two or More Races

☐ Prefer Not to Say

Are you of Hispanic ethnicity?

☐ Yes ☐ No ☐ Prefer Not to Say

[RESET PASSWORD](#) [SAVE](#)

Teachers can provide this information by clicking My Sites, selecting their school, selecting their course, and using the Edit/Drop feature for each student. The **Assessment Ready** column indicates whether a student has all of the profile information required to be assigned an End-of-Course Assessment.

Aerospace Engineering

< Classes

My Class

 Student EoC Results

Class Information

Teacher:  School: PLTW Staff School Tres (AC-11f9127960)

Date: 08/12/2020 - 06/30/2021 Section: Demo 8/12 

Classroom Code: 22X6L   Number of students (Actual/Expected): 1 / 25

Class Management

Add Student
Create Student Passwords

☐ All Students
☒ Active Students
☒ Pending students
☐ Dropped students

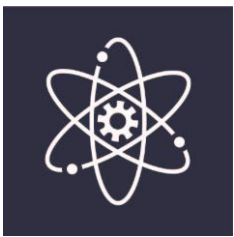
[Delete Classroom](#)

Student List:

Name	Username	Password	Status	Assessment Ready	Edit / Drop
☐ Elmo Manning elmo		*****	active	☒	 

This field tells you whether a student's first name, last name, gender, race, and ethnicity data are on file with PLTW. If gender, race, and ethnicity data is unavailable, please choose "Prefer Not to Say."

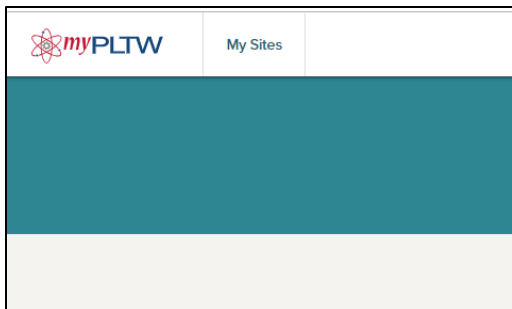




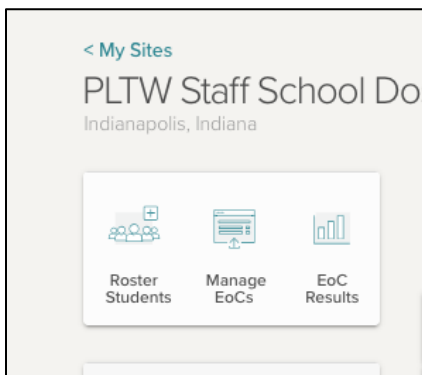
Teacher Access to the PLTW Kite Educator Portal

You can build and administer *Informative Assessments* via the PLTW Kite Educator Portal. To log in to the PLTW Kite Educator Portal, perform the following steps:

1. Visit my.pltw.org.
2. Enter user credentials and select **Log in**.
3. Click **My Sites** in the top left.¹



4. Click the name of the appropriate school site.
5. Select **Manage EoCs**.



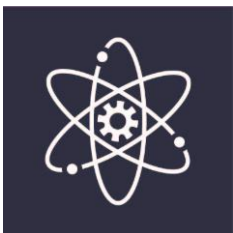
6. **myPLTW** will automatically direct you to the PLTW Kite Educator Portal.

The PLTW Kite Educator Portal Home Page

On the home page of the PLTW Kite Educator Portal, the options you can view depend on your role. For example, PLTW teachers have a different level of access than PLTW Program Coordinators. The specific roles available to you correspond to your role in **myPLTW**. Refer to the “Roles and Permissions” in the **PLTW Kite Portal User Manual – Teacher View** for more information. The following image provides context for a number of features in the PLTW Kite Educator Portal.

¹ A Note about Graphics. Every effort was made to ensure the graphics in this manual match what the users will see when using PLTW Kite Student Portal and PLTW Kite Educator Portal. Expect some slight differences depending on the devices and operating systems you use.





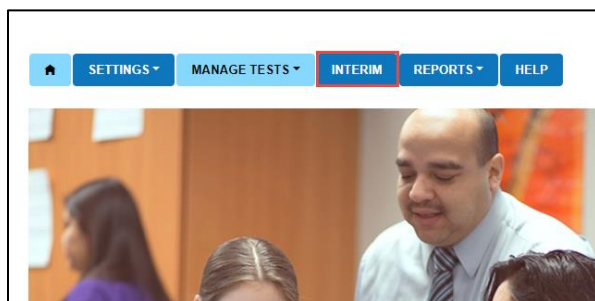
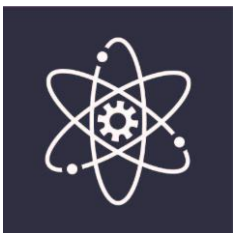
1. Login Name displays on the upper right of the screen after the phrase Logged in as.
2. Login Role, Organization, and Assessment Program appears in three drop-down menus under your name. If you have more than one role or organization, you can switch between them using the drop-down menus.
3. Menus that **display on the home page vary by role. The menus include:**
 - **Home** – This house icon returns you to the home page of the PLTW Kite Educator Portal.
 - **Settings** – Used by administrators to view students, view rosters, and upload student accommodation settings.
 - **Manage Tests** – Allows you to view test sessions and monitor tests.
 - **Interim** – Allows you to create and assign *Informative Assessments* and view results.
 - **Reports** – Contains the data extracts available in the PLTW Kite Educator Portal.
 - **Dashboard** – Displays summaries of testing, reactivations, testing outside hours, and error messages.
 - **Help** – Contains user manuals and answers to frequently asked questions about the PLTW Kite Educator Portal.
4. My Profile **section of the home screen contains a button used to reach the My Profile window where you can quickly update your displayed name and your password.**
5. Quick Links **section of the home page allows you to quickly access several areas of the system.**

Creating *Informative Assessments*

Each *Informative Assessment* may include one or many blocks from the course selection. To build an *Informative Assessment* for your students using the *Informative Assessment Tool*, follow the steps below:

1. Navigate to the PLTW Kite Educators Portal by logging into **myPLTW**, choosing your site, and clicking **Manage EoC Assessments**.
2. Select the **Interim** tab from within the PLTW Kite Educator Portal.





3. Select **Build or Select a Test**.
4. Select **Build test using existing test** from the **Action** drop-down, and select your course from the **Course** drop-down, and then select **Search**.
5. You will see item blocks displayed for your selection. Within a topic-specific item block there may be items that address standards which have not yet been discussed in the curriculum. Teachers should review the alignment to the course framework and to view the individual items within each block before building an interim test.
6. Click the  icon to view the content frameworks represented in each topical block.
7. Preview each block, in the format seen by students, by clicking on the  icon.

Note: The preview function allows the educator to view critical information about the assessment, including the number of questions, the actual questions and answers, and specific information about the *Informative Assessment*. Within the preview function, all items have their correct answers selected. Teachers may clear answers if they will be sharing the preview with students and may be reset by closing and reopening the block.

8. Add block(s) of items to a test by selecting the  icon.
9. After adding the block(s), naming your test, and adding a description (optional), select **Save**.
10. Once you create, name, and save a new test, the PLTW Kite Educator Portal will automatically move to the **Assigning the Test** step. Teachers may assign the test at this time or may do so later by returning to the **My Test** section of the **Interim** tab at any time.

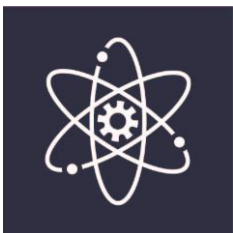
For more detail and images of the PLTW Kite Educator Portal, please see the [PLTW Kite Portal User Manual – Teacher View](#).

Assigning Informative Assessments

You can assign an *Informative Assessment* to all students in a selected roster, to selected groups of students, or to individual students.

1. If you would like to assign the assessment to all students in your roster, select the space inside of the text box, choose the class roster and then select **Submit**.
2. If you would like to assign the assessment to only certain students in your roster, choose **Select Specific Students**. Select the space inside of the text box. Select the pre-loaded roster, choose the specific students, and then select **Submit**.



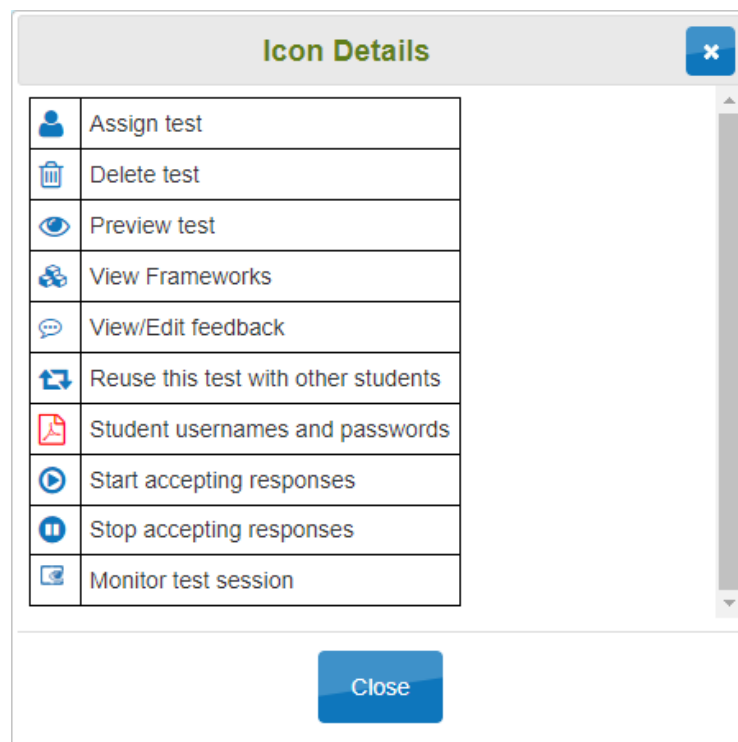


Managing *Informative Assessments*

You can manage your tests by clicking on the **Interim** tab and then **My Tests**. There are several actions you can take in this section by clicking on the icons.

Icon Details found in Test Management:

- **Assign test** – Assigns students to tests.
- **Delete test** – Deletes a test you have created.
- **Preview test** – Provides the test similarly to how a student would see it for the educator to review before assigning.
- **View Frameworks** – View domains, objectives, and knowledge and skills that align to the Mini and Combined tests so that educators can easily confirm they are assessing areas that support their teaching.
- **View/Edit Feedback** – View or update previously provided feedback.
- **Reuse this test with other students** – Allows the educator to assign the test again.
- **Student usernames and passwords** – Provides list of usernames and passwords for students. These will be the same names/passwords they will use the End-of-Course Assessment.
- **Start accepting responses** – Activates the test in the PLTW Kite Student Portal.
- **Stop accepting responses** – Inactivates the test in the PLTW Kite Student Portal
- **Monitor test session** – Allows the educator to see progress of students taking test.



Tests may be reused multiple times during the year, with the same students or student groups or with a new set of students. Tests will be refreshed at the beginning of each school year.

Delivering *Informative Assessments*

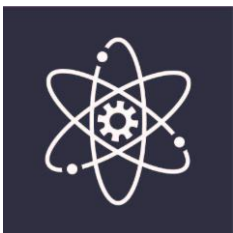
Once assigned, *Informative Assessments* are available to students in the PLTW Kite Student Portal. Students can begin testing through the PLTW Kite Student Portal application by opening Kite and logging in with the usernames and passwords provided by their teacher.

The Kite icon should be available on the desktop or home screen of each student device.



This year – and for *Informative Assessments* only – students will have access to items through a web browser in addition to the Kite Student Portal application. Using Firefox, Chrome, Safari, Firefox iOS, Chrome iOS, Microsoft Edge, the student should copy and paste the following





URL into their browser: <https://student-pltw.kiteaai.org/TDE/logIn.htm>, login with their PLTW Kite Student Portal username and password, and have immediate access to *Informative* Assessments. This expanded option will also allow you to continue synchronous discussions as students are looking at their responses, encouraging deeper engagement and building their learning community.

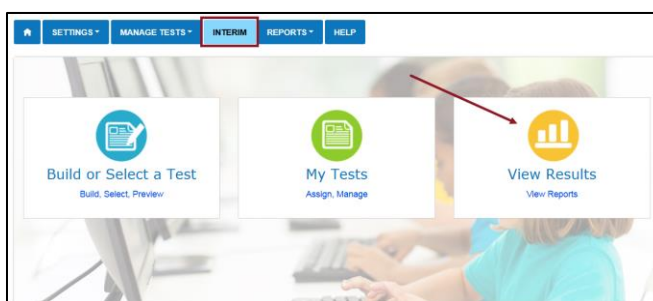
For more information about retrieving student usernames and passwords and starting a test, see [Administering the End-of-Course Assessments](#).

Please Note: Students will be able to select Save and back out of an *Informative* Assessment if they would like to continue taking it later. Once a student has submitted an assessment, they will not have access to the submitted assessment.

Using Results from the *Informative* Assessments Tool

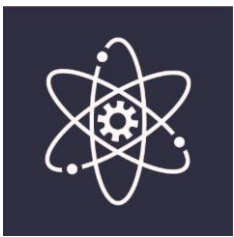
Results from the *Informative* Assessment Tool allow teachers to see individual student scores and responses for each item, which may be valuable in both grading and in determining needs for future instructional approaches.

1. To view results, click **Interim** menu and **View Results**. There are four reports available for *Informative* Assessments.
2. **Student Activity Report:** Summary of all assessments within your organization.
3. **Test Summary:** Data for each student's score per item and for the assessment.
4. **Item Report:** Data for each item with aggregated student response analysis.
5. **Student Report:** More comprehensive data for each student's performance on each item.



Exporting reports into Excel or a CSV file will allow easier viewing and information management. Many teachers have requested specific information regarding student responses to items. The Student Report shows score on each item for each student, including partial scores, and shows the student response as well as the keyed (correct) response.





End-of-Course Assessment

Preparation

End-of-Course Assessments may:

- Provide much needed information for next year's teachers by identifying strengths and gaps in preparation for advanced study.
- Benchmark achievement for students who have learned not only new material but new ways of learning this year.
- Promote gender equity. The new assessment format has been shown to measure skills in a broad context that reduces artificial gender bias in performance.
- Provide students a tool to demonstrate their learning as they apply for admission, or even college credit, at colleges across the country.

Finally, the assessment design measures more than students' knowledge through rote memorization and solving equations divorced of real-world context. The End-of-Course Assessments group these test questions into task sets with a real-world scenario. This approach keeps the End-of-Course Assessments practical and focused on tasks students might encounter in the field. Experts in the field generate these scenarios, and the simulations provide the information and data for students to use in solving the problems. Each of these sets of tasks measures academic knowledge and transportable skills providing a full picture of each student's ability.

We strongly encourage schools to utilize the End-of-Course Assessments but students in the 2020-21 school year are not required to take the PLTW End-of-Course Assessments. Please consider the benefits for students and educators, which perhaps are more important than ever before as you navigate challenges faced this year.

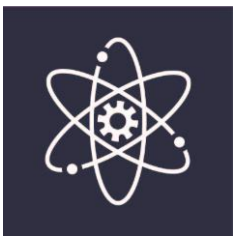
Establish the time and date for administration. Administration can take place in one day or over two days. PLTW does not impose time limits for the End-of-Course Assessments. We've designed each section of the assessments for students to complete within a 50-minute class period. When setting the time and date for administration, teachers should be cognizant that some students may take longer than a traditional class period to complete the assessments. Schools should allow these students to finish the assessment comfortably. Once a student has ended a section, they cannot restart that section later.

Determine if you will be administering End-of-Course Assessments to students outside of an in-person setting. Schools may continue to offer the End-of-Course Assessments in-person with flexibilities like offering the assessment to smaller groups of students over multiple days, and/or using alternate classroom space (such as the library, gym, or cafeteria) to administer the tests.

In our ongoing commitment to support distance learning, students can take the End-of-Course Assessments through distance administration, if necessary. Due to the unique security requirements involved with distance administration, PLTW requires schools to use an approved remote proctoring vendor for testing that is not conducted in-person. Learn more about [administration considerations during the COVID-19 pandemic](#).

PLTW's commitment is to fair and equitable opportunities for all of our students. Testing via distance administration will still require a stable Internet connection, a distraction free environment, and





reliable testing devices. If students don't have the appropriate access in their distance learning environment, the school should work to provide appropriate access or provide an in-person administration environment.

There are unique challenges to distance administration. Just as teachers have learned by moving their classrooms online, the online environment complicates normally simple procedures. The PLTW End-of-Course Assessments are standardized and secure assessments. To assure both high levels of technical support and procedural consistency, PLTW has approved a distance administration vendor to ensure schools administer assessments in a secure and standardized testing environment. Other mechanisms to provide distance administration are strictly prohibited as they are not able to provide the level of standardization and security required.

Distance administration requires support of an approved third-party vendor. Allow enough time to review vendor requirements and execute any required agreements between the school and the vendor in advance of the assessment date. Schools may elect to use proctors hired by the vendor or may arrange with the vendor to provide training and support for school staff as proctors. Training for school staff may require multiple sessions and must be completed before the first assessment is delivered outside of the school.

PLTW will continue to review distance administration vendors as this sector is experiencing wide-spread growth during the COVID-19 pandemic. If PLTW approves additional vendors after a thorough analysis, we will update this document and share the news with our network. We will add any additional vendors by March 31, 2021.

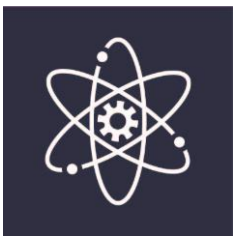
PLTW recognizes that schools may have previously existing relationships with distance administration vendors. Our extensive review of distance administration vendors included security protocol and compatibility with the PLTW Kite Student Portal. A school may request a review of their existing distance administration provider. If PLTW determines that a vendor meets the specific criteria, we may allow its use in the administration of the End-of-Course Assessment. Schools must submit requests for review as soon as possible to pltwassessment@pltw.org and no later than March 31, 2021. The review process may take up to eight weeks.

Notify building and district administrators of planned test dates. As available, confirm that students will not encounter interruptions by drills, rallies, or other events.

Review Test Blueprints and Sample Score Reports to make students aware of test content and alignment to their course of study. [Test Blueprints](#) and [Sample Score Reports](#) are available in this document and in the Teachers Guide for each course. They offer a definitive outline of material covered on the End of Course Assessment, and what weight each skill cluster has been assigned by the subject matter experts who designed the assessment.

Introduce Informative Assessments. Help students become familiar with the style and format of the assessment items as they review various skills measured by using the Informative Assessment tool. Schools should offer Informative Assessments throughout the 2020-21 school year. To support students who may be learning at a distance this year PLTW has expanded access to the Informative Assessments (ONLY) through an unlocked browser. Students using an alternate device, which may not yet have the Kite Student Portal installed, can still learn from the testing experience available through the Informative Assessments. Browser-based delivery also allows for video conferencing while viewing the assessments to deepen connection with remote learners through engaging class discussions.





Testing Accommodations

PLTW designs assessments to be accessible to all students. Schools directly manage many accommodations, such as reduced distractions, or extra time on the test. There are many other accommodations available in the PLTW Kite Portal, such as read aloud or color overlay. PLTW will also provide paper tests or a Braille form, if required. If a student with an Individualized Education Plan (IEP), Section 504 Plan (504 Plan), or Individual Learning Plan (ILP) needs one of the many accommodations that PLTW provides, a school generally requests that via the Personal Needs Profile (PNP) in the PLTW Kite Portal. If a student requires additional materials such as a Braille form or a paper version of the assessment, please notify PLTW at least six weeks in advance by emailing pltwassessments@pltw.org. Find more about available accommodations in the [PLTW Student Accommodation Guide](#).

For schools considering distance administration, it is important to note that not all accommodations may be available in the distance administration environment. For example, if a student requires a paper pencil exam, teachers will need to provide in-person administration, either in the school setting or an alternative setting. Schools are responsible for providing accommodations as appropriate.

Please Note: Student accommodations need to be set at least 24 hours through the PNP process before administering the End-of-Course Assessments. If you requested materials from PLTW, please allow up to six weeks processing time to produce and ship.

To update accommodations in the Student PNP:

1. Click on **Settings**.
2. Select **Students** from the main menu.
3. Locate the **Student Record**.
4. Click **No Settings**.
5. Select **Edit Settings**.

You can also add or modify students' PNP settings in bulk by downloading a PNP Settings (Abridged) extract, updating the data, and then uploading the file under the Students tab in PLTW Kite Educator Portal. For more information about the PNP upload, please view the [PLTW Kite Portal User Manual – Teacher View](#).

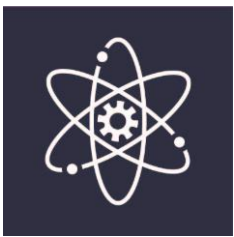
Roster Students and Provide Demographic Information

Student information is automatically transferred from the PLTW roster to the PLTW Kite Educator Portal roster each year. Depending on the method of rostering completed, there may be additional information required for access to the PLTW Kite Student Portal.

- For the PLTW Kite Student Portal to recognize a student, he or she must have a record of a first and last name, and grade level. If students have self-registered, they may not have previously provided this information.
- To be assigned an End-of-Course Assessment, a student must have a record of first and last name, grade level, date of birth, gender, race, and Hispanic ethnicity. PLTW uses gender, race, and Hispanic ethnicity to make sure that test questions aren't biased towards certain groups.

Students can provide this information by visiting their profile in [myPLTW](#). If students do not wish to share gender, race, or Hispanic ethnicity information with PLTW, they may choose "Prefer Not to Say."





Teachers can provide this information by clicking My Sites, selecting their school, selecting their course, and using the Edit/Drop feature for each student.

Knowing a student's gender, race, and Hispanic ethnicity are important psychometric tools that allows PLTW to evaluate individual items or questions for any inherent or implicit bias, ensuring the validity and reliability of the assessment. These fields must be complete to assign an assessment to a student. *Students may choose to not specify an answer.*

Engagement

According to the Joint Committee on Testing Practices², students should know what material will be on the assessment and what they will be able to do with the results. Prepare your students early in the school year to help them understand the connections between what they are learning and what they can expect to see on the final test.

Checklist for Student Engagement

1. Review the **Test Blueprint and a Sample Score Report** with students.
2. Students may only take the End-of-Course Assessment once in this course, so it is important to provide opportunities for students to become familiar with the PLTW Kite Portal. Familiarize students with the functionality of the PLTW Kite Student Portal and the style of item design through administration of tests that are created and assigned using the **Informative Assessment Tool**.
3. Review potential student opportunities nationally and locally. For PLTW listed opportunities, encourage students and parents to visit PLTW's website.³
4. Discuss score sharing with students and their caregivers as it relates to both data privacy and opportunity. Distribute the **Score and Information Sharing Consent Letter to Students and Parents**.

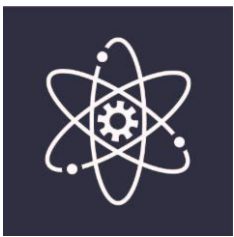
Checklist for School and Community Engagement

1. Engage administrators and school counseling staff with preparations for the End-of-Course Assessments and let them know about the individual and aggregate score reports that you will be sharing after the End-of-Course Assessments.
2. Ask for administrator support in creating an environment for successful administration of this nationally recognized assessment. Explain how performance on this assessment can help your school join the list of Distinguished Schools on the PLTW map.
3. PLTW students engage with community leaders in many ways throughout the program year. Teachers can use the PLTW End-of-Course Assessments to deepen connections and build support for their students.

² Joint Committee on Testing Practices, Code of Fair Testing Practices in Education, available at <https://www.apa.org/science/programs/testing/fair-testing.pdf>

³ Connecting Students to College- and Career-Focused Opportunities, <https://www.pltw.org/experience-pltw/student-opportunities>





4. Provide information about the assessment design process and End-of-Course Assessments Score Reports as you host STEM festivals or robotics competitions.
5. Share sample score report with employers in your community. Encourage them to recognize both accomplishments in subject matter and in transportable skills.
6. Schedule presentations with local community service groups to discuss how they can support PLTW students. Don't limit your "ask" to just money. Let them know that recognizing student achievement on the End-of-Course Assessments will strengthen both your students and your community.
7. Ask your students for recommendations about which colleges and post-secondary training programs interest them. Send sample score reports to these programs and invite admissions staff to ask students about their achievements on the End-of-Course.

Administering the End-of-Course Assessments

Review Security with Students

PLTW test security protects the value of the assessment results for all students. Review expectations with students before the test day and confirm that ALL students can ask questions.

Download Usernames and Passwords

To download usernames and passwords, access the PLTW Kite Educator Portal and navigate to [Reports → Data Extracts](#) and find the [Student Login Usernames/Passwords](#) extract. Download the most recent CSV and/or PDF by clicking [New File](#) in the student usernames and passwords extract row.

Note: The PLTW Kite Student Portal usernames will match students' [myPLTW](#) usernames, but the passwords will be different.

For additional detail about downloading student usernames and passwords or to learn about the other data extracts available in the Kite Educator Portal, see [PLTW Kite Portal User Manual – Teacher View](#).

Obtain Daily Access Codes

The Daily Access Code is a test security measure to limit the risk of unintended access to the assessment. Only the proctor responsible for monitoring the event and only to students who will be testing at that time should receive the codes. Codes are available beginning 3:30 p.m. local time the day before testing begins. Daily Access Codes change daily, are individualized for each course and section, and **students must enter a different daily access code for each section** of the assessment.

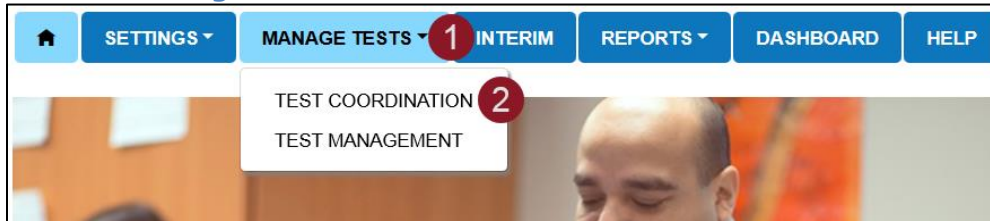
Note: If you are giving Part 1 and Part 2 of an End-of-Course Assessment in the same session, you will need print out separate Daily Access Codes for Part 1 and Part 2.

To print codes, follow the steps below:





1. Select the **Manage Tests** tab and then **Test Coordination**.

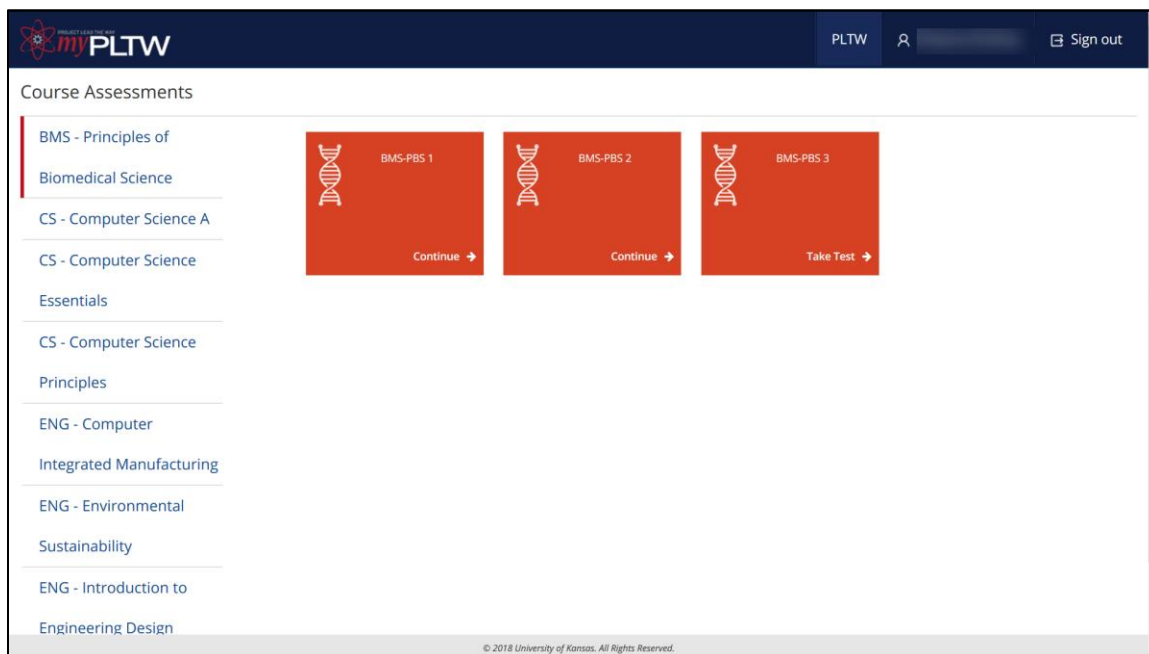


2. Select the **View Daily Access Codes** tab and complete the fields.
3. Select the checkboxes to select the Daily Access Codes you would like to print.

4. Select **View Access Codes** button and then select **Done**.

Starting a Student Test

1. Instruct the Student to log into the PLTW Kite Student Portal.
2. Select course from menu on the left side of the screen.
3. Select the appropriate test from the available options on their screen.





4. Click **Take Test** or **Continue**.
5. Read the instructions. Students may need to scroll to see all instructions.
6. Click **BEGIN** (or **NEXT**).

Full instructions on use of the PLTW Kite Student Portal, including descriptions of each function are available in the [PLTW Kite Portal User Manual – Student View](#).

Primary Components of Proctoring PLTW Assessments

- **Prepare for the Role.** Each district should define proctor qualifications carefully. The End-of-Course Assessment requires attentive proctors.
- **Maintain Security.** Proctors must observe testing during the entire session and must always remain vigilant to maintain security protocol. Protecting the copyrighted content and providing a secure environment assures for fair and consistent opportunities for all test takers.

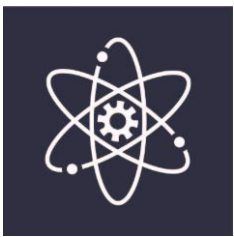
As a proctor, you are critical to maintaining a fair and valid assessment. Our students are counting on you.

Thank you for your attention to detail and commitment to student success.

Proctor Checklist

Activity	Done
Review security protocol with students.	
Confirm each student has a working headset, if using group administration.	
Distribute the daily access codes for each session. (Only provide this once a student is in a proctored session.)	
Distribute or confirm that each student has <i>clean</i> scratch paper.	
Provide optional formula sheets (for Engineering courses only).	
Read standardized opening statement.	
Provide quiet and respectful testing environment.	
Allow enough time for each student to complete the assessment in an unhurried manner.	





Destroy or supervise destruction of ALL notes and scratch paper used during the assessment.	
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During the Test

Do NOT Allow Students to:

1. Copy or transmit any copyrighted materials.
2. Provide or accept assistance from other individuals.
3. Refer in discussion or posting to social media the specifics of any test content.

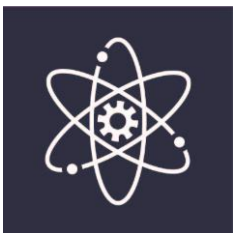
Test content is protected by law. Do not copy or discuss contents of the End-of-Course Assessment.

- Please report testing irregularities or any suspected compromise of PLTW copyrighted materials to PLTW immediately for further investigation.
- No unauthorized guests or visitors should be in the room during a test session.
- No unauthorized access to internet capable devices during the test.
- The PLTW Kite Student Portal will block access to additional sites on the testing device.
- Please post at least one *Do Not Disturb* sign, included in the appendices, outside of classroom to alert visitors that testing is in session if testing in a school building.

Authorized Student Materials for End-of-Course Assessments

- **Formula Sheets.** Formula sheets are available for certain courses as an onscreen resource through the PLTW Kite Student Portal. For students who prefer a separate paper copy of the Engineering formulas, PLTW-approved formula sheets are allowed. The formula sheet is available from the General Student Resources page curriculum in [myPLTW](#).
- **Calculator.** The PLTW Kite Student Portal provides an option for standard calculators for all students and a scientific calculator for students taking Engineering and Biomedical Science assessments. Students are also allowed to use their own calculators, including programmable calculators.
- **Blank scratch paper.** Proctors may provide blank scratch paper to students before test administration, which they must collect at the end of the test session. Proctors must destroy any paper with marks on it after the test.
- **Headphones.** To facilitate a full and engaging testing experience, PLTW has included videos with sound. To prevent disturbing other students in a group setting, each student should have access to a pair of headphones.
- **Remote monitoring web camera** (which may a cell phone) for distance administration (if applicable).





- **Additional devices or materials** required as part of an Individual student's authorized Individualized Education Program (IEP), Section 504 Plan (504 Plan), or Individualized Language Plan (ILP).

Getting Help

If you need additional help, call or email the PLTW Solution Center at 877.335.7589 or solutioncenter@pltw.org.

End-of-Course Assessment Start-of-Session Script

Read the following directions to students before they begin the End-of-Course Assessment.

Note: The words in regular text are what you should read verbatim to the students. Italicized text in parentheses are instructions to you, the teacher, only.

Please follow the same instructions for each section of the test. You may test both sections on the same day or over two days. Each section has its own Daily Access Code for each day of testing.

You are about to take the Project Lead The Way End-of-Course Assessment for (*insert course title*). This test measures your understanding of the concepts you learned in this PLTW course.

During the test, you may use a calculator, (*if applicable, insert "the PLTW formula sheet"*), the scratch paper provided, and a pen or pencil. The scratch paper (*if applicable, insert "and the formula sheet"*) will be collected at the end of the testing administration. If you did not bring a calculator, you may use the calculator provided in the Kite tool kit.

To access the testing platform, please double-click on the PLTW Kite Student Portal icon on the computer desktop. At the Login prompt, type your username and password. Click **Login**.

Select your course from the column on the left. If you are only enrolled in one course, you will skip this step. Click **Take Test** on the appropriate section of the test. If you are just starting the assessment for this course, you will only see Section 1. If you have completed Section 1 already, you will only see Section 2.

Enter the Daily Access Code in the Access Code field and click **LET'S GO**. You should now see the General Directions page. To avoid being interrupted once you start, PLEASE WAIT until all students are logged in before you proceed to the test.

(Make sure all students are logged in to the site, the general directions page is displayed, and the correct test is list at the top of the general directions page.)

As you proceed through the test, you can move forward and backward within a section as well as choose to view the passage and question together or individually. The individual view of either may provide a larger image. Within a test section, you may mark items for review, which means you can flag an item and return to it later within that section. If you select an answer for an item and flag it for review but do not return to it, the response you marked will be scored.

After you have completed the section, click **Review/End** to review your assessment completion status. If you have unanswered or flagged questions, click **GO BACK** to complete the test and then return to the Review screen.





DO NOT select **END** until you have completed your review. You will no longer be able to go back to review and answer questions in this section once you confirm you are ready to submit this section for scoring.

Click **END** only when you are done with this section. Click **Yes** on the confirmation window. Click **Sign Out** when you are ready to leave the Kite testing platform.

If you encounter a question that appears to have an image missing, do NOT answer the question, quietly raise your hand to let me know.

I am not able to answer any questions about the items on the test. Please answer each item to the best of your ability.

This test will have *approximately 25* items in this section.

Please look only at your own test. Do not look at the responses of any students who are seated near you. So that your score is an accurate reflection of your knowledge, it is important that you try your best. Do you have any questions?

Allow students to complete Section 1 and read the script from the beginning to proceed with Section 2.

If you have an issue that needs immediate attention, please contact the PLTW Solution Center at 877.335.7589.

Interruptions

If any of the following events occur during test administration, follow the procedures as outlined so students can finish the assessment.

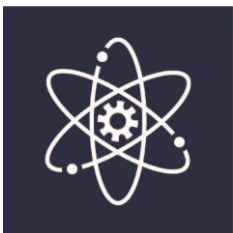
Remember that your safety and that of your students is our first concern. If you have an urgent issue that interrupts testing, please contact PLTW as quickly as you can safely do so. Please include details of any irregularity that interrupted testing as you complete the Proctor Report at the end of the test session.

Power or Internet Outage: Items answered before the outage will be saved. If the power or internet restores within 90 minutes, students may log back in to continue the test, starting where they left off. If the delay is longer than 90 minutes, please contact the PLTW Solution Center for further instructions. If you leave a message or send an email please be sure to indicate it is time-sensitive and include the number of students impacted, how long they had been in the test, and their availability to resume testing today.

Low Bandwidth/Computer Issues: The PLTW End-of-Course Assessments work with a variety of systems, but low bandwidth issues at the local network level are outside of PLTW control. Extremely low bandwidth or high internet latency is the most frequent cause of images failing to display properly. Talk to your local IT department for more information and please refer the **Installation guide**, available for download at <https://www.pltw.org/pltw-software>.

If your local network has bandwidth issues, the test may not display correctly. If item questions are not loading correctly (for example, images do not display), PLTW advises you to ask your local IT department to look into possible bandwidth, proxy, or other issues before you allow students to answer the questions that





did not display correctly. If a student submits their answers to the test, you cannot grant re-entry into the exam, nor allow a retest.

Emergency Situations: If other situations (e.g., fire alarm, weather emergency, student illness, etc.) arise that force a student to stop in the middle of a section, the student should close out of the system by pressing the power button to end the application. There is a 90-minute grace period to resume the test. Any delay longer than 90 minutes will require the test to be reactivated by the PLTW Solution Center. If students resume the test the same day, they will use the same Daily Access Code to continue testing. Delays that require moving the test to a different day will require a new Daily Access Code.

If the emergency requires a break from testing (such as needing to leave for the restroom), the student should not make any phone calls, refer to any notes, nor consult with teachers and proctors or students during this break. Do not allow the student to communicate through text messages, email, and social networking sites, or have access to electronic equipment or photographic equipment. Students should not leave the testing area without the proctor's permission.

Testing Irregularities

Students who understand the implication of a security breach during standardized testing will usually stop an unacceptable behavior if reminded by the proctor. If a proctor believes that a test must be terminated for reasons of test security (e.g. the student or someone else in the room appears to be copying or sharing test content), the session should be terminated immediately.

If administration is occurring via distance administration and you need to terminate a student's test session, please contact our partners at Agile Technology Solutions (University of Kansas) immediately at 785.864.3537.

If time sensitive testing irregularities (those that interrupt a student testing experience) occur in the school setting during the End-of-Course Assessment, please reach out immediately to the PLTW Solution Center at 877.335.7589 for live support. During peak seasonal testing when phone lines are exceptionally busy, if you are unable to stay on the phone, you may send an email to the Solution Center Team at solutioncenter@pltw.org. Irregularities reported to PLTW may include suspicion of unfair test preparation or test-taking strategies you observed, as well as technology-related and proctoring issues.

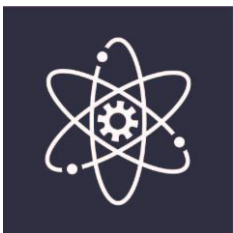
Examples of irregularities and issues to report immediately are listed below. This list is not exhaustive.

- Images within the End-of-Course Assessment not displaying properly.
- An error message appearing during a testing session.
- Student or proctor becoming ill during a testing session.
- Teachers, proctors, or students failing to comply with End-of-Course Assessment security protocol.
- Eligible students who may be missing tools to facilitate an appropriate accommodation(s).

Do NOT allow students to answer test questions that have an image missing.

Saving and Ending a Test





Note: Item responses are automatically saved as they are entered. In case of emergency (fire alarm, power outage, etc.), previously answered questions are protected from data loss.

Ending a test is two-step process. First, the students use the Review Screen to see if they have entered an answer for each question. After reviewing the test for completeness, the students end their test by clicking **END**. Please see the [PLTW Kite Portal User Manual – Student View](#) for additional detail.

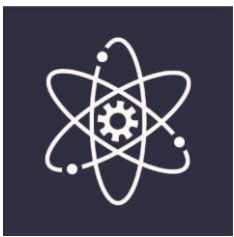
End-of-Course Assessments, for security reasons, do not allow student reentry at a later time, except in emergency situations and with approval from PLTW.

After the Test

1. Proctors are responsible for collecting and destroying all scratch paper and/or formula sheets that were available for use during the assessment. In the interest of resource management, proctors may choose to carefully inspect each piece of paper and may reuse those that have NO marks on them. If there are any notes on the paper, even if they appear to be unrelated to the assessment, the paper must be destroyed completely.
2. Remind students that they should not discuss specific assessment content with others, even after the session. If students want to share comments or to report a specific issue to PLTW, encourage them to send an email to pltwassessments@pltw.org. They should not include any specific language from the assessment in their message.

Be respectful of both PLTW copyrighted content and of student confidentiality.





End-of-Course Assessment Results

Accessing Scores

Program Coordinators, Site Coordinators, and teachers will be able to access student scores within 24 hours of a student completing the assessment. Students must submit both sections of the assessment before scoring will occur.

While the assessments are validated for measuring student achievement at the completion of each PLTW High School course, they have not been evaluated as tools for evaluation of instructors. If schools plan to use scores for any purpose outside of that which PLTW intends, it is the users' responsibility to validate scores for that specific use.

To locate End-of-Course Assessment scores in **myPLTW**:

1. Click **My Sites**.
2. Click the appropriate school name.
3. Click the appropriate class name.
4. Click **Student EoC Results**.

Scores are available in several different formats, including individual student score report PDFs and summary score reports in CSV.

Students may also access their scores clicking on the **Assessments** tab in the student's **myPLTW** account.

Scale Scores in Standards-based Scoring

Standards-based results measure performance against predetermined criteria or objectives. The scale scores are presented from 100-600. Performance levels for each subject have further been evaluated by PLTW teachers and select individuals from industry and higher education to determine placement in the broad achievement level bands of Novice, Practiced, Accomplished, or Distinguished.

Skill Cluster Level Reporting

The use of Skill Clusters to report on student performance is designed to provide an extra layer of information to students and teachers. Because a test of this length does not allow for accurate interpretation at the individual competency level PLTW has grouped certain competencies and domains into skill clusters to provide more granular reporting. Individual Professionals from industry and higher education met with PLTW teachers to determine the specific aggregation of knowledge and skills that would appropriately be clustered for reporting purposes. Skill cluster sub-scores range from 1 to 6, which approximates performance on the overall scale of 100 to 600¹. While students who perform very well on the scale score may also perform very well on skill cluster scores, the breakdown offered in the skill cluster area will identify specific areas of strength for each student.

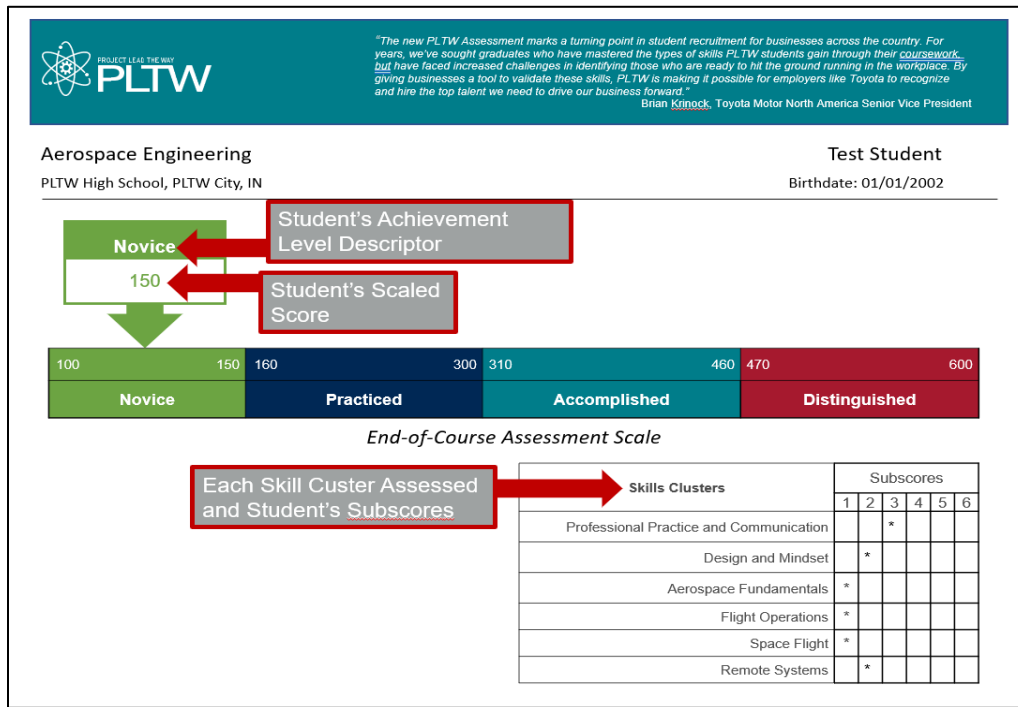
Additional information about interpreting score reports to improve instruction and learning can be found in **Interpreting End-of-Course Assessment Scale Score Reports**.

Comparing Student Performance Across the U.S. PLTW also plans to annually release normative information to show how students performed in comparison to their peers who took the same assessment during the same year. You can find the report from 2018-19 in the **PLTW Score Interpretation Guide**.





Sample Score Report



Novice	Practiced	Accomplished	Distinguished
Students may show some evidence of understanding routine procedures and concrete concepts in the PLTW Pathways. Novice students may be able to ask questions about simple problems.	Students use routine procedures and concrete concepts in the PLTW Pathways. Practiced students use creative, critical, and logical reasoning to solve simple problems.	Students apply integrated procedural knowledge and conceptual understanding to routine real-world problems in the PLTW Pathways. Accomplished students use creative, critical, and logical reasoning to solve real-world problems.	Students routinely apply integrated procedural knowledge and conceptual understanding to resolve complex and novel real-world problems. Distinguished students consistently use creative, critical, and logical reasoning to synthesize their understandings in complex, real-world scenarios.

Student Score and Information Sharing

Students can share scores and information with PLTW higher education partners, who may then recruit students for opportunities like preferred admissions, scholarships, campus experiences, internships, and more. There are two main ways for students to share scores and information.





1. Students may share scores and information at the conclusion of the End-of-Course Assessments. Each student should be given an **informational letter**, which will help them to fully understand this option and to discuss it with their parents if they are under 18. The letter includes the Informed Consent.
2. Students may also share scores and information via their **myPLTW** account.





Appendices

1. [Important Links](#)
2. [Score and Information Sharing Consent Letter to Students and Parents](#)
3. [PLTW Assessment FAQ](#)
4. [PLTW Testing in Progress Sign](#)





Important Links

- [Preparing for an End-of-Course Assessment](#) (YouTube)
- [Creating an *Informative* Assessment](#) (YouTube)
- [PLTW Kite Portal User Manual – Student View](#)
- [PLTW Kite Portal User Manual – Teacher View](#)
- [PLTW Score Interpretation Guide](#)
- [Interpreting End-of-Course Assessment Scale Score Reports](#)
- [PLTW Student Accommodation Guide](#)





Test Blueprints

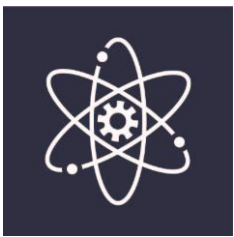
Computer Science A Computer Science Essentials Computer Science Principles Cybersecurity	Aerospace Engineering Civil Engineering and Architecture Computer Integrated Manufacturing Digital Electronics Engineering Essentials Environmental Sustainability Introduction to Engineering Design Principles of Engineering	Human Body Systems Medical Interventions Principals of Biomedical Science
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Sample Score Reports

PLTW Computer Science	PLTW Engineering	PLTW Biomedical Science
Computer Science A Computer Science Essentials Computer Science Principles Cybersecurity	Aerospace Engineering Civil Engineering and Architecture Computer Integrated Manufacturing Digital Electronics Engineering Essentials Environmental Sustainability Introduction to Engineering Design Principles of Engineering	Human Body Systems Medical Interventions Principals of Biomedical Science



Score and Information Sharing Consent Letter to Students and Parents

Introduction

During the 2020-21 school year, you (or your student) will participate in a Project Lead The Way ("PLTW") End-of-Course ("EoC") Assessments. The PLTW EoC Assessments are standardized tests given at the completion of a PLTW course. These tests measure a student's achievement in the PLTW course, and students' scores may be used in many ways. This letter is to notify you about an option on the EoC Assessments to share scores and information to facilitate recruitment and information sharing for opportunities offered by colleges and universities.

Results that Impact Your Future

Certain colleges and universities offer opportunities and information based on students' completion of PLTW courses and performance on the EoC Assessments. These opportunities may include admissions preferences, receipt of course credit, and/or special communications about opportunities within an institution of higher education.

To help students communicate their EoC Assessment results with colleges and universities as well as receive student opportunity information from those organizations, PLTW will ask your student a question prior to and following the EoC Assessment. At the beginning of each EoC Assessment, students will have the ability to share their email addresses for the purpose of receiving additional information about student opportunities (see Image 1). Students opting not to respond to the item may leave it blank and simply continue to the assessment.

At the end of the EoC Assessment, students can opt out of score and information sharing. To share, students can choose to continue (see Image 2). Otherwise, they may opt out and additionally provide a reason for opting out (see Image 3).

PLTW will only share student scores and information with institutions of higher education that have both: 1) requested the information from PLTW for the limited purpose of student recruitment and opportunity sharing, and 2) signed a confidentiality agreement with PLTW. Please review and discuss the Informed Consent Notice attached to this document with your student.

The responses to these questions will in no way affect the students' test scores.

Sharing Email Addresses and Opting Out of Sharing Information

Image 1: Sharing Email Addresses





Your participation in Project Lead The Way opens the door to a diverse network of accredited higher education institutions. You can now apply your real-world learning experiences to a number of opportunities.

Please provide your email below if you are between the ages of 13 and 17 and your parent/guardian allows you to receive information specific to your skills and interests, or if you are 18 years old or older and want to connect with PLTW or our higher education partners to learn more about opportunities for scholarships, recruitment, and admissions preference.

Email:

Confirm Email:

Image 2: Sharing Information and Scores

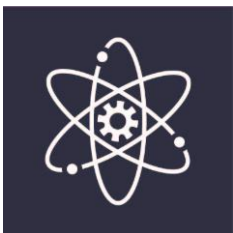
Congratulations on completing the PLTW End-of-Course Assessment! You have worked hard, and institutions of higher education are taking notice of this Assessment and the work you've done within your PLTW course(s). Project Lead The Way has a number of partnerships with colleges and universities, and many of these partners offer opportunities like scholarships, recruitment, admissions preferences, and more to PLTW students based on consideration of the skills demonstrated through this assessment.

If you are between the ages of 13 and 17 and your parents/guardians have reviewed an Informed Consent Notice (or similar document) made available to them, or if you are 18 years old or older and you consent as an adult, we will share (i) your first and last name, email address, ethnicity, race, gender, district, school, course, and school grade which you has disclosed to PLTW (collectively, "Data") and (ii) your PLTW End-of-Course Assessment scores.

If you are not interested in making these connections at this time, then you can opt out. If you are 12 or younger, you must opt out.

Image 3: Opt Out Page





☐ I'm 12 or younger, so I cannot share my Data and scores.

☐ I'm 13 to 17, and my parents do not wish for me to share my Data and Score Report, or I am 18 or older and I do not wish to share my Data and scores.

CONTINUE

Summary

In order to further empower students to thrive in an evolving world, PLTW is pleased to provide students the ability to share their EoC Assessment scores and information to facilitate recruitment and information sharing about opportunities offered by colleges, universities, and industry employers (who are prohibited from using the information for any other purpose). Please note, the intention of this confidential sharing of scores is to supplement and not replace students' individual college and career search processes. Students should still actively pursue their own independent college and university, and career searches, and provide their information consistent with those endeavors.

Please review the Informed Consent Notice on the following pages. Should you have any questions, please contact the PLTW Solution Center at 877.335.7589 or solutioncenter@pltw.org.

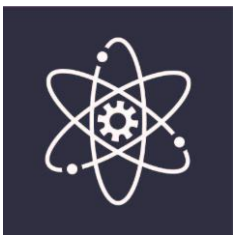
Informed Consent Notice

The Federal Educational Rights and Privacy Act ("FERPA") and state law provides for privacy and rights of access to certain educational records for students. For students under 18 years of age, parents or guardians are permitted to exercise these rights on behalf of the student. Disclosures to schools in which a student intends to enroll or to seek enrollment is permitted without consent, as long as the student is aware of the possibility of the disclosure. This form provides notice of the possibility of disclosure and details the manner in which you can consent to the disclosure by Project Lead the Way ("PLTW") of (i) a student's first and last name, email address, ethnicity, race, gender, district, school, course, and school grade, which has been disclosed to PLTW (collectively, "Data") and (ii) the PLTW End-of-Course Assessment scores for that student. Such disclosure will only be made to specific parties and for the specific purposes as set forth in this notice.

To make sure students and their parents and/or guardians know that PLTW will be asking students to provide the Data and to consent as set forth below when participating in PLTW's End-of-Course Assessment, copies of this Informed Consent Notice have been provided to each student's school officials. PLTW has asked school officials to share this Informed Consent Notice with the applicable students, parents, and guardians. Please note, students 12 years of age or younger must opt out of Data and score sharing.

The PLTW End-of-Course Assessments offer students the opportunity to demonstrate the skills and knowledge they have developed while participating in a PLTW Program. Colleges and Universities that support the development of STEM skills have partnered with PLTW to support the PLTW curriculum and to encourage students that have engaged in the PLTW curriculum. These partners ("Colleges and Universities") are interested in learning about individuals who have participated in PLTW as potential students and have entered





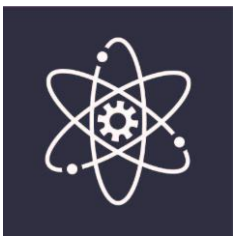
into Data Protection Agreements which limit use of the Data and scores to evaluating the potential of the PLTW student and communicating with that student regarding opportunities at these Colleges and Universities, including scholarships, recruitment, and admissions preference.

CONSENT: *Unless you "opt out" during the End-of-Course Assessment, you acknowledge and consent to the following:*

- I am between 13 and 17 years old and my parents have reviewed this consent and authorize the disclosure of my Data and End-of-Course Assessment scores to the Colleges and Universities OR I am at least 18 years old and am consenting as an adult to such disclosure.
- I authorize PLTW and my school to disclose my Data and scores to the Colleges and Universities that have requested this information and signed a confidentiality agreement for the purpose of providing **student opportunities**. I understand that the Colleges and Universities may use the Data and End-of-Course Assessment scores to further evaluate my qualifications for opportunities including admissions, dual credit, and scholarships for post-secondary education or training programs with Colleges and Universities and related matters. I consent and agree to this use of my Data and End-of-Course Assessment scores. This consent is for the benefit of myself, PLTW, my current school, and the Colleges and Universities who review and evaluate this information.
- PLTW, my school, and the Colleges and Universities can rely on that any action taken through the KITE Assessment Portal using my username and password are taken by me, and that I have not shared my username and password with anyone.
- I understand that PLTW has implemented safeguards that are intended to ensure the security of Data and scores, but that it is impossible to guarantee the security of such electronic data and information, particularly when it is transmitted across the Internet.
- I understand that sending my Data and End-of-Course Assessment score is not required, and that this information can be sent to Colleges and Universities in other ways.
- I understand that I can revoke (withdraw) my consent to have PLTW electronically provide my Data and End-of-Course Assessment scores to the Colleges and Universities at any time by submitting a written request to revoke to solutioncenter@pltw.org. I understand that it may take up to 14 days for the revocation to be effective, and that the revocation will not affect Data and scores that have already been sent to Colleges and Universities.

If you do not want to consent to all of the items above, you may opt out.





PLTW Assessment FAQ

Testing in the PLTW Kite Student Portal

1. **What is the difference between student usernames and passwords and Daily Access Codes?**

Students use the usernames and passwords to access the PLTW Kite Student Portal to complete *Informative Assessments* and *End-of-Course Assessments*. Daily Access Codes are only used for *End-of-Course Assessments*.

2. **Are Daily Access Codes specific for each class?**

No. A Daily Access Code is the same for every student, regardless of state, district, or class. Each student completing a test session on a given day will use the same Daily Access Code for that specific test section.

3. **If we print Daily Access Codes at 5 p.m. local time for testing the next day and a student is sick the day of testing and they miss that day, do we have to print new Daily Access Codes for them to complete the End-of-Course Assessment another day?**

Yes, you will need the new Daily Access Code for the day the student will complete the End-of-Course Assessment.

4. **Can I administer the End-of-Course Assessment over a two-day period?**

Yes. Each End-of-Course Assessment is in two parts of approximately 25 questions. Though the assessments are untimed, PLTW expects that each section can be completed during a 50-minute class period. The two parts may be taken on the same or different days, if the available testing time is long enough for either one section or two sections. Note, that teachers should allow sufficient time for all students to finish each section. Insufficient time for completion is not a rationale for re-opening the test.

Error Messages and Troubleshooting

1. **When starting the PLTW Kite Student Portal, I received the message “browser not supported.” What should I do?**

The “browser not supported” message indicates that you may be using the direct website, have an older version of the PLTW Kite Student Portal installed on the testing machine, or have more than one version of the PLTW Kite Student Portal installed on the testing machine.

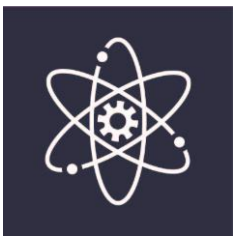
If you have more than one version of the PLTW Kite Student Portal installed, uninstall (delete) both versions, then download and install the most recent version of the PLTW Kite Student Portal.

If you have an outdated version of the PLTW Kite Student Portal installed, uninstall (delete) the outdated version, then download and install the most recent version of the PLTW Kite Student Portal.

For more information on installing the Kite Student Portal, see the below links:

- [Installation Guide for Windows](#)
- [Installation Guide for Mac](#)
- [Installation Guide for iPads](#)





○ Installation Guide for Chromebooks

2. **Can students exit a test after starting it (without finishing the test)?**

In general, a student should complete the test before closing the PLTW Kite Student Portal; however, if a student needs to exit the test during the testing period, they should close the application.

3. **Why do I see a white screen with the words "Close Kite" when launching the PLTW Kite Student Portal?**

Possible reasons include:

- The school need to add the PLTW Kite Student Portal to their whitelist content filter.
- There is no internet connection.
- The PLTW Kite Student Portal is no longer pointing to the correct URL.
- This can be changed by searching for and opening "PLTW Kite Preferences" on your computer and selecting "Restore to Default".

4. **How will do scores impact the ability for students to earn college credit?**

Colleges and universities may provide credits or other benefits based on their individually determined standards. We advise reaching out to colleges and universities directly regarding their policies on college credit and other benefits for PLTW End-of-Course Assessment scores.

5. **Will PLTW modify the End-of-Course Assessment during the COVID-19 pandemic to make allowance for the reduced contact time between teachers and students?**

The End-of-Course Assessment is a standardized assessment. Results are used across the country and scores are compared across multiple years to evaluate changing student performance. In a year of uncertain educational outcomes, a consistent scale of measurement is critical to understanding the impact.

Colleges and Universities offer college credit for many PLTW courses based on the understanding that students have met objectives for a similar course that is offered at their post-secondary institution. Significant modification of the assessment could eliminate this alignment.

Current standards will be unchanged for the 2020-21 school year to protect student equity across multiple years, maintain test validity, and continue to provide reliable information for those using the scores.

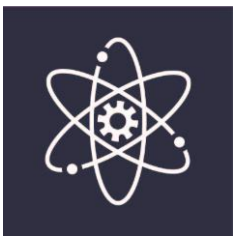
6. **Can teachers use the scaled score for a student's grade?**

There is no set protocol for assigning letter grades to specific End-of-Course Assessment scores. PLTW End-of-Course Assessments are only one measure of a student's achievement. PLTW encourages using multiple indicators of success when making important decisions about how to use the scores.

7. **Do scores provide a breakdown of areas where students performed well/poorly?**

In addition to an overall score, PLTW provides sub-scores for the skill clusters that are covered in the assessments. These skill clusters have been determined through a Test Blueprint Advisory Panel made up of PLTW teachers, industry professionals, and higher education faculty, following careful analysis of the PLTW Frameworks.





8. **Will you provide a score-to-grade conversion for everyone, so we are all doing the same thing?**

While we understand the need for score-to-grade conversion, there is not a universal grading system for schools, and therefore, it would be difficult to create a score-to-grade conversation that is appropriate for every school and district. PLTW encourages using multiple indicators of success when making important decisions about how to scores.

9. **What is the breakdown of type of questions that will be on the End-of-Course Assessments (i.e. subject matter vs transportable skills)?**

The End-of-Course Assessment offers variety of both unidimensional and multidimensional items including simulation, multiple choice, drag and drop, matching, ordering, dropdowns, hotspots, and branching. Our coalition of the country's leading secondary educators, higher education representatives, PLTW Teachers, and industry experts carefully designed each item for each End-of-Course Assessment based on the skills and knowledge the item is assessing.

Each End-of-Course Assessment aligns with an Assessment Blueprint, which was thoughtfully designed by a panel of industry experts, faculty from higher education institutions, and PLTW Teachers along with PLTW Curriculum and Assessment Team Members. The panel created skill clusters and domains to drive the assessment creation process.

- **Skill Clusters** are the overarching statement of what we expect PLTW students to learn in the course that the End-of-Course Assessment will measure. A Skill Cluster often, though not always, consists of multiple Domains.
- **Domains** are key understandings and long-term takeaways that go beyond factual knowledge and into broader and more conceptual comprehensions. Note, that the assessment may include sampling methodologies from the domains in its inaugural year.

Assessment Blueprints are available in the Assessment Resources section of each course Teacher Guide in **Courses** in [myPLTW](#).

10. **Are there percentages for how units/activities will be covered on the exam?**

Percentage ranges aligning to the skill clusters assessed are available in the Assessment Blueprints.

11. **How do students share their scores?**

The PLTW End-of-Course Assessment offers PLTW high school students a way to prove their strengths and showcase their potential. Through PLTW's many partnerships with colleges, universities, businesses, and industries, a student may be eligible for opportunities like scholarships, admissions preferences, internships, and more. Students can elect to share their End-of-Course Assessment scores and information through the **My Assessments** section of their [myPLTW](#) account or via question included at the end of the End-of-Course Assessment within the PLTW Kite Student Portal





PROJECT LEAD THE WAY

PLTW

Testing in Progress
DO NOT DISTURB

