

2012-2013 PLTW End of Course Testing Guidelines

The following guidelines apply to preparation for and administration of all PLTW End of Course assessments.

Test Preparation and Administration

Examples of sound test preparation strategies include:

- Familiarizing students with the format of the multiple-choice test items and instructing them of good test taking strategies such as: monitoring time wisely, eliminating incorrect choices, and reading the questions and response choices thoroughly
- Familiarizing students with the broad content and concepts that the test may address
- Informing students about the test administration process ahead of time including
 - The exam date
 - The number of items on each exam
 - Whether they will be taking the exam in one 80-minute testing period, or two 40-minute testing periods
 - The online test administration method

Examples of unfair test preparation strategies for students and teachers:

- Developing or distributing preparatory materials that are based on current or historic PLTW test items
- Teachers viewing test content prior to, during, or after a test even
- Utilizing test preparation strategies that are intended to boost students test scores at the expense of sound instruction and actual gains in student learning, such as narrowing the curriculum or excessive use of practice tests
- Utilizing old PLTW End of Course Assessments from previous years for any purpose, including for course pre-tests, in-class assessments, or End of Course practice tests.

Proper test administration procedures:

- Proctors need to read the PLTW testing instructions to students prior to starting the assessment
- Once students have completed half of the test, they will be given the option to finish the test, or pause the test and continue taking the test the next day. Proctors need to notify students before the testing session if they are supposed to take both subtests in one sitting or will stop after half of the test is completed
- Proctors should be present in the testing room at all times and monitor students to verify that no irregular testing practices are occurring
- Students should be allowed a total of 80 minutes to take the assessment
- Students with IEPs that require additional time should be told how long they have to complete the test prior to starting, and proctors need to stop them at the appropriate time



An irregular test administration may happen if any of the following occur for PLTW End of Course Exams:

- Allowing students more or less time than PLTW assessment guidelines state
- Teachers or students questioning test-takers about specific test content after a test session
- Use of resources during a test session that are not allowed by current PLTW testing guidelines
- Use of any software during a test session other than the online test delivery software
- Overtly or subtly providing answers to students before, during, or after the test
- Allowing students to take an assessment more than once
- Students collaborating with other examinees during a test event; or after a test event with students that have not taken the test (either giving or receiving information)
- Students overtly or subtly sharing answers with other students during the exam
- Students discussing test items after the exam with other students or teachers
- Students looking at another student's answers, or information during a testing session
- Teachers asking students about the content of the items after the exam
- Proctors explaining or answering student questions during the assessment period

Authorized Materials on End of Course Assessments

The following materials are authorized for use by students taking the PLTW End of Course assessments:

1. A PLTW-approved formula sheet. The formula sheet must be new with no additional markings distributed on the day of the test by the teacher.
2. A calculator. If a student chooses to use a programmable calculator, the teacher is responsible for erasing the memory of the calculator immediately prior to and after test administration.
3. One page of notes. The page must be a standard 8.5"x11" piece of paper with unique handwritten notes on only one side completed by the student using the notes.
4. Blank scratch paper and pencil or pen. This paper must be distributed by the teacher immediately prior to test administration. There is no maximum number of pages of scratch paper a student may use.
5. After a test administration period has been completed, all paper, including the formula sheet, note page, and scratch paper must be collected by the teacher, and programmable calculator memories should also be erased. Unless an individual student's authorized IEP or 504 plan explicitly describes additional materials that a student must use, the four materials listed in 1-4 of this section are the only ones authorized for use on the End of Course Assessments.