PLTW Assessments

Administration Manual

School Year 2025-26

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System of Assessments

Fast

- Immediate feedback based on reflection and project analysis embedded in course materials provide real-time instructional adjustment throughout the course.
- Machine scoring for quizzes assembled and administered through the Informative Assessment Tool (IAT) provide immediate information to students and teachers to support learning throughout the school year.
- Standardized tests scores provided from high stakes administrations electronically to administrators, teachers, and students for qualifying secure administrations.

Easy

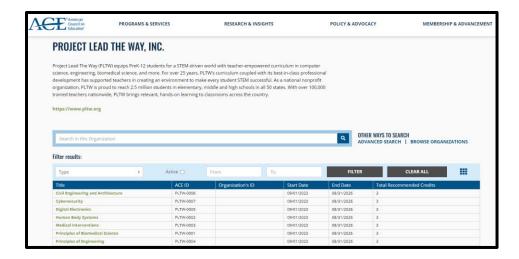
- PLTW High School student rosters transfer automatically to the PLTW assessment platform.
- Browser based test platform available on iPad, Mac, Windows PC or Chromebook for IAT quizzes.
- Secure (lock-down) browser available for installation on student devices to support administration of high stakes EoC tests.

Useful

- Unbiased results for tests provided by recognized third party test developers.
- Hundreds of opportunities on PLTW web site <u>Student Opportunities Page</u> including program recruitment, admissions, waiver of first-year course requirements, or transcriptable college credit.
- American Council on Education (ACE) Learning Evaluations recommended college credit for seven PLTW courses: Civil Engineering and Architecture, Cybersecurity, Digital Electronics, Human Body Systems, Principles of Biomedical Science, Medical Interventions, and Principles of Engineering.

ACE National Guide.





2025-26 PLTW Testing Windows

August 6, 2025	IAT Available
December 1, 2025	2025 EoC Testing Window Opens
June 30, 2026	PLTW Assessment Delivery Ends for Summer Break

New This Year

Summative quizzes will be released in May 2026 for all High School courses offering an EoC. These quizzes will be available through the IAT. Quizzes will have 40-50 items each and be closely aligned to the EoC in content and format. They may be administered in a non-secure (low stakes) setting, following school district guidelines for test security. Results will be available from within the IAT reporting tool.

Using Quizzes Effectively

PLTW assessments are designed to measure more than rote memorization skills or equations that are divorced from real-world applications. The test design will include various item styles such as multiple choice, true and false, matching, and ordering. PLTW also uses drawings, pictures and various graphic tools in technology-enhanced items and simulations online. On-screen magnification, color overlay, and additional accessibility tools are available to support student needs. **Student Accommodations Guide (pdf)**

Students benefit from practice with content-rich items delivered online. Quizzes developed and delivered through the Informative Assessment Tool (IAT) are designed to enrich the learning experience and expand instructional opportunities within and beyond the classroom.

Quizzes are intended to encourage students to generalize what they know to new settings and situations. Encourage your students to consider responses based on

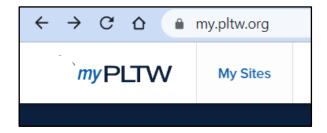


learning across multiple lessons. Teachers may choose to display rationales after students have selected their answers to support independent learning.

Using myPLTW to Access PLTW Machine-Scored Assessments

To access the myPLTW home page:

- 1. Log in to your account at mypltw.org.
- 2. Enter user credentials and select Log in.
- 3. Click My Sites in the top left.
- 4. Click the name of your school from the list to enter your Classes page.



Rostering Students in a PLTW Course

PLTW rosters are automatically transferred to the testing platform, allowing student access to PLTW assessments. If your class roster is not showing, or is not accurate, please contact the PLTW Solution Center for assistance.

PLTW Solution Center - 877.335.7589

Updating the Student Profile to Include all Required Fields

PLTW statistically monitors all assessment items carefully to avoid unintended bias. To be assigned a PLTW assessment, a student must have completed all data fields: first and last name, grade, date of birth, gender, race, and Hispanic ethnicity. PLTW uses gender, race, and Hispanic ethnicity information to ensure all items are fair across racial and ethnic groups. If this information is not on file, students will be prompted to enter it when they log in to myPLTW. See the sample below.

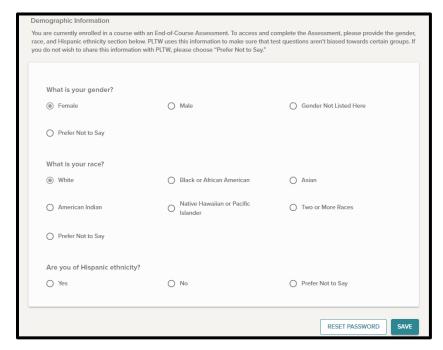
You are currently enrolled in a course with an End-of-Course Assessment. To access and complete the Assessment, please click the button below to access your profile and opt in or out of providing gender, race, and Hispanic ethnicity information, as well as ensure your first and last name and date of birth are in your account information. Additionally, if not present, please indicate your grade on the course tile(s) below. PLTW uses gender, race, and Hispanic ethnicity information to make sure that test questions aren't biased towards certain groups.

YOUR PROFILE

By clicking on Your Profile, a student can provide this information. Teachers may also complete this information for their students.







Using The Educator Portal for Quizzes

The Kite Educator Portal is used to:

- Create and assign quizzes using the IAT.
- Locate a list of Kite student passwords.
- Configure additional online tools through the Personal Needs Profile (PNP).
- Monitor testing sessions.

Navigating the Educator Portal Home Page

The Kite Educator Portal is role-based to protect sensitive student data.

- Teachers will have access to records for their rostered students.
- Site coordinators will have access to student records across their site/school.
- Program coordinators will have access to student records for students across their district.

The following steps correspond to numbers shown in red on the figure below.

1. Your name will show on the upper right of the screen where you see "Logged in as."



- 2. Role, Organization, and Assessment Program appear in 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.
 - Home This house icon returns you to the home page of the Kite Educator Portal.
 - Settings Used to view rosters.
 - Manage Tests Allows you to see how students are progressing through a session or to download the daily access code required each day for the FoC Assessment.
 - Interim Allows you to create and assign Informative quizzes and view student results.



- Reports Contains data extracts available in the PLTW Kite Educator Portal.
- **Dashboard** Displays summaries of administrations, reactivations, testing outside hours, and error messages.
- **Help** User manuals.
- 3. My Profile section of the home screen allows you to quickly update your displayed name and your password.
- 4. The Quick Links icons access frequently used areas.

Teachers will be prompted to read and agree to an on-screen security statement, like the one shown below, at the beginning of each school year when accessing the PLTW Kite Educator Portal.



Overview Edit Display Name Change Default Role Security Awareness Security Agreement Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administration; however, all assessments delivered during the school year are secure.

Test administrators and other educational staff who support implementation are responsible for following the Kite test security standards:

- Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
- 2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
- Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
- Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
- 5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.
- 6. The PLTW EoC Assessment Administration Manual contains important information that is required to be followed by both teachers and students. By clicking below, you verify that you have read the PLTW EoC Assessment Administration Manual and confirm that you agree to follow policies contained within the document.

Questions about security expectations should be directed to the local assessment coordinator.

I have read this security agreement and agree to follow the standards.





USING FORMATIVE TESTS – The Informative Assessment Tool (IAT)

The Informative Assessment Tool (IAT) allows content-rich quiz opportunities in a low-stakes environment and may inform students and teachers about current levels of understanding. Individual and aggregate reports inform instruction and improve student learning.

Quizzes are often available in alignment with specific units of the PLTW course or may be configurable by topic in some High School courses. Many topical item blocks in High School programs include a scenario and four to seven items like the format used for the High School End of Course assessment. Students may expect to find items requiring recall and varying degrees of synthesis in each item block. Technical content and transportable skills blend in the quiz, as in the real world.

Rationales are included for student review. This option is configurable (by the teacher) when the quiz is created.

The preview function in the IAT allows teachers to see the items as they will display on student screens. The preview function will default to displaying correct responses in the preview mode. A secure browser is not required for administration of a quiz created using the IAT, and proctoring is optional, so students may test outside of the classroom. Teachers may also extend project-based collaboration by allowing students to respond in groups. Many PLTW teachers use the IAT to help students become more familiar with test questions requiring higher order thinking.

Creating Quizzes in the IAT

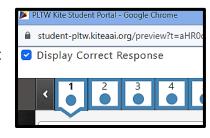
- Select the **Interim** tab from within the PLTW Kite Educator Portal.
- 2. Select Build or Copy a Test.
- 3. On the **Build a Test** tab, select your course from the drop-down menu, and then select **Search.**



- 4. You will see a list of available item blocks displayed.
- 5. Click on the **Frameworks Tested** button to view the content frameworks represented in each item set.



6. You may preview individual item blocks before adding them to a quiz by clicking on the **Preview** button. Within the preview function, all items default to displaying correct answers. Teachers may deselect the default by clicking the box beside "Display Correct Response."



- 7. Add item block(s) to a quiz by selecting the "**+Add**" button. The title of the selected item set will move from the list of
 - **Available Tests** to the list of **Selected Tests**. Note that there may be more item blocks to choose from on additional page views.
- 8. Configure the quiz to enable rationales after a student responds to each question by selecting the **Enable Rationale** box at the bottom of the screen. Note that students may modify their response in a block, after seeing each rationale, so this may not be an appropriate setting for scored quizzes.
- 9. Confirm your selection using the **Save** button, and you will be able to name your test and enter a description.

Assigning Quizzes in the IAT

After you select, name, and save a new test, you may assign the test by navigating to the **My Test** section of the **Interim** tab.

- 1. Select the tab to **Assign Tests**.
- 2. Select your State, District, and School from the drop-down menus.
- 3. Select the **Search** button.
- 4. Highlight your test name.
- 5. If you would like to assign the quiz to all students in your roster, select the test you want to assign, select **Automatically to Roster(s)**, choose the class roster, and then select **Assign**.
- 6. To assign a test to specific students or student groups select **Specific Student(s)**, choose the group or **individual student(s)**, and select **Assign**.

Managing Quizzes in the IAT

After a quiz has been created it can be managed by clicking on the **Interim** tab and selecting My Tests. There are several additional actions available on the **Manage Tests** tab.

- **Start** Activates the quiz in the PLTW Kite Student Portal.
- **Stop** Inactivates the quiz in the PLTW Kite Student Portal
- **Monitor** Allows the educator to monitor the progress of each student's session.
- Tickets Provides a list of PLTW usernames and Kite passwords for students.
- **Delete** Deletes a quiz you have created. Quizzes may not be deleted once responses have been saved for that test.
- **Preview** View the test as a student will see it.



- Frameworks Tested View domains, objectives, and knowledge and skills that align to the test.
- **View/Edit Feedback** View or update previously provided student feedback.

Delivering Quizzes in the IAT

Quizzes may be accessed through the Kite Student Portal installed on each student device, or directly through the web. Using Firefox, Chrome, Safari, Firefox iOS, Chrome iOS, or Microsoft Edge, students can copy and paste the following URL into their browser: https://student-pltw.kiteaai.org/TDE/logIn.htm. Students will use their PLTW username and the Kite Student Portal password.



When used as a self-directed learning tool, the IAT may be configured to show the correct response and the rationale after each item. In the rationale viewing mode students may change answers at the item level, allowing them to achieve a perfect score on each item block. When used as a scored quiz, teachers may configure the quizzes without rationale, in which case students will see their scores after each item block and may not change answers after they have seen their scores. Teachers can access student IAT scores throughout the entire school year.

Reviewing IAT Quiz Results

To view the results, click the **Interim** tab and **View Results**.

There are four reports available for quizzes. Information may be sorted in columns by clicking on the three dots at the right of the column header. Reports may be exported using the **Export** button at the bottom of the report.

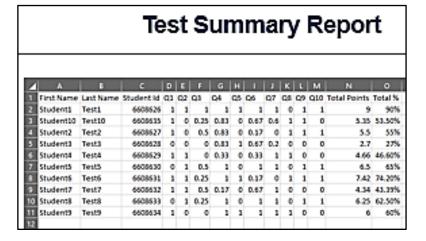
- 1. **Student Activity Report:** Summary of all quizzes within your organization.
- 2. **Student Test:** Comprehensive data for each student's performance on each item.
- 3. **Test Summary:** Data for each student's score per item and for the entire quiz.
- 4. **Test Items:** Data for each item with an aggregation of student responses.



Test Summary Report

The test summary report shows the final percentage correct for students, or which items students performed well on and on which ones they performed poorly.

Teachers may also review individual items based on the information contained in this spreadsheet. For example, in the illustration shown almost every student performed better on item four than on item three.



To learn more about what this might mean for teaching and reteaching, teachers might revisit the quiz and look at the individual items. Looking at items three and four in this block, they might draw conclusions to suggest why students might have done better on item four than item three. However, they might want more information such as the answers students selected or input, or the knowledge and skills that each item is mapped to. For that level of information, examine the Student Report.

Student Report

Columns A-C in the figure below are the same as those presented on the Test Summary Report; these fields help identify the student. Note that the spreadsheet will be exported automatically with the test sorted by student. Rows two through eleven, in the screen captured from the Student Report shown below, provide information for the same student.

Student Report								
/	A	8	С	D	E	F	G	н
1	First Name	Last Name	Student ID	Test	Total Points	Total %	Completion Date	Question *
2	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q1
3	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q2
4	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q3
5	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q4
6	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q5
7	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q6
8	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q7
9	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q8
10	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Ω9
11	Student1	Test1	6608626	Drone Des	9	90%	Apr 16, 2020	Q10
12	Student10	Test10	6608635	Drone Des	5.35	53.5%	Apr 16, 2020	Q1
13	Student10	Test10	6608635	Drone Des	5.35	53.5%	Apr 16, 2020	Q2
14	Student10	Test10	6608635	Drone Des	5.35	53.5%	Apr 16, 2020	Q3
15	Student10	Test10	6608635	Orone Des	5.35	53.5%	Apr 16, 2020	04



Column I, in the section of the report shown below, shows student responses while column J shows the correct response. These columns are particularly helpful for determining trends in student responses. Some of the items have very straightforward responses. For example, item 10's correct answer is 60,411. Other responses – such as the response to item three – are a little more complex because they are technology-enhanced items (TEI) that use techniques such as drag and drop, matching, or sequencing. Just as was recommended with the Test Summary report, it is best to view these answers in the context of the assessment, referring to the preview function used to create the quiz.

Columns K through O provide scoring information. There are many uses for this report, and it may be helpful to sort or filter data for only a single student or a single item.

	Student Report					
н	1 1	i i	, K	1 1	l M	N O
	Student Response	Correct Response	Score	8	_	Scoring TysMax Score
Q1	Define the goal, assign responsibilities, and		1	100	MC-K	CORRECTC1
02	Contact the expert and ask if they are willing		27.0	100	MC-K	CORRECTC1
Q3	"\"2.\"<->\"Your group is sketching ideas in a			100	ML	PARTIALCE 1
Q4	Keep a positive attitude. Encourage the tear			100	MC-MS	MULTTRUES
Q5		detect and avoid objects	1	100	MC-K	CORRECTC1
Q6	prevent collisions locate lost aircraft determ	"prevent collisions" locate lost aircraft"	11	100	MC-MS	MULTTRUE1
Q7	"\"Drop1\":\"/media/media/150002/15503/8	"Drop1": "/media/media/150002/15503/I	£1.	100	BG	PARTIALCE 1
QS	Toadstool	Alliance	0	0	MC-K	CORRECTC1
Q9	60 FR	60 FR	1	100	MC-K	CORRECTC1
Q10	60411	NAME 1: Response1 CORRECT 1: 60411	1	100	CR	CORRECTC1
Q1	Define the goal, assign responsibilities, and	Define the goal, assign responsibilities,	1	100	MC-K	CORRECTC1
02	Assign a team member to independently res-	Contact the expert and ask if they are wi	10	0	MC-K	CORRECTC1
Q3	"\"2.\"<->\"Your group is sketching ideas in a	"3."<->"Your group is in the shop constru	0.25	25	ML	PARTIALCE 1
Q4	Encourage the team to move forward. Keep	"Keep a positive attitude." Encourage the	0.83	83	MC-MS	MULTTRUE1
Q5	measure and control current	detect and avoid objects	0	0	MC-K	CORRECTC1
Q6	prevent collisions	"prevent collisions" locate lost aircraft"	0.67	67	MC-MS	MULTTRUET
Q7	"\"Drop1\"\\"/media/media/150002/15503/8	"Drop1": "/media/media/150002/15503/0	6.03	60	86	PARTIALCE 1
Q8	Alliance	Alliance	1	100	MC-K	CORRECTC1
Q9	60 FR	60 FR	1	100	MC-K	CORRECTC1
Q10	52000	NAME 1: Response1 CORRECT 1: 60411	0	0	CR	CORRECTC1
Q1	Define the goal, assign responsibilities, and	Define the goal, assign responsibilities,	11	100	MC-K	CORRECTC1
Q2	Move forward with the solution and trust tha	Contact the expert and ask if they are wi	01	0	MC-K	CORRECTC1
Q3	"\"3.\"<->\"Your group is in the shop constru	"3."<->"Your group is in the shop constru	0.5	50	ML	PARTIALCE 1
Q4	Praise the hard work that has been complet	"Keep a positive attitude.""Encourage the	(0.83	83	MC-MS	MULTTRUE1
Q5	measure and control current	detect and avoid objects	0	0	MC-K	CORRECTC1
Q6	track pilot work hours measure aircraft emis	"prevent collisions" locate lost aircraft"	0.17	17	MC-M5	MULTTRULL
Q7	"\"Drop1\":\"/media/media/150002/15509/8	"Drop1":"/media/media/150002/15503/6	E0 .	0	BG	PARTIALCE 1



PREPARING HIGH SCHOOL STUDENTS FOR THE END OF COURSE (EoC) ASSESSMENT

The EoC is delivered in two sessions for scheduling purposes. Each session will require approximately one class period for administration. If the test day allows two full class periods for testing, students should be able to complete both sections of the assessment the same day, although that is not required. Teachers are responsible for managing timing of each test session. Inactive sessions will be forced to close to protect test content. Unanswered questions will be marked incorrect when a session is closed. Remember to allow extra time for students with approved accommodation.

Students Must Complete Student Profiles in individual myPLTW Accounts

Student profiles must include first and last name, grade, date of birth, gender, race, and Hispanic ethnicity. Students may select "Prefer Not to Say" for the gender, race, and Hispanic ethnicity data fields. Rosters are transferred to the testing platform only after all required fields have been completed.

Completed rosters will return a single EoC authorization for each High School course enrollment, shown by a checkmark for each student in the "Assessments Ready" report. A final list of authorizations to test (ATTs) may be confirmed directly through the Kite Educator portal.

Fair Testing – Avoid Surprises

According to the Joint Committee on Testing Practices^{1,} students must be informed before the test event of what material will be on an assessment and what they will be able to do with the results. While the student portal is designed for ease of use, students should be offered an opportunity to practice test navigation before the day of the test. Prepare your students early in the school year to help them understand the connections between what they are learning and what they will see on the EoC assessment and in their future career.

- 1. Becoming familiar with standardized testing operations will help prepare students for the type of computer-delivered tests they will encounter in high school and college, and professional certification and licensure tests in their career.
- Reviewing Test Blueprints and Sample Score Reports with your students will demonstrate alignment to their course of study. Test Blueprints and Sample Score Reports are linked for each course later in this document.

¹ Joint Committee on Testing Practices, Code of Fair Testing Practices in Education, available at https://www.apa.org/science/programs/testing/fair-testing.pdf



Technology Requirements

Whitelists and Firewalls

To support schools in protecting internal networks, PLTW provides a comprehensive list of internet sites that may be required for the administration of the EoC Assessment. Updated documentation for establishing whitelists and configuring firewalls may be download at PLTW Kite Portal Whitelisting and Firewall Information.

Kite Student Portal

The PLTW Secure Kite Student Portal is available for Windows, Macs, iPads, and Chromebooks. Administration of the EoC Assessment requires Kite version 31, which is available for download and installation from the PLTW Software webpage.

A nine-minute video – PLTW Kite Portal Technology Training – is available to support network and device readiness for school-owned equipment.

Technical System Check

Teachers and Technology support staff may log in to the installed Kite Secure Student

Portal to check the functionality of the network and device configurations. The sample quiz does not include authentic PLTW content but does offer examples of each item type and navigation tool in the PLTW Kite Student Portal. Technicians can use the technical demo multiple times with the username "demo.1" and the password "DEN65."

Technical System Check

Username: demo.1

Password: DEN65

Accommodated Test Administration

Paper Testing Forms

PLTW will provide paper forms for the End-of-Course Assessment as required by an Individualized Education Plan (IEP), Section 504 Plan (504 Plan), or Individual Learning Plan (ILP). You must notify PLTW four weeks in advance of your anticipated test date to allow processing time for printing and shipment to your school. Requests should include the name of the course and the anticipated test date (not the student's name) emailed to pltwassessment@pltw.org. Schools will receive an electronic authorization form through a secure document management system (DocuSign) to collect the student's name while protecting personally identifiable information. Tests will be shipped to your school one week before the anticipated test date and must be returned to the University of Kansas before scores will be available.

Braille Testing Forms

PLTW will provide Braille forms if required. Braille forms are produced by a specialized vendor, so schools must request them at least six weeks in advance of the anticipated test date. Requests should include the name of the course and the anticipated



administration date (not the student's name) emailed to pltwassessment@pltw.org. Schools will then receive an electronic authorization form through a secure document management system (DocuSign) to protect personally identifiable information. Tests will be shipped to your school one week before the anticipated test date and must be returned to the University of Kansas before scores will be available.

Additional Accommodations and Universal Design

PLTW assessments are designed to be broadly accessible to students. The most frequently requested accommodations are distraction free environment and extra time. Timing and environmental setting requests may be managed by individual schools. Testing must be proctored during the test. If a student is testing in a private room, a proctor must supervise that room during the testing session. If a student requires additional time, the time allotted for testing should be sufficient for them to complete each item block without leaving the proctored setting.

Extended online options such as modified color overlay and text-to-speech audio may be selected for any student and must be configured at least 24 hours in advance through the individual student Personal Needs Profile (PNP) in the PLTW Kite Educator Portal. Please use the sample Text to Speech demo to preview the automated text-to-speech format.

Note: Student accommodation configurations in Kite Educator Portal must be updated at least 24 hours before the test. For more information, please view the **PLTW Kite Portal User Manual – Teacher View**.

To update PNP accommodation configurations in the Educator Portal:

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

Confirming "Assessment Ready" Status

Teachers should confirm student profiles are complete and that EoC Assessments are assigned to each student in their class using the Assessment Ready feature on the Classroom page of their myPLTW account. To access the Classroom page, click My Sites from the myPLTW

Sample Text-to-Speech Demo

Username: demo.pnp

Password: SAUCE

homepage, and then choose your school and class. If there is a checkmark in the Assessment Ready column, no further action is required, and the student is ready to test.



If you do not see a checkmark in that column, click the Assessment Ready Detail button to determine incomplete fields. For more instructions on using the **Assessment**Readiness report, download the instructions provided.

Note: A manual EoC Assessment assignment may require several hours, so please confirm the "assessment ready" status for your students several days before the anticipated administration date.



Administering the EoC Assessment

Minimum Requirements for EoC Administration

- 1. Secure Exam Browser installed on student devices
- 2. Attentive on-site proctoring by a qualified PLTW teacher or administrator
- 3. Uninterrupted testing session(s)
- 4. Appropriate time allowed for completion of each session
- 5. No prohibited devices or behaviors allowed during the testing session
 - a. No cell phones are within reach of students
 - b. No talking is allowed between students
 - c. No coaching

Before You Start

Download Daily Access Code (DAC)

Students must enter an access code on screen at the opening of each test session. To protect the test from unauthorized access, the DAC is updated each day. Codes are available for download beginning at 2:30 PM each afternoon for use throughout the next day.

Do not give students the second access code unless students have sufficient time remaining to complete a full 25 item test session.

Confirm Usernames and Passwords

- To download usernames and passwords from the Kite system, access the PLTW Kite Educator Portal, navigate to Reports and Data Extracts, and locate the Student Login Usernames/Passwords extract.
- 2. Download the most recent CSV and/or PDF by clicking **New File** in the Student Usernames and Passwords Extract row.
- 3. The PLTW Student Portal usernames may match students' myPLTW usernames, but the Kite passwords will be unique to Kite.

For additional detail about downloading student usernames and passwords or learning more about the other data extracts available in the PLTW Kite Educator Portal, see PLTW Kite Portal User Manual – Teacher View.



Starting the EoC assessment

The EoC Assessment requires a Secure Exam Browser (SEB) on each student testing device to prevent copy and paste functions or access to unauthorized internet sites.

- Students will initiate the browser through the PLTW Kite Student Portal installed on their testing device.
- 2. If the student is taking more than one PLTW course, they must select a course name from the menu on the left side of the screen.

PLTW
Course Assessments

BMS - Principles of

Biomedical Science

CS - Computer Science A

CS - Computer Science

Integrated Manufacturing

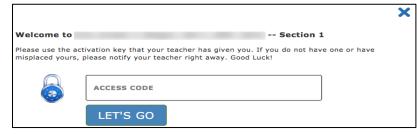
ENG - Environmental

ENG - Introduction to

Engineering Design

- 3. Students may have multiple tiles available if you have assigned quizzes from the IAT. They should select the tile for the End-of-Course Assessment.
- 4. Click Take Test or Continue.
- 5. Click BEGIN (or NEXT).

Full instructions on the use of the PLTW Kite Student Portal, including descriptions of each function, are available in the PLTW



Kite Portal User Manual – Student View. A five-minute video is also available to showcase the **student experience**.



During the Test

Testing Interruptions

An item block will close when a student submits it for scoring OR when the system forcecloses it for prolonged inactivity. Unanswered items in the block will be marked as incorrect, and students may not revisit them.

For test security reasons, access to the test will be revoked after 15 minutes of inactivity.

Reactivation of a previously closed test session should be avoided. If reactivation is necessary, please contact the PLTW Solution Center to explain the need and request reactivation.

Examples of test interruptions which may require reactivation and could invalidate a score for reporting beyond the district:

- 1. Class or building emergency requiring evacuation during a testing session.
- 2. Student illness during a testing session.
- 3. Student error submitting a test for scoring before completing the session.
- 4. Teacher error allowing student to open a test section without sufficient time to complete the assessment.

Suspected Cheating

Follow test security rules in place for your district and state related to the administration of standardized assessments (those assessments used for accountability purposes). Report any suspected academic misconduct to school administrators immediately and contact the PLTW solution center for further instructions before allowing student to begin another section of the test.

PLTW reserves the right to invalidate scores if the test or the testing session may have been compromised.

Emergencies During Testing

If a local emergency (e.g., fire alarm, weather emergency, student illness, etc.) causes an interruption during testing, the student should close the session by pressing the device power button to stop the Kite application.

Student responses are automatically saved to the cloud as they are submitted. In case of emergency (fire alarm, power outage, etc.) previous responses are protected.

Managing Technical Irregularities



Power or Internet Outage: Items answered before an outage will be saved. If the power or internet restores within 15 minutes, students may log in to Kite and continue the test, starting where they left off. If the delay is longer than 15 minutes, please contact the PLTW Solution Center for further instructions.

PLTW Solution Center - 877.335.7589

Local Low Bandwidth/Computer Device Issues: The EoC Assessment is designed to display on a wide variety of devices. Extremely low bandwidth or high internet latency may cause certain simulations or graphic images to display improperly. Confirm device and network configurations and notify the PLTW Solution Center immediately if display issues impact the student testing experience.



Opening Script/Student Directions for Taking the Test

With the advent of computer-based testing the use of teacher-delivered opening scripts has become less relevant. To maintain test security please review the information below with students at the start of each test session. If you prefer reading it as an opening script you may do so.

Students are offered the PLTW End-of-Course assessment as a benefit resulting from the agreement between the school district and Project Lead The Way. The test is based on materials included in the PLTW course and designed to allow integration of course materials with real-world situations. Students should read each question carefully and scroll, if necessary, to see the entire screen.

Students must not use cell phones, refer to notes, or talk with others during the test.

The EoC Assessment has two sessions, each designed to be completed in a single class period (approximately one hour). There are approximately 25 items in each session. Students may mark items for review or skip them and go on to the next question. Students will have a chance to return to items skipped or marked for review, as time allows. If students leave the room with questions still unanswered, those items will be marked as incorrect.

Scores are generally available within 24 hours after the completion of the second test session.

If students experience any technical difficulties during the test, they should notify the teacher immediately.

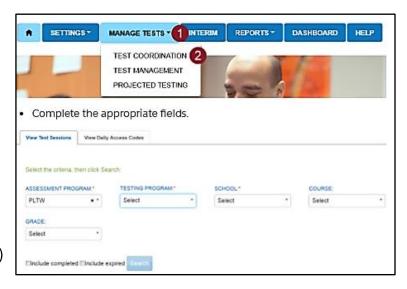


Electronic Monitoring During the Session

The steps correspond to numbers on the figure below. Teachers may monitor sessions to view student progress. Specific items or responses will not show on the screen.

- 1. Click the Manage Tests menu.
- 2. Click Test Coordination
 - Complete appropriate fields
 - Click Search
 - In the Test Session Name column, click the name of the session.
 - Click the **Monitor** tab.

The Status column indicates whether the student has started a test. Each numbered column corresponds to a question on the test. The solid blue circles indicate that the student has completed the question. An empty circle indicates that the student has not completed the question. Two asterisks (**) indicate that the student was not assigned the question.



Note: Use the **Test Administration Data Extract** to easily view test session status for multiple students in the same screen view.

Ending the EoC assessment

When a student navigates past the final item on an item block, they will be presented with a review screen. The review screen will identify items that are unanswered or flagged for review. Students may return to any item in that block and may change answers as part of their review. Unanswered items will be marked as incorrect.

After the EoC assessment

- Proctors are responsible for collecting all scratch paper and/or formula sheets provided during the End-of-Course assessment.
- Remind students that they must not discuss specific EoC Assessment content with others, even after the session. If students want to share comments or report a specific issue to PLTW, encourage them to contact the PLTW Assessment Team directly by email at pltwassessment@pltw.org.



EoC assessment content is protected by law. Do not include direct quotes from test items in an unsecured email transmission.

Accessing Score Reports

Scores for the current year are available in two formats: individual student score report PDFs, and aggregated score reports in CSV. Students must submit both sections of the End of Course assessment before a score will be available in myPLTW.

To view current year results from the home page of your account in myPLTW:

- 1. Enter **My Sites** by selecting the tab located at the top left of the home page.
- 2. Select your school from the displayed list of PLTW program schools in your district.
- 3. Move to the **My Class** page by selecting your class roster.
- 4. Click Student EoC Results.
- 5. Select your preferred file format for download.
- 6. Click Submit.

To view reports from previous years an aggregated format from the home page of your account in **myPLTW**:

- 1. Enter **My Sites** by selecting the tab located at the top left of the home page.
- 2. Select your school from the displayed list of PLTW program schools in your district.
- 3. Select **EoC Results** from the box at the top left of the screen.
- 4. Select the school year from the drop-down box at the lower right of the screen and click **Download**.

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

Use and interpretation of EoC assessment scores

Sample score reports for each course are available using links provided in the table at the end of this manual. For more information about use and interpretation of scores see Understanding PLTW End-of-Course Assessment Results.

While the EoC assessment is validated for measuring student achievement at the completion of each PLTW high school course, it has not been evaluated as a tool for the 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.

Item challenge

Students ask teachers about specific test items during or after the test. Teachers should generally not view test items on screen, BUT if a technical issue arises, or students are







confused by navigation, a teacher may be required to interact with a "live" item. The PLTW Assessments team makes every effort to review and edit items before they become part of the test, but if a student identifies an issue (punctuation, grammar, missing or inaccurate information) please encourage them to email their concern directly to pltwassessment@pltw.org. Their email should include the name of the course, the school's name, the test date, and if possible, the item number from their test. A brief description of the concern will help in reviewing the item.

To protect the test, PLTW team members cannot discuss specific items during the testing window. If a rescore is required revised scores will be posted to the student account and modifications made to the aggregate records when statistical analysis is complete.

Each test will include certain items that are in field test status and will not be included in reporting student results.



How PLTW Assessments Are Developed

PLTW Assessments are developed using best practices in testing that meet or exceed industry standards. Using valid and reliable measures of student competencies will support claims of student growth in technical skills and enduring practices such as communication and ethical reasoning. The assessment scores document student accomplishments and support district claims of fidelity of implementation for PLTW courses.

The diagram on the next page represents the steps followed by PLTW in creating the assessments. Selected teachers are invited to participate in development and review of the items.

If you would like to be considered for part of this elite team of reviewers next year, please send an email with your qualifications to the PLTW Assessment Team at pltwassessment@pltw.org. Please include a list of PLTW courses you are qualified to teach, and the number of years of experience you have teaching each course, any related degrees earned, and a list of any professional experience in the field.

Any additional questions or comments regarding the assessments should be directed to the Assessment team at pltwassessment@pltw.org.



PLTW ASSESSMENT

Test Development Process





ois



Who is involved?

What is involved?

Key:

When does

TEST DESIGN & EXPECTATIONS -



PLTW, Testing Vendor, PLTW HS Educators



Following adoption of new content standards or other events that require a new or revised assessment.



PLTW HS educators review and revise drafts of achievement level descriptors (ALDs), test blueprints, and item specifications.

ITEM REVIEW



PLTW, Testing Vendor, PLTW HS Educators



Annually



PLTW HS educators review test items to ensure that the questions are accessible and appropriate measures of the content standards for each grade level and content area.

EVALUATION OF FIELD TESTED ITEMS



PLTW, Testing Vendor, PLTW HS Educators



Annually



PLTW HS educators review field tested items that were flagged for one or more statistical properties to ensure the items are valid and appropriate measures of the content standards for each grade level content area.

STANDARD SETTING



PLTW, Testing Vendor PLTW HS Educators



Following the first operational administration of a new or revised assessment.



PLTW HS educators review test content and student performance and provide recommendations regarding the cut scores for each achievement level.

PLTW End of Course Assessment

PLTW End of Course Assessment Purpose: The purpose of the End-of-Course Assessment is to understand a student's overall achievement at the end of a PLTW course. PLTW's End-of-Course (EoC) Assessments are summative assessments that measure both subject-matter knowledge and mastery of in-demand, transportable skills in an objective, standardized way that adheres to industry standards and best practices.

ITEM DEVELOPMENT



PLTW, Testing Vendor



Annually



PLTW and the testing vendor work together to set item development goals. The vendor drafts items aligned to PLTW High School course content standards based on the test blueprints and item specifications. PLTW HS curriculum and assessment specialists review and revise initial drafts of the items.



PLTW, Testing Vendor, PLTW HS Students



Annually



Items accepted by the item review committee are administered to PLTW HS students to check the quality and appropriateness of the items. These items may be placed on the operational test but do not count towards a student's score.

SCORING OF FIELD TEST ITEMS



PLTW, Testing Vendor, PLTW HS Students



Annually



Field tested items are scored, the statistical properties are analyzed, and results are compiled for additional educator review.

BUILDING OPERATIONAL TESTS



PLTW, Testing Vendor



Annually



PLTW Assessment works with the testing vendor to select approved items for placement on operational test forms. Operational items count towards a student's score.

RESOURCES

Tutorial Videos

- Using the IAT (5-minute video for teachers)
- PLTW EoC Student Experience (5-minute video for students)
- Preparing for the PLTW EoC (20-minute video for teachers and administrators)
- PLTW Kite Portal Installation and Technology Support (9-minute video for school or district technology support staff)

PDF Document Links

- Assessment Readiness Report Instructions (pdf)
- Engineering Formula Sheet (pdf)
- Kite User's Manual Teacher View (pdf)
- Kite User's Manual Student View (pdf)
- Student Accommodations Guide (pdf)
- Understanding PLTW EoC Scores (pdf)

EoC Assessment Blueprints

Computer Science	Engineering	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



Sample EoC Assessment Score Reports

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



Score Sharing Opportunities

To help students communicate their EoC Assessment results with colleges and universities as well as receive student opportunity information from those organizations, PLTW will provide a mechanism for students to opt in to information and score sharing following completion of an EoC Assessment.

Teachers: Please discuss this process with your students so that students under eighteen (18) years of age are knowledgeable and in possession of their parent or legal guardian's email address prior to completing the EoC Assessment.

PLTW is committed to protecting personally identifiable student information. At the end of each End of Course Assessment a survey will be offered to facilitate automated score sharing. Students who are younger than 13 years of age may not participate in automated score sharing. Students between 13 and 18 may provide an email address for a parent or guardian, and students who are 18 years old or older may provide their own email address. Students may respond to the questions presented to opt in to information and score sharing, **or they may decline to respond**, with no penalty or impact on their test scores. Students may also opt in to score and information sharing via the My Assessments page of their myPLTW accounts.

An email containing the link to an electronic informed consent will be sent to the email addresses provided to PLTW. PLTW is not responsible for verification of the email addresses provided.

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 score sharing agreement documenting the permissible uses and of such information and confidentiality requirements and obligations that must be in place to receive student scores and information.

Please discuss this process with your students so that students under eighteen (18) years of age are knowledgeable and in possession of their parent or legal guardian's email address prior to completing the EoC Assessment.



Sample Score Sharing Survey on Kite

The survey below will be displayed on-screen at the end of the second section of the EoC Assessment.

Student Information and Score Sharing Opt in Process

Your participation in PLTW opens the door to a diverse network of accredited higher education institutions. You can now apply your real-world learning experiences to several opportunities.

PLTW has several partnerships with colleges and universities, and many of these parties offer opportunities like scholarships, recruitment, admissions preferences, and more to PLTW students based on consideration of the skills demonstrated through this End-of-Course Assessment (EOCA).

Students that are thirteen (13) years of age or older may share their information and EOCA scores with these institutions of higher education.

Are you 13 years of age or older? (yes/no)

If no,

You must opt out of information and score sharing at this time. Thank you for your feedback.

If yes,

To share your information and EOCA scores, PLTW must obtain consent from you or your parent/legal guardian. PLTW will not share your information or EOCA scores until we receive a signed consent.

Are you interested in opting in to share your information and PLTW EOCA scores with institutions of higher education that offer student opportunities based on performance on a PLTW EOCA? (yes/no)

If no,

Thank you for your feedback.

If yes,

Are you eighteen (18) years old or older? (yes/no)

If no,

Please provide your parent or legal guardian's email address:

Thank you. After submission of an email address, PLTW will send a link to the Informed Consent Document (Example of consent document included below).

If yes,

Please provide your email address.

Thank you. After submission of an email address, PLTW will send a link to the Informed Consent Document (Example of consent document included below).



SAMPLE Informed Consent Form – Students 18+

Please read the entire document before providing any information below.

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 eighteen (18) years of age, parents or legal guardians are permitted to exercise these rights on behalf of the student. Disclosure 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. Notwithstanding the foregoing, this form provides information about your ability to provide specific information to Project Lead The Way, Inc., ("PLTW") and consent to PLTW's maintenance, use, and disclosure or such information, and provides the manner in which you can consent to this maintenance, use, and disclosure by PLTW, of some or all of the following information: (i) information used to register you for a PLTW End-of-Course Assessment, ("EOC Assessment"), such as your first and last name, date of birth, email address, ethnicity, race, gender, district and school information, PLTW course, and school grade; (ii) optional additional information you provide in your myPLTW account that may include your contact information, plans after high school graduation, and intended fields of study, ((i) and (ii), collectively, "Data"); and (iii) date(s) of examination, course(s), and scores associated with the PLTW EOC Assessment(s) you take, (collectively, "EOC Assessment Information").

PLTW has made this Informed Consent document available to inform students and their parents and/or legal guardians of the opportunity for students to opt in to providing and sharing their Data and PLTW EOC Assessment Information when participating in a PLTW's EOC Assessment. Please note, your Data and EOC Assessment Information will not be shared unless this document is signed by the appropriate party. Students 12 years of age or younger are not permitted to participate in Data and score sharing.

The PLTW EOC Assessments offer students the opportunity to demonstrate the skills and knowledge they have developed while participating in a PLTW course. Institutions of higher education that support the development of STEM skills have partnered with PLTW to support PLTW programs and students that have taken PLTW courses and performed well on PLTW EOC Assessments. These partners, ("College and Universities"), have signed score sharing agreements which (a) allow them to receive Data and EOC Assessment Information from students that have provide an appropriately executed informed consent and (b) limit use of the Data and PLTW EOC Assessment Information to communicating with students regarding opportunities as potential students at their institutions of higher education, including dual credit, scholarships, recruitment, and admissions preference. These Colleges and Universities may not disclose your information to any other party except their contractors that provide services associated with student outreach, who may use such information for no other purpose. The maintenance and disclosure of your Data and EOC Assessment Information will be made for the specific purposes set forth in this notice and only to specific Colleges and Universities on the PLTW Student Opportunities page.

Please complete and sign below.

I CONSENT TO PLTW SHARING MY DATA AND PLTW EOC ASSESSMENT INFORMATION AS SET FORTH IN THIS INFORMED CONSENT, AND BY SIGNING BY NAME BELOW, AGREE AND AFFIRM THE FOLLOWING:

- I am at least 18 years old and consent and authorize the disclosure of my Data and EOC Assessment Information to the Colleges and Universities.
- I authorize PLTW and my school to disclose my Data and EOC Assessment Information to the Colleges and Universities that have signed a score sharing agreement for the purpose of providing student opportunities. I understand that the Colleges and Universities may use the Data and EOC Assessment Information to further evaluate my qualifications for opportunities including dual credit, scholarships, recruitment, and admissions preferences for post-secondary education or training programs with Colleges and Universities and may not disclose my information with any other party except their contractors that provide services associated with student outreach, who may use such information for no other purpose. I consent and agree to this use of my Data and End-of-Course Assessment



Information. This consent is for the benefit of myself, PLTW, my current school, and the Colleges and Universities who review and evaluate this information.

- I understand and agree that PLTW will maintain my Data and EOC Assessment Information until I provide a written request for deletion of such information and that such maintenance may exceed the term of the contractual relationship between PLTW and my current school.
- 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 EOC Assessment Information 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 sharing my Data and EOC Assessment Information in this manner is not required, and this information can be sent to Colleges and Universities in other ways.
- I understand that I can request a copy of the Data and EOC Assessment Information disclosed and/or revoke or withdraw my consent for maintenance and disclosure at any time by submitting a written request to revoke to my teacher and/or solutioncenter@pltw.org. I understand that it may take up to fourteen (14) days for the revocation to be effective and that the revocation will not affect information that has already been sent to Colleges and Universities.
- I agree that I have completely read and fully understand the contents of this document, agree to be bound by its terms, and I am providing my electronic signature below to reflect my agreement and consent.

I AM 18 YEARS OF AGE OR OLDER, HAVE FULL AUTHORITY TO AUTHORIZE THE ABOVE DISCLOSURE OF DATA AND EOC ASSESSMENT INFORMATION, AND HEREBY CONSENT AND AGREE TO THE FOREGOING TERMS AND PROVISIONS BY PROVIDING MY ELECTRONIC SIGNATURE BELOW.

Name:	Email:
Signature:	Date:

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 eighteen (18) years of age, parents or legal guardians are permitted to exercise these rights on behalf of the student. Disclosure 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. Notwithstanding the foregoing, this form provides information about you and your student's ability to provide specific information to Project Lead The Way, Inc., ("PLTW") and consent to PLTW's maintenance, use, and disclosure or such information, and provides the manner in which you can consent to this maintenance, use, and disclosure by PLTW, of some or all of the following information: (i) information used to register your student for a PLTW End-of-Course Assessment, ("EOC Assessment"), such as your student's first and last name, date of birth, email address, ethnicity, race, gender, district and school information, PLTW course, and school grade; (ii) optional additional information you and your student provide in your student's myPLTW account that may include your student's contact information, plans after high school graduation, and intended fields of study, ((i) and (ii), collectively, "Data"); and (iii) date(s) of examination, course(s), and scores associated with the PLTW EOC Assessment(s) your student takes, (collectively, "EOC Assessment Information").

PLTW has made this Informed Consent document available to inform students and their parents and/or legal guardians of the opportunity for students to opt in to providing and sharing their Data and PLTW EOC Assessment Information when participating in a PLTW's EOC Assessment. Please note, your student's Data and EOC Assessment Information will not be shared unless this document is signed by the appropriate party. Students 12 years of age or younger are not permitted to participate in Data and score sharing.



The PLTW EOC Assessments offer students the opportunity to demonstrate the skills and knowledge they have developed while participating in a PLTW course. Institutions of higher education that support the development of STEM skills have partnered with PLTW to support PLTW programs and students that have taken PLTW courses and performed well on PLTW EOC Assessments. These partners, ("College and Universities"), have signed score sharing agreements which (a) allow them to receive Data and EOC Assessment Information from students that have provide an appropriately executed informed consent and (b) limit use of the Data and PLTW EOC Assessment Information to communicating with students regarding opportunities as potential students at their institutions of higher education, including dual credit, scholarships, recruitment, and admissions preference. These Colleges and Universities may not disclose your student's information to any other party except their contractors that provide services associated with student outreach, who may use such information for no other purpose. The maintenance and disclosure of your student's Data and EOC Assessment Information will be made for the specific purposes set forth in this notice and only to specific Colleges and Universities on the PLTW Student Opportunities page.

SAMPLE PARENT CONSENT E MAIL

I CONSENT TO PLTW SHARING MY STUDENT'S DATA AND PLTW EOC ASSESSMENT INFORMATION AS SET FORTH IN THIS INFORMED CONSENT, AND BY SIGNING BY NAME BELOW, AGREE AND AFFIRM THE FOLLOWING:

- I am at least 18 years old, and I am the parent or legal guardian of a student between the ages of 13 and 17 and consent and authorize the disclosure of my student's Data and EOC Assessment Information to the Colleges and Universities.
- I authorize PLTW and my student's school to disclose my student's Data and EOC Assessment Information to the Colleges and Universities that have signed a score sharing agreement for the purpose of providing student opportunities. I understand that the Colleges and Universities may use the Data and EOC Assessment Information to further evaluate my student's qualifications for opportunities including dual credit, scholarships, recruitment, and admissions preferences for post-secondary education or training programs with Colleges and Universities and may not disclose my student's information with any other party except their contractors that provide services associated with student outreach, who may use such information for no other purpose. I consent and agree to this use of my student's Data and End-of-Course Assessment Information. This consent is for the benefit of my student, PLTW, my student's current school, and the Colleges and Universities who review and evaluate this information.
- I understand and agree that PLTW will maintain my Data and EOC Assessment Information until my student or I provide a written request for deletion of such information and that such maintenance may exceed the term of the contractual relationship between PLTW and my student's current school.
- PLTW, my student's school, and the Colleges and Universities can rely on that any action taken through
 the Kite Assessment Portal using my student's username and password are taken by my student, and
 that my student has not shared their username and password with anyone.
- I understand that PLTW has implemented safeguards that are intended to ensure the security of Data and EOC Assessment Information 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 sharing my student's Data and EOC Assessment Information in this manner is not required, and this information can be sent to Colleges and Universities in other ways.
- I understand that I can request a copy of the Data and EOC Assessment Information disclosed and/or revoke or withdraw my consent for maintenance and disclosure at any time by submitting a written request to revoke to my student's teacher and/or solutioncenter@pltw.org. I understand that it may take up to fourteen (14) days for the revocation to be effective and that the revocation will not affect information that has already been sent to Colleges and Universities.

