

CareerTech STEM Division Policy for PLTW End-of-Course Assessments

Proctors

All End-of-Course assessments must be proctored by a school designated person who does not teach the course for the test being taken. (Technology center testing liaison recommended.) Course teacher will not be present during EoC assessments.

Proctors must be responsible adults; they may not be high school students. When selecting proctors, consider the following: reliability, attention to detail, maturity, understanding of the importance of the administration, and acceptance of the security policies mandated by ODCTE.

Proctors may be teachers, substitute teachers, or members of the administrative staff. Teachers, including AP teachers, may serve as proctors for exams in a subject area other than the one in which they teach.

Retired teachers may serve as proctors for exams in a subject area other than those in which they have taught.

An individual may not proctor a PLTW Exam or handle materials for an exam in the year in which an immediate family or household member may be taking that exam.

Proctor Duties

Familiarize themselves ahead of time with the administration and exam security procedures in the PLTW Assessment Guideline manual.

Bring all necessary materials to the exam room.

Post a “Testing-Do Not Enter” sign on each entrance to exam room.

Ensure that the proper seating distance is maintained between students and that all students are facing the same direction.

Proctors need to read the PLTW testing instructions to students prior to starting the assessment.

Proctors need to notify students before the testing session whether they will take both sections in one sitting or stop after they complete the first section.

Proctors should be present in the testing room at all times and monitor students to verify that no irregular testing practices occur.

Proctors will manage the time allotted for the exam and will notify students when time has ended.

Proctors will not view test content prior to, during, or after a test event.

Proctors will ensure that the following are not allowed:

1. Taking screen shots or using photographic equipment of any sort to capture a test question or the entire test.
2. Using resources during a test session that are not allowed by current PLTW testing guidelines. (See Authorized Materials list below.)
3. Using any software during a test session other than the online test delivery software.
4. Teachers/students/proctors overtly or subtly providing answers to examinees before, during, or after the test session.
5. Teachers/proctors changing or otherwise interfering with student responses to test items.
6. Allowing students to take an assessment more than once.
7. Collaboration between examinees during a test session or after a test session with students that have not taken the test (either giving or receiving information) to include:
 8. Students overtly or subtly sharing answers with other students during the exam.
 9. Students looking at another student's answers or information during a testing session.
10. Any other activity that would harm the interpretation of the test scores, as determined by PLTW

Authorized Materials for End-of-Course Assessments

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

1. The current PLTW-approved formula sheet. The formula sheet must be new with no additional markings when distributed on the day of the test by the teacher/proctor. The formula sheet is *only used by students in Pathway To Engineering* courses, and the most current version can be found on the PLTW PLC in the Learning Management System (LMS) under Assessment. No handwritten notes are acceptable.

2. A calculator. If a student chooses to use a programmable calculator, the teacher/proctor is responsible for erasing the memory of the calculator immediately prior to and after each test administration. The testing platform provides a calculator for students who do not have their own.

3. Blank scratch paper and pencil or pen. This paper must be distributed by the teacher/proctor immediately before test administration. There is no maximum number of pages of scratch paper a student may use.

After each test period has been completed, the formula sheet and all scratch paper must be collected by the proctor, and all programmable calculator memories must be erased. If the students are taking the test over two test administration periods, all materials should be collected at the end of the first section and returned only when the student is ready to complete the second section. Scratch paper must be new for every test session. At the end of every test session, proctors may shred the scratch paper that students used.

Testing Irregularities

All testing irregularities must be reported in writing to the Oklahoma CareerTech STEM manager within 5 days of date of exam.

All testing irregularities must be reported to PLTW using the EOC Irregularity Form located at

<https://app.smartsheet.com/b/form?EQBCT=2bea3d4ca2724ae9a83643a04b65973c>

Upon completion of EOC Irregularity Form submission, please send a copy to the Oklahoma CareerTech STEM manager.