A Brief KYOTE User Guide
Version 12: Fall 2014

The Kentucky Online Testing (KYOTE) placement testing system provides free online placement exams that measure preparedness for college level learning in mathematics, reading and writing. Kentucky high school seniors who have not met ACT benchmarks in mathematics, reading and English should take the college readiness math exam, reading exam or writing exam, respectively, after completing a transitional course or some other kind of targeted intervention in each area. Students who pass are considered college ready by the KDE in that area and are guaranteed placement into a credit-bearing course in that area without the need for remediation at any public college or university in Kentucky. Students whose math ACT is 19, 20, or 21 should take and pass the college algebra exam to guarantee placement into college algebra at any public college or university in Kentucky. ***The writing exam is an essay that requires hand grading. Schools interested in giving this exam should consult Section XIV for details.***

This guide provides:
➢ *High school teachers, counselors and administrators a brief step-by-step approach to KYOTE that will enable high schools to create their placement testing class, to set up student accounts for their students, to administer the KYOTE placement exams, and to access the results of these exams.*
➢ *Students with a step-by-step approach for using their student accounts to take KYOTE placement exams and practice exams, and for making the results of placement exams available to colleges and universities in Kentucky.*
➢ *Information about preparing computers for exams, proctoring exams, calculator and exam materials policy, testing frequency policies, passing scores on KYOTE exams, practice exams, accommodations for students with special needs, and the Administration Code for Kentucky Assessments.*

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I. Creating a Placement Testing Class

A. Creating a KYOTE Teacher Account
- ➤ Log in to www.kyote.org and click on *Register* under **Instructors**. Complete the registration to create your *student* account.
- ➤ Click on *Help* at the top of the home page and send a request to update your account to a *teacher* account.

B. Creating a KYOTE Placement Testing Class at Your High School
- ➤ Select a teacher or administrator at your high school to be the "owner" of your high school placement testing class. That person should create the class by first obtaining a teacher account as described above.
- ➤ When the teacher account has been created, go to www.kyote.org and click on *Teacher Login*. Enter your *User Name* (use your email address) and your *Password*, and click on *Log In*.
- ➤ Click on *Create New Class.*
- ➤ Enter your *Class Name*. The class name should contain the name (without initials) of your high school; for example, Campbell County High School or Campbell County HS, not CCHS, would work nicely for the class at that school.
- ➤ Check *No Self-Enrollment*.
- ➤ Select your *School*. All high schools in the state are on this list.
- ➤ Select *Homework List*: *Newman's NKU KYOTE PLACEMENT LIST*. The list contains six exams: Reading Placement, Math College Readiness Placement, College Algebra Placement, Calculus Placement, and two writing exams: KYOTE Writing: KDE/Readiness and KYOTE Writing: CollegeUseOnly. *High schools should use the former writing exam and colleges, the latter*.
- ➤ When done, click on *Create Class*.

II. Scheduling a Placement Exam

- ➤ When your placement testing class has been created, then you can schedule placement exams for your students. Click on *Teacher Login* and login to your KYOTE account. Select your class from the list of *Classes* on the Placement Exam Management Page.
- ➤ Click on *Schedule Placement Exam*. Click on *Create New Session* if you wish to create a new session. If a session has already been created, it is generally easier to select an existing session and click on *Clone Session*. *Clone Session* creates a new session, but many of the requested items do not need to be re-entered. *Edit Session* continues an existing session.

Provide the following session information:
- ➤ Select a session exam from the *Homework List* discussed above.
- ➤ Select a session name. A good choice would be your school name and the date of the session. The session name for a writing exam is more restrictive. See Section XIV.B for details.

➢ Select a session password. *It is critically important that this password be remembered*. The password must be provided to the session proctor prior to administering the placement exam.
➢ Select a session date, start time and end time. *The start time and end time are in the Eastern time zone*. It is recommended that a session be limited to an hour to make it as difficult as possible for students to re-enter the session and re-take the exam later in the day in an un-proctored setting. KYOTE exams are not timed but should take at most 50 minutes to complete. Students can complete an exam and submit their results even if they work past the end time for a session, and so there should not be a problem even if students begin the session later than anticipated.
➢ Place an asterisk (*) in the box opposite *Session IP* so that any computer can be used. The IP addresses of specific computers to be used in the session can be specified, but this is seldom done.
➢ Select an *Exam Code*. An exam code can be any string of characters. Each student in a testing session will receive a different randomized version of the exam regardless of the exam code chosen.
➢ Select "Yes" since this is a placement exam.
➢ Select "Yes" if you would like student work restored in case of an emergency or accidental loss of a partially completed test. This is recommended.

Please note:
➢ Your session name will appear on the Placement Examinations page in the *Session Name* window in black during the time in which your exam is scheduled. It will appear in light gray 24 hours before your exam is scheduled. You can check on the test you have scheduled by logging into your account, selecting your placement testing class, and clicking on *Test Placement Exam* to access the Placement Examinations page.

III. Granting Access to Your Placement Testing Class

➢ The class owner can give access to your placement testing class to others who have *teacher accounts in the KYOTE system*. This permits teachers and administrators to access the placement test results at their schools, or for different schools to share data.
➢ To grant access, the class owner logs onto www.kyote.org, clicks on *Teacher Login*, logs in to access the Placement Exam Management Page, selects the class, and clicks on *Go to Mathclass*.
➢ Click on *Show Menu*, if necessary, then on *Activities and Classes*, then on class name (containing the name of the owner's high school) and then on *Members*.
➢ Enter the name or email address of the person to be added (at the bottom of the page) and click on *Lookup Users*.
➢ The name and school of the person to be added will appear immediately below provided that person has a KYOTE teacher account. Click on *Add to Activity*. That person is now a member of the class.
➢ Click on *Edit* opposite the name of the person. Check *Certified* and *Registered* in the *State* column and *Rep Reader* in the *Roles* column opposite the name. Then click *Update* to complete the process. That person now has access to your class and can schedule exams and access the results.

IV. Accessing Test Results

➢ The KYOTE system designers at the University of Kentucky and the Kentucky Department of Education (KDE) have access to all exam results. The KDE uses this data as part of its assessment and accountability model to determine the number and proportion of Kentucky public high school graduates who are college and career ready.

➢ Colleges and universities do *not* have access to exam results administered through high school or other college or university placement classes. *Thus high school students must use their placement account to submit their exam results to participating colleges and universities of their choice as described in Section XIII.D. Their transitional course teacher or other school official is strongly encouraged to aid them in this process.*

➢ Anyone who has been granted access to a placement class as described in Section III can access the exam results for that class. Click on *Teacher Login* on the KYOTE home page, log in to access the Placement Exam Management Page, select the class, and click on *View Placement Exam Results*.

➢ The Placement Exam Results page provides a variety of ways to *View* online or to *Download* class exam results as an Excel spreadsheet. You can view or download by exam, by session name, by student last name, or by date.

V. Preparing Computers for Placement Testing

The recommended browsers are:

➢ Mozilla Firefox 6.01 or later for either Windows or Macs. No plugins are necessary when using these browsers. You can download the latest version of Firefox for free from http://www.mozilla.com.

➢ Microsoft Internet Explorer 9.0 or later for Windows. The latest version can be downloaded for free from http://www.microsoft.com. In order to administer the math exams, you will need to install the Design Science MathPlayer that can be downloaded for free from http://www.dessci.com/.

➢ *Warning*: Using non-recommended browsers can cause mathematical expressions to be improperly displayed, resulting in incoherent questions, missing answer choices and no correct answer choice. This problem most often occurs when using Internet Explorer without installing MathPlayer.

VI. Preparing Student Placement Accounts

A teacher (or some other designated school official) should create a placement account for each student in a transitional course or some other targeted intervention at the beginning of the intervention as follows:

➢ Log on to www.kyote.org.

➢ Click on *Register* under **Students**. Enter and record the student's email address, first name, last name and unique **KDE Infinite Campus student number**. *It is essential that this number be entered correctly. There is no way to change it once the account is created.* Private schools should use the last four digits of the student's social security number.

➢ Create and record the student's placement account password. Click on *Create User*. Click on *Continue* after you receive a message that the account has been successfully created. Repeat this process for each student in the course.

➢ Create *different* passwords for each student.

There are two main reasons to have student accounts created for them:

➢ The KDE cannot give a student (or that student's school or district) credit for becoming college ready by passing a KYOTE placement exam unless that student's placement account number matches the student's KDE Infinite Campus number.

➢ Students too often forget their passwords and are unable to use their placement accounts to take a placement exam, to take an online practice exam, or to send their placement exam results to the college or university of their choice (as described in Section XIII.D). That is why a school official should keep a record of all student account information.

VII. Proctoring a Placement Testing Session

Teachers of transitional courses should either proctor the placement testing sessions for their students or work closely with a designated proctor (another teacher or school official) to ensure a successful session. The proctor should:

➢ Know the session name and the session password provided by the exam scheduler and check that the correct exam has been properly scheduled at the correct time.

➢ Check that all computers are properly prepared as discussed in Section V. In particular, either use the Firefox browser for the math exams or make certain that the appropriate plugin has been installed if Internet Explorer is used.

➢ Make certain that students have placement accounts and know their passwords before the testing session if at all possible. Students can create their placement accounts during the testing session and then take the test, but this is strongly discouraged for reasons discussed in Section VI.

➢ The ideal way to insure that students have placement accounts and know their passwords before the testing session is to have students take an online practice exam prior to taking a placement exam.

➢ Check that students are taking the correct exam. Students sometimes take a practice exam and no results are recorded for that student.

➢ Check that students have *only* an appropriate calculator, blank paper, and a pencil or a pen when taking a math exam as specified in Section VIII. Check that students have only blank paper, and a pencil or a pen when taking a reading exam as specified in Section VIII.

➢ Check student computer screens regularly during the testing session to insure they are on KYOTE site only.

➢ Prepare, sign and save a seating chart as required by KDE testing rules.

➢ Report any testing rule violations to the Building Assessment Coordinator.

Proctors should take the following actions if a student cannot successfully log in.

➢ Verify that the student is using the correct login information. The proctor should have this information available.
➢ If this information is not available or is incorrect, the next action to take is NOT to send a Help request since it could not be answered in time for the student to complete the exam.
➢ Instead, the proctor should first try to retrieve the password: Click on *Student Login* and then click on *Forgot your password?* The password can be retrieved if the email, first name, last name and student number are known.
➢ If that fails, the proctor should create a new account for the student: Click on *Student Login* and then click on *Create a new account*.
➢ If the first account created has a mistake in either the name or email, then the correct name or email can be used to create the new account. If the first account created has a mistake in either the student number or the password, then a different combination of name and email would need to be used to create the new account. The easiest way to do this is to make up a new email.

VIII. Calculator and Exam Materials Policy

The KYOTE program uses the KDE calculator policy that includes the following statement in the new ACT calculator policy: *Calculators with built-in or downloaded computer algebra system functionality* are **prohibited**. Specifically, the TI-89 with a built-in computer algebra system or graphing calculators with a downloaded computer algebra system or applications such as *Zoom Math* are **prohibited**. Standard scientific or graphing calculators without such functionality are permitted on KYOTE math exams.

Students should *only* bring blank paper, a pencil or a pen, and an appropriate calculator (as described above) to a math exam. No other electronic devices, formula sheets or other written material are permitted.

Students should *only* bring blank paper, and a pencil or a pen, to a reading exam or a writing exam. No written material, electronic devices of any kind, including a calculator, are permitted.

IX. Testing Frequency Policy

High school seniors can take the college readiness math exam (college algebra exam) only once (one submission) each semester or trimester in which they are in a transitional course or some other kind of targeted intervention. There are only two exceptions:
➢ The exam can be taken once (one submission) as an optional pre-test early in the semester (or trimester) and then once (one submission) again following a targeted intervention of *at least two months*.

➤ Students who score within two points of passing (20 or 21 on the college readiness math exam; 12 or 13 on the college algebra exam) following a targeted intervention can retake the exam once (one submission) within one week. Only one such retake is permitted.

High school seniors can take the reading exam only once (one submission) at the end of each semester or trimester in which they are in a transitional course or some other kind of targeted intervention. This policy also applies to the writing exam.

These policies apply only to KYOTE testing in the high schools. Colleges and universities that give KYOTE as an institutional placement test can decide on a testing frequency policy as they see fit.

X. Passing Scores on KYOTE Exams

➤ A passing score on the KYOTE college readiness math placement exam is a normalized score of 22 or higher.
➤ A passing score on the KYOTE college algebra placement exam is a normalized score of 14 or higher.
➤ A passing score on the KYOTE reading placement exam is a normalized score of 20 or higher.
➤ A passing score on the KYOTE writing placement exam is a normalized score of 6 or higher.

How is a normalized score computed?
➤ The raw score on a college readiness math placement exam is the total number of correct answers out of the 31 questions. The normalized score is usually the same as the raw score but may be slightly higher if the given randomized exam is more difficult. The difficulty of an exam is based on a statistical analysis of the difficulty of the questions that appear on that exam.
➤ The raw score on a college algebra placement exam is the total number of correct answers out of the 25 questions. The normalized score is usually the same as the raw score but may be slightly higher if the given randomized exam is more difficult. The difficulty of an exam is based on a statistical analysis of the difficulty of the questions that appear on that exam.
➤ The raw score on a reading placement exam is the total number of correct answers out of the 35 questions. The normalized score is 5/7 of the raw score rounded to the nearest integer. Thus a raw score of 28 corresponds to a normalized score of 20 and is the lowest possible passing score. The difficulty of a randomized reading exam will be factored into the normalized score as in the math exams once enough data on the reading exam is gathered and analyzed.
➤ The normalized score on a writing placement exam is based on a College Readiness Writing Rubric and the consensus grade given by at least two certified KYOTE writing exam scorers. The possible scores range from 0 to 8, with passing scores 6, 7 or 8. A score of 0 indicates plagiarism or a blank essay.

XI. Practice Exams

There are online practice exams in college readiness math, college algebra, reading and writing that students can take as many times as they wish. The writing exam, unlike the others, is not graded and hence provides no student feedback. The writing students complete in class is the best way for them to get feedback and practice for the writing exam.

- ➢ Students can take an online practice exam by logging into their student account to access the Placement Examinations page. A practice exam can be selected from the menu at the *top* of this page.
- ➢ Teachers can access an online practice exam by logging into their teacher account and clicking on *Test Placement Exam* to reach the Placement Examinations page.

Four college readiness math and four college algebra practice exams in hard copy pdf form, along with placement exam standards for college readiness math and college algebra, can be accessed by clicking on *Practice Exams* on the KYOTE home page.

XII. Accommodations for Students with Special Needs

Accommodations for students with special needs will be the same for KYOTE testing as for COMPASS testing:

- ➢ Accommodated administration of KYOTE for students with current documented disabilities. Students with a current Individualized Education Plan (IEP), 504 Plan, or Program Services Plan (PSP) may be tested using their specific accommodations. To be considered current, the diagnosis should have been made or reconfirmed within the last three years.
- ➢ There are no large-print, Braille, or special forms for the KYOTE exams.
- ➢ KYOTE exam sessions can be scheduled of sufficient length to accommodate these students, but they must complete an exam during a single testing session.
- ➢ All staff administering a KYOTE exam to students receiving accommodations must be trained on the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070).
- ➢ See the KDE site http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx, email dacinfo@education.ky.gov, or call 502-564-4394 for additional information.

XIII. Instructions for Students

A. Taking a Math or Reading Placement Exam
- ➢ Get the password for the student account created for you by your teacher or designated school official.
- ➢ Log on to www.kyote.org.
- ➢ Click on *Student Login*. Enter your last name, email address and password. Click on *Login*.

- Select the *Session Name* and type in the *Session Password* provided by the exam proctor. Click on *Start Examination* to access the exam.
- Click on each problem number and choose one of the five possible answers. When finished, click on *Go to Submit Button Page*. Then click on *Submit and Record Results*.
- The Examination Results page will appear and you can see your score on the exam. Please exit your browser when finished.

B. Taking a Writing Placement Exam
- Get the password for the student account created for you by your teacher or designated school official.
- Log on to www.kyote.org.
- Click on *Student Login*. Enter your last name, email address and password. Click on *Login*.
- Select the *Session Name* and type in the *Session Password* provided by the exam proctor. Click on *Start Examination* to access the exam.
- Write an essay in response to the writing prompt that appears. When finished, click on *Go to Submit Button Page*. Then click on *Submit and Record Results*.
- Your essay will be scored in approximately two weeks and you will be sent an email when the scoring is finalized. Please exit your browser when finished.

C. Taking a Math or Reading Practice Exam
- Get the password for the student account created for you by your teacher or designated school official.
- Log on to www.kyote.org.
- Click on *Student Login*. Enter your last name, email address and password. Click on *Login*.
- Select a practice exam from the menu at the top of the Placement Examinations page and click on *Start the Practice Exam*.
- Click on each problem number and choose one of the five possible answers. When finished, click on *Go to Submit Button Page*. Then click on *Submit and Record Results*.
- The Examination Results page will appear and you can see your score on the exam and a table with your results on each question. Please exit your browser when finished.
- You may take the practice exams as many times as you like.

D. Submitting Your Exam Results to the College or University of Your Choice
- Your placement account is used to submit your exam results to any participating Kentucky college or university of your choice at *any* time after taking the exam.
- Log on to www.kyote.org. Click on *Student Login*. Enter your last name, email and account password. Click on *Login*. (Click on *Forgot your password?* if you cannot remember your password. Your password can be recovered using your student number and email address.)
- Click on *View Placement Exam Results*. The results of the exams you have taken are displayed on the Placement Exam Results page.

- ➢ Click on *Send Results* (if necessary) for the exam you want to submit and check the displayed colleges or universities to which you want to submit this exam. Then click on *Submit*. The message Colleges updated successfully will appear at the top of the page.
- ➢ The exam(s) you submit, or the colleges or universities to which you submit them, can be changed at any time by repeating this process.
- ➢ *All* submissions of the exam you select will also be submitted.

XIV. Writing Exam Details

A. Overview
- ➢ The KYOTE writing exam can only be taken by high school seniors who have not met the benchmark score of 18 on the English portion of the ACT exam.
- ➢ The writing exam is an essay these students write online in response to a prompt. The essay is hand-graded by two, and sometimes three, certified scorers. The scoring and certification processes are described below.
- ➢ Kathy Williams (kathy.williams@eku.edu) at Eastern Kentucky University is the KYOTE Writing Exam Scoring Coordinator. She assigns writing exams to certified scorers and oversees the scoring process. Any questions about the administration or scoring of writing exams should be directed to her.

In order for the writing exam program to work as intended:
- ➢ A high school must have at least one certified scorer on staff in order to offer the writing exam to its students. *Writing exams of students at a high school without a certified scorer on staff will not be graded.*
- ➢ A high school must understand that its certified scorers should score at least twice the number of exams as the number of its students who take the exam.

B. Scheduling and Administering the Writing Exam
- ➢ Writing exams are scheduled and administered to students in essentially the same way as the mathematics and reading exams, except for the minor variations discussed in this section.
- ➢ There are two writing exams available on the list of possible exams: KYOTE Writing: KDE/Readiness and KYOTE Writing: CollegeUseOnly. Select the KYOTE Writing: KDE/Readiness exam. Colleges and universities can use the other exam as an institutional placement exam if they choose to do so, but must have someone at their institution grade the exam.
- ➢ Please choose a session name for a writing exam using the following format: *HSNameDatein6digitsFacultyName*. For example, *HenryClay092514Williams*, *Somerset040915Johnson*, etc. If more than one session is scheduled on the same date, use the format *ShelbyValley110714Smith1*, *ShelbyValley110714Smith2*, etc. This uniformity will facilitate the grading process.
- ➢ Please limit to at most 15 the number of students taking the writing exam in one session. This limit will facilitate the grading process.
- ➢ Please give all fall 2014 semester writing exams in the testing window from Monday, August 4 to Friday, December 5, and all spring 2015 semester writing

exams in the testing window from Monday, January 5 to Friday, May 15, to insure that there are sufficient scorers and time available to score the exams.

➤ *Only exams submitted within one of these testing windows will be scored.*

➤ The writing exam can be taken only once (one submission) each semester or trimester by an eligible student who is enrolled in a transitional course or in some other kind of targeted intervention during that semester or trimester.

C. The Scoring Process and Accessing the Exam Results

➤ The scoring of the writing exam is based on the College Readiness Writing Rubric. Scores range from 0 to 8, with 6 or more considered a passing score.

➤ When students have completed the exam and submitted their essays, Scoring Coordinator Kathy Williams assigns them to certified scorers outside of the students' school district in approximately equal numbers. Two scorers are assigned to each exam. If both scorers agree on a passing grade (6 or more) or failing grade (less than 6), then that agreed upon grade becomes the final grade; if not, then a third scorer (unaware that a tie is being broken) is asked to grade the exam and that grade becomes the final grade.

➤ The scoring process takes about two weeks from the time an exam is submitted until a final grade is assigned, provided scorers complete their assignments in a timely manner. Please remain patient during this time.

➤ The writing exam results can be accessed in the same way as the math and reading exam results. Select a way to *View* online the exam(s) of interest as described in Section IV. For each exam listed, there will be a "Grading Status" that will change from "Has Not Been Graded" to "In Grading" to "Grade to be Finalized" to "Grading Finalized" as the exam moves from submission to final score. Students will automatically be sent an email when their exam score is finalized as will the owner of the scheduling class.

D. Scorer Training and Certification

➤ Prospective scorers must pass a writing scorer exam based on the College Readiness Writing Rubric discussed above to become certified.

➤ The KDE will offer (pending approval of funding) at least one training session each semester to prepare prospective scorers for the exam.

➤ A tutorial about how to score writing exams can be found by logging onto your KYOTE teacher account to access the Placement Exam Management Page. Then click on *Writing Exam Scoring Tutorial* at the bottom of this page.

➤ There is also a writing scorer practice exam on the KYOTE website. To access this exam, log onto your teacher account, click on *Test Placement Exam* on the Placement Exam Management Page to access the Placement Examinations page. The writing scorer practice exam is one of the exams in the practice exam menu at the top of this page.

➤ Please contact Kathy Williams (kathy.williams@eku.edu) for more information if you or someone at your school would like to become a certified scorer or would like to attend a training session.

E. Scorer Responsibilities
- ➢ Scorers must agree to begin scoring assigned exams once they become certified.
- ➢ Scorers must agree to complete scoring of assigned exams as soon as possible, but not more than 10 days from the date the exam is assigned.
- ➢ Scorers may be asked to score exams for students from other schools before students from their high school have taken the KYOTE writing exam.
- ➢ Scorers must use the College Readiness Writing Rubric discussed above to score the exams.
- ➢ Scorers who suspect plagiarism should contact Scoring Coordinator Kathy Williams (kathy.williams@eku.edu) as soon as possible. She will investigate the claim. If the student is found to have plagiarized an essay exam, then that student will be given a score of zero on the exam and his/her name and high school will be reported to the KDE.

XV. Administration Code. Kentucky Public School Educators associated with the administration of the KYOTE test must read and abide by the Administration Code for Kentucky's Educational Assessment Program. All allegations of inappropriate practices by Kentucky public school educators will be investigated.