# A Brief KYOTE User Guide

Version 29: Fall 2026

## Overview

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. KYOTE placement exams are accepted as indicators of college readiness by all public colleges and universities in Kentucky, as they have been since 2010, and are included in the Council on Postsecondary Education (CPE) document *College Readiness Indicators* http://cpe.ky.gov/policies/collegereadiness.html on the CPE website.

KYOTE is pleased to share some very good news from KDE:

***KYOTE plays a vital role for students in the overall educational system. Districts may choose to use KYOTE to support student learning. If a student takes a KYOTE examination, benchmark scores are held until the student is a senior and attributed to postsecondary readiness during the student's senior year.***

***The Kentucky Board of Education (KBE) and Kentucky Department of Education (KDE) agree that the learning loss from the pandemic makes it all the more important to provide effective intervention for struggling students in order to improve their essential academic skills in mathematics, reading and writing.***

Therefore you can now, with strong support from KBE and KDE, provide struggling students a provably effective intervention program with KYOTE testing to help them achieve postsecondary readiness not only in their senior year, but *prior to their senior year*!

***NEW:*** *A KYOTE hybrid college algebra/college readiness math exam is now available. It is designed primarily for colleges and universities to provide a single exam to help place students, including the increasing number without any test scores at all, into appropriate mathematics and statistics courses at any level up to and including college algebra. Information about the exam and how to implement it is in Section XVIV.*

Some additional uses of KYOTE include, but are not limited to, the following:

- KYOTE testing for students who have not met the prerequisites for placement into a dual credit course. The postsecondary institution offering the dual credit course sets the prerequisites for that course.
- KYOTE testing for students who are preparing to take the ACT. Students who fail to make benchmark on the ACT can seamlessly continue using KYOTE in their

efforts to become academic ready via KYOTE or to meet the prerequisites for a dual credit course.

- KYOTE testing could be used as an assessment tool or screener for students in appropriate high school courses. KYOTE testing would inform students (and their teachers) where they are relative to college readiness expectations. It could also help teachers make decisions on what courses or intervention strategies would be appropriate for students as they move through high school.

An overview of how the KYOTE system works, and the exams and instructional resources that KYOTE offers, are given below. The KYOTE system is built around two types of *accounts* (instructor accounts and student accounts) and four types of *classes* (placement testing classes, local placement testing classes, practice testing classes and MyHomework classes).

- **Instructor accounts with instructor rights.** Teachers and other school officials can create **instructor accounts** that can be upgraded with certain **instructor rights** that enable them to create classes (or gain access to existing classes), and use these classes to schedule exams for their students and access the results.
- **Student accounts.** School officials should create a student account for each student who uses KYOTE. Students can use this ***same*** account to take ***any*** placement exam, ***any*** practice exam, or ***any*** MyHomework assignment throughout their high school career and beyond. They can use this account to access their exam results at any time. If they take an exam that is scheduled through a placement testing class, then they can use this account to send their exam results electronically to the college or university of their choice. This ***cannot*** be done if the exam they take is scheduled through a local placement testing class or a practice testing class.
- **Placement testing classes.** *A placement testing class should be used to schedule exams for students who intend to use their exam results to achieve either college readiness in the postsecondary system or academic readiness in the K-12 system.* These outcomes are ***not*** achievable when an exam is scheduled through a local placement testing class or a practice testing class.
- **Local placement testing classes.** A local placement testing class should be used to schedule exams for local purposes such as a screener for high school course placement.
- **Practice testing classes.** Practice exams can be used to test students at any grade level to prepare them for placement exams or for any other desired purpose. Individual teachers having instructor accounts with instructor rights can easily create a practice testing class. They can then use this class to schedule, administer, and access the results of KYOTE practice exams in the same way as they do for KYOTE placement exams. Students use their student accounts to take the practice exams and access the results in the same way as they do when taking placement exams. Unlike placement exams, practice exams can be given as many times as desired, need not be proctored, and can be used for instructional purposes.
- **MyHomework classes.** MyHomework classes can be used by teachers to manage student homework assignments in a distance learning environment.

- **Reading exams.** A new reading placement exam was created in 2017 and the old reading placement exam became a practice exam, providing English teachers instructional support available only to mathematics teachers in previous years.
- **Writing exam.** The unique writing exam is an on-demand essay that is scored by Kentucky teachers who have become certified scorers in the KYOTE system. Schools interested in giving this exam should consult Section XIII for details.
- **Mathematics exams.** KYOTE offers mathematics exams at the three levels specified in the CPE *College Readiness Indicators* document. The college readiness mathematics exam is designed for students who score below the benchmark score of 19 on the ACT mathematics exam. It is strongly recommended that students scoring in this range take the college readiness mathematics exam. This exam covers elementary algebra, some basic geometry, and foundational mathematical content. The college algebra exam covers intermediate algebra and is designed for students who are college ready in mathematics but who would like to become college algebra ready. These students have ACT math scores of 19, 20, or 21. The calculus exam covers topics in a pre-calculus course and is designed for students who would like to become calculus ready. *Students who pass any one of these three exams are considered both academic ready in mathematics in the K-12 system and college ready in mathematics in the postsecondary system.*
- **Instructional Resources.** *Transition to College Mathematics* is a free online kyote.nku.edu textbook written to support Kentucky's college readiness program. The KYOTE college readiness math and college algebra placement exam standards discussed in each section are clearly identified to help teachers deliver targeted interventions with the assurance that all placement exam content is covered. The exercises are also offered in Microsoft Word so that teachers can easily use them to build their own customized assignments and formative assessments. Hard copies of the text can be ordered through the website for **$8.25** per copy plus shipping.

*This guide provides:*

- *Teachers and other school officials a step-by-step approach to KYOTE that will enable them to create instructor accounts; to create placement testing classes, local placement testing classes, practice testing classes and MyHomework classes; to grant access to existing classes to other school officials; to create student accounts for their students; to schedule and administer KYOTE exams and access the results.*
- *Students with a step-by-step approach for using their student accounts to take KYOTE exams and access the results, and for electronically sending these results to colleges or universities in Kentucky they may wish to attend.*
- *Information about preparing computers for exams, proctoring exams, calculator and exam materials policy, testing frequency policies, practice exams, MyHomework assignments, passing scores on placement exams, accommodations for students with special needs, and the KDE Administration Code.*
- *KYOTE contact information.*

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# I. Creating an Instructor Account and a Placement Testing Class

## A. Creating an Instructor Account with Instructor Rights

- Login to www.kyote.org and click on *Register* under **Instructors**. Complete the registration to create an instructor account using your official school email address as your username.
- Click on *Help* at the top of the home page and send a help request asking that instructor rights be added to your account.
- Requests for technical assistance, such as instructor rights for an account, ***must*** be made through the *Help* system. This is the only way to be certain that requests are logged and routed to the correct person, and that the assistance requested is actually rendered to the correct account. Emails to the KYOTE contacts about a request are OK to facilitate communication, but will not substitute for a request properly made through the *Help* system.

## B. Creating a Placement Testing Class or Local Placement Testing Class

- Select a teacher or administrator at your high school, middle school or college to be the "owner" of the placement testing class or local placement testing class. That person should create the class by first obtaining an instructor account with instructor rights as described above.
- When this account has been created, go to www.kyote.org and click on *Teacher Login*. Enter your *User Name* (your email address) and your *Password*, and click on *Log In*.
- Click on *KYOTE Class Management*.
- Click on *Create New Class*.
- Enter the *Class Name*. The class name should contain the name of your school.
- Check *No Self-Enrollment*.
- Select the *School*. All schools and colleges in the state are on this list.
- Select *Homework List*: Use Newman's NKU KYOTE PLACEMENT LIST to create a *placement testing class*; Eakin's Kyote High School Placement 2017 to create a *local placement testing class*; and Eakin's KYOTE 2021 MATH PLACEMENT to create a class to administer the hybrid college algebra/college readiness math placement exam.
- When done, click on *Create Class*.
- If an error return value -2 occurs, it is because there is already a class with the same class name at your school. Change the class name and click on *Create Class* again.

# II. Scheduling an Exam

- Once a placement testing class, local placement testing class or practice testing class (details about how to create practice testing classes are in Section XI) has been created, then exams can be scheduled for students through that class. Scheduling an exam means scheduling one or more exam sessions. Keep in mind that you cannot have more than 15 students in a writing placement exam session; other exams have no such restriction.
- Click on *Teacher Login* and login to your instructor account with instructor rights. Select the class you wish to use 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* is used to change the parameters of an existing session.

## A. Entering Session Information

- Select a session exam. A *placement testing class* contains placement exams in reading, math college readiness, college algebra, calculus, and two writing exams: KYOTE Writing: KDE/Readiness and KYOTE Writing: CollegeUseOnly. *High schools should use the former writing exam and colleges, the latter*. A *local placement testing class* contains placement exams in reading, math college readiness, college algebra and calculus that are the same as the corresponding exams in a placement testing class. A *practice testing class* contains practice exams in reading, math college readiness, college algebra and calculus that cover the same content as the corresponding placement exams but have different sets of questions.
- Select a session name. A good choice would be the school name and the date of the session. The session name for a writing exam is more restrictive. Please choose a session name for a writing exam using the following format: *HSNameDatein6digitsFacultyName*. For example, *HenryClay091525Williams*, *Somerset040926Johnson*, etc. If more than one session is scheduled on the same date, use the format *BooneCounty110425Smith1*, *BooneCounty110425Smith2*, etc. This uniformity will facilitate the grading process.
- Select a session password. *It is critically important that this password be remembered*. The password must be provided to students taking the exam. The session proctor must provide this password to students taking placement exams.
- Select a session date, start time and end time. *The start time and end time are in the Eastern Time zone*. Please see Section II.B below about the timing features of KYOTE exams.
- 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 *placement* testing session will receive a *different randomized version* of the

exam regardless of the exam code chosen. Each student in a *practice* testing session will receive a *different randomized version* of the exam if the exam code begins with the letter 'x'; otherwise, each student will receive the *same* exam.

- Select "Yes" since this is a placement or practice exam.
- Select "Yes" to restore student work in case of an emergency or accidental loss of a partially completed exam.
- Select "No" for "Submissions will be bulk uploaded". This is *mandatory* for all online exams.
- Click on *Submit Session Information* to complete the scheduling process.

## B. Exam Timing, Submission and Verification Features

- KYOTE exams are ***not*** timed but should take about 40 to 50 minutes to complete.
- Students can only submit their results ***once*** in a given testing session. Students who attempt to re-enter a session after submitting their results will be denied access.
- Students who begin an exam in a given session can complete the exam and submit their results during that session even if they work past the end time.
- It is recommended that a session scheduled through a placement testing class be limited to one hour and 15 minutes to ensure that students cannot re-enter a session and take the exam later in the day in an un-proctored setting. There are no such recommendations when exams are scheduled through a practice testing class since these sessions need not be proctored.
- The session name will appear on the Placement Examinations page in the *Session Name* window 24 hours before the exam is scheduled. You can verify your session password and scheduled session time prior to the session by logging into your instructor account, clicking on *Test Placement Exam*, selecting your session, entering your password, and clicking on *Start Examination*. If your password is correct, your session start time and end time will be displayed.

# III. Granting Access to Your Testing Class

- The class owner can give access to a placement testing class or a practice testing class to others who have *instructor accounts in the KYOTE system*. This permits teachers and administrators to access the 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 and clicks on *Go to Mathclass*.
- Click on *Show Menu*, if necessary, then on *Activities and Classes*. Click on class name 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 an instructor 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 opposite the name. Check *Hw Writer* in the *Roles* column to give permission to access exam results and *Rep Reader* to give permission to schedule exams. Then click *Update* to complete the process. That person now has access to your class and can access exam results and schedule exams.
- If desired, check *Owner* to give that person permission to control membership in the class in the process described above. It is recommended that each placement testing class have more than one owner so that membership in the class can be managed in case one of the owners leaves your school.
- It is also recommended that building assessment coordinators and district assessment coordinators be given access to the placement testing classes in their schools and districts.

# IV. Accessing Test Results

- The KYOTE system designers at the University of Kentucky have access to all exam results. The KDE has access to all exams administered through placement testing classes, but not through local placement testing classes or practice testing classes.
- A college or university does *not* have access to exam results taken through high school placement testing classes unless that institution has reached an agreement with KDE as discussed in Section XVIII. *Thus high school students must use their student account to submit their exam results to participating colleges and universities of their choice as described in Section XV.D. A teacher or some other school official is strongly encouraged to aid them in this process.*
- Anyone who has been granted access to a placement testing class or a practice testing class as described in Section III can access the exam results for that class. Click on *Teacher Login* on the KYOTE home page, login 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. Exam results can be viewed or download by exam, session name, student last name, semester 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. The latest version of Firefox can be downloaded from http://www.mozilla.com.
- Google Chrome requires no plugins and so Chromebooks can be used to take KYOTE exams.
- Microsoft Internet Explorer 9.0 or later for Windows, not including 11.0. The latest version can be downloaded from http://www.microsoft.com. In order to administer the mathematics exams, the Design Science MathPlayer should be downloaded 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.
- ***Warning*****:** Make sure that pop-ups are allowed on any device used to ensure successful login when taking exams or completing MyHomework assignments.

# VI. Preparing Student Accounts

A student must have a student account in order to take a KYOTE placement exam or practice exam. A school official should create a student account for each student to be tested who does not already have a student account. This can be done in one of two ways: batch creation or sequential creation.

- Batch creation is the preferred method of creating student accounts. It is more efficient than the sequential method, especially when a large number of accounts need to be created. It requires that the account creator have an instructor account with instructor rights. The Excel file used to create the accounts using this method provides a permanent record of all student account information.
- Sequential creation is another method that can be used to create student accounts and is useful when only a small number of accounts is needed. It does *not* require that the account creator have an instructor account. The account creator should keep a record of all student account information.
- All student account information should be saved regardless of which method is used.

## A. Batch Creation of Student Accounts

- Create an Excel file where each row corresponds to a student account and contains five entries in the following order, one in each of the first five columns of the row: *first_name, last_name, email_address, student_number, password*. The student number is the student's unique **State Student Identification Number (SSID)**.

Private schools should use the last four digits of the student's social security number. Each student should have a *different* password.

- Save the Excel file as a Comma Separated Values (.csv) file.
- Login to your instructor account and click on *Create Placement Accounts*.
- Drag and drop the .csv file onto the dialog box. Click on *Start Update*, check on Account Creation Results to make sure all accounts were successfully created, download results if desired, and click on *Close*.
- ***Recommendation***: It is strongly recommended that a person who has not done this before first create a single, fictitious student account and check that this account has been created successfully and works properly.
- ***Warning***: The Excel file should be checked ***very carefully*** before the student accounts are created, especially the SSID number. Once an account is created, it cannot be modified or deleted.

## B. Sequential Creation of Student Accounts

- Login to www.kyote.org.
- Click on *Register* under **Students**. Enter the student's first name, last name, email address, unique **State Student Identification Number (SSID)** and password. *It is essential that the SSID 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.
- Save the account information for that student on paper.
- Click on *Create User*. Click on *Continue* after receiving a message that the account has been successfully created. Repeat this process for each student to be tested who does not already have an account. Each student should have a *different* password.

## C. Rationale for Creating Accounts for the Students

- KDE cannot upload KYOTE scores to Infinite Campus unless that student's student account number matches the student's SSID.
- Students too often forget their passwords and are unable to use their accounts to take a placement exam or a practice exam, or to send their placement exam results to the college or university of their choice as described in Section XV.D. That is why a school official should keep a record of all student account information.

# VII. Proctoring a Placement Testing Session

Teachers 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, the session password, and the scheduled time of the session provided by the exam scheduler.
- Know the exam timing, submission and verification features as described in Section II.B.
- Check that all computers are properly prepared as discussed in Section V. In particular, use either the Firefox or Google Chrome browser for the mathematics exams, or make certain that the appropriate plugin has been installed if Internet Explorer is used.
- Have student account information available for all students in the testing session, including all student passwords.
- Make certain that there are no more than 15 students in a writing exam session.
- Make certain that all students have student accounts and know their passwords before the testing session if possible.
- The ideal way to ensure that students have student accounts and know their passwords before the testing session is to have them take an online practice exam prior to taking a placement exam.
- Check that students select the correct exam name from the *Session Name* menu, enter the correct password (the session password given them, not their student account password), and click on *Start Examination*.
- Check that students have *only* an appropriate calculator, blank paper, and a pencil or a pen when taking a math placement exam as specified in Section VIII. Check that students have only blank paper, and a pencil or a pen when taking a reading or writing placement exam as specified in Section VIII.
- Check student computer screens regularly during the testing session to ensure they are on the KYOTE site only.
- Public school proctors should also prepare, sign and save a seating chart as required by KDE testing rules and 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 the account information for each student in the testing session.
- If this information is not available or is incorrect, do 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 first name, last name, email address and student number are known.
- If that fails, the proctor should create a new account for the student as described in Section VI.B. If the original account has a mistake in either the last name or email address, then the correct last name and email address can be used to create a new account. If the last name and email address are both correct (and there is a mistake in either the first name or student number), then a different email address would

need to be used to create a new account. For example, jane.doe1@xxx could be used instead of jane.doe@xxx.

# VIII. Calculator and Exam Materials Policy

The KYOTE program uses the KDE Calculator Policy that can be found on the K-PREP page of the KDE website:

https://www.education.ky.gov/AA/Assessments/Documents/Calculator%20Use%20Policy%20for%20State%20Testing.pdf

Students should *only* bring blank paper, a pencil or a pen, and a permitted calculator to a mathematics exam. A permitted calculator meets the requirements specified in the KDE calculator policy. 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

The testing frequency policy is the same for the reading exam, college readiness math exam, college algebra exam and calculus exam whether these exams are scheduled through a placement testing class or a local placement testing class.

Students can take the exam only once (one submission) each semester or trimester. 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 the exam following a targeted intervention of at least two months can retake the exam once (one submission) within one week. Only one such retake is permitted. This retake policy does not apply to the optional pre-test.

Students can take the writing exam only once (one submission) each semester or trimester. Please note that writing exams can only be taken in the testing window from ***Tuesday, August 5 to Friday, December 5*** in the fall 2025 semester and from ***Monday, January 5 to Tuesday, May 5*** in the spring 2026 semester.

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

# X. Calculation of Passing Scores

A passing score on a KYOTE exam is the score specified in the CPE's college readiness indicators document http://cpe.ky.gov/policies/collegereadiness.html.

- A passing score on the college readiness math placement exam is a normalized score of 22 or higher.
- A passing score on the college algebra placement exam is a normalized score of 14 or higher.
- A passing score on the calculus placement exam is a normalized score of 15 or higher.
- A passing score on the reading placement exam is a normalized score of 20 or higher.
- A passing score on the writing placement exam is a normalized score of 6 or higher.

**How are these normalized scores calculated?**

- 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 normalized score on a calculus placement exam is the total number of correct answers out of the 27 questions.
- The raw score on a reading placement exam is the total number of correct answers out of the 36 questions. The normalized score is 20/23 of the raw score rounded to the nearest integer. Thus a raw score of 23 corresponds to a normalized score of 20 and is the lowest possible passing score.
- 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

Teachers who have instructor accounts with instructor rights can easily create a practice exam class that will enable them to schedule practice exams for their students for instructional purposes and access the results *in exactly the same way as placement exams are scheduled (see Section II), administered and the results accessed (see Section IV)*. Unlike placement exams, it is possible to schedule practice exams so that all students in a testing session take the same exam. To create a practice exam class, teachers should:

- Login to their instructor account and click on *KYOTE Class Management*.
- Click on *Create New Class to PRACTICE Placement Exams*.
- Enter the name of the class opposite *New Class Name* in the box that appears and then click on *Create Class*. It is recommended that the class name contain the word "practice" to ensure that practice exam classes are easily distinguishable from placement exam classes.

Each practice exam class created in this way contains a reading practice exam, a college readiness mathematics practice exam, a college algebra practice exam, and a calculus practice exam that will help students prepare for the corresponding KYOTE placement exam. Unlike the placement exams, there are no restrictions on the number of times a student can take a practice exam, no restrictions on the grade level of students who can take a practice exam, and no restrictions on the instructional use of the content in a practice exam.

A writing practice exam, like a KYOTE writing placement exam, is an essay that must be hand graded and can be administered through the KyoteWrite system. If interested, login to your instructor account, click on *Tutorials* followed by *Stand-alone KYOTE Writing Tutorial*. Alternatively, click on *Help* at the top of the home page and send a message requesting assistance in setting up such a system at your school.

There are four college readiness math practice exams and four college algebra practice exams in hard copy pdf form that can be found by clicking on *Practice Exams* on the KYOTE home page. The Practice Placement Exams page also contains the standards upon which the placement and practice exams are based, the answers to all questions on each exam, and a standards table showing the questions on each exam that correspond to each of the standards.

# XII. Accommodations for Students with Special Needs

- 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.
- See the KDE site https://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx, email dacinfo@education.ky.gov, or call 502-564-4394 for additional information.

# XIII. Writing Exam Details

## A. Overview

- The writing exam is an on-demand essay that students write online in response to a prompt. The essay is hand-graded by two, and sometimes three, official scorers. An ***official scorer*** is a teacher or other school official who is both certified through the KYOTE system (a one-time process that does not need to be repeated) and confirmed each academic year through the KYOTE Writing Coordinator Janet O'Connell. The confirmation, scoring and certification processes are described below.
- **Because of funding issues, the scoring of the writing exam given at high schools is**
  **Not being done starting in the school year 2026. So until these funding issues are resolved and scoring can be continued at high schools, the writing exam should not be scheduled at any high school. The writing exam can still be scheduled at colleges who provide for the scoring themselves**.
- To become confirmed, certified scorers must contact KYOTE Writing Coordinator Janet O'Connell (janet.oconnell@jessamine.kyschools.us) at the beginning of the academic year and agree to score KYOTE writing exams throughout the academic year and to verify that their **assigned high school and email address are correct**. Each school/district needs to be certain that this has been done **prior to administering the KYOTE Writing Exam.**
- The KYOTE Writing Coordinator assigns writing exams to official scorers and oversees the scoring process. Any questions about the administration or scoring of writing exams should be directed to her.
- **(New in 2025) A high school must have at least two scorers.** It is suggested that there be approximately one official scorer on staff **for every 15** of its students who take the writing exam for the writing exam program to work effectively**.** To expedite scoring, all schools should have at least two active scorers to share the workload.
- High schools choosing to participate in the writing exam will commit to scoring at least twice the number of exams they administer. This is necessary for every exam to be scored by two scorers and scored for arbitration if needed. Schools should have multiple certified scorers to meet this requirement.

- Writing exams of students at a high school without an official scorer on staff will not be graded.
- The KYOTE Writing Coordinator will contact schools if students submit exams at a school without an official scorer.

## 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.
- (PLEASE BE AWARE): 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.
- Each writing exam session must be limited to at most 15 students. If a school wishes to give the writing exam to 30 students, for example, it can be done in two sessions of 15 students each, three sessions of 10 students each, five sessions of 6 students each, etc. This limit on the number of students per session will facilitate the grading process since a scorer will be asked to grade the essays of all students in a session.
- It is critical that you choose a session name for a writing exam using the format: *HSNameDatein6digitsFacultyName*. For example, *HenryClay091525Williams*, *Somerset040926Johnson*, etc. If more than one session is scheduled on the same date, use the format *BooneCounty110425Smith1*, *BooneCounty110425Smith2*, etc. This uniformity will facilitate the grading process.
- Give all fall 2025 writing exams in the testing window from ***Tuesday, August 5 to Friday, December 5*** and all spring 2026 writing exams in the testing window from ***Monday, January 5 to Tuesday, May 5***. These testing dates are set to allow scoring and release of scores for graduation and scheduling purposes.
- Only exams submitted in these testing windows will be scored.
- The writing exam can be taken only once (one submission) each 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, the KYOTE Writing Coordinator assigns them to certified scorers outside of the students' high school 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 three weeks from the time an exam is submitted until a final grade is assigned, provided scorers complete their assignments promptly. Test administrators, counselors, students, and scorers must understand the importance of efficient scoring and communicating with the KYOTE Writing Coordinator when a scorer is no longer an active scorer.
- The writing exam results can be accessed in the same way as the mathematics 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 placement testing class through which the exam was scheduled.
- **It is critical for owners of placement testing classes through which writing exams are scheduled to archive the title (Campbell County High School, for example) of that class for future reference and be certain that they have an email account that accepts emails from the KYOTE Writing Coordinator.**

## D. Scorer Training and Certification

- Prospective scorers must have an instructor account with instructor rights in the KYOTE system and must subsequently pass a writing scorer qualifying exam based on the College Readiness Writing Rubric discussed above to become certified.
- Information about how to prepare for a writing scorer qualifying exam can be found by logging into your instructor account and clicking on *KYOTE Writing Scorer* followed by *How to Pass a Scorer Qualifying Exam*.
- Information about how to schedule, take and view the results of a writing scorer qualifying exam can be found by logging into your instructor account, clicking on *KYOTE Writing Scorer* followed by *Schedule a Scorer Qualifying Exam*, *Take a Scorer Qualifying Exam* and *View Your Scorer Qualifying Exam Results*, respectively.
- Information about how to score writing exams can be found by logging into your instructor account, clicking on *Tutorials* followed by *Writing Exam Scoring Tutorial.*
- Please contact Writing Coordinator Janet O'Connell for more information if you would like additional information about the KYOTE writing program.

## E. Scorer Responsibilities

- Scorers must agree to complete the scoring of assigned exams as soon as possible, but not more than 10 days from the date the exam is assigned to them by the KYOTE Writing Coordinator.
- 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.
- **(New in 2025)** Scorers who suspect plagiarism should contact KYOTE Writing Coordinator Janet O'Connell (janet.oconnell@jessamine.kyschools.us) as soon as possible. Be sure to have evidence, the student's name, and their school. The suspected plagiarism, use of outside resources, or AI, will be reported by certified scorers. The student will be given a score of zero on the exam and their name will be reported to the high school.

# XIV. Dual-Credit Course Placement Exams

A KYOTE placement exam can be used to determine whether a high school student is prepared for a dual credit college course. The exam used and the required passing score on that exam is subject to the approval of the college or university offering the course. There are three options available for administering the exam. Please note that the student's existing student account should be used in all three cases.

- Administer the exam through a placement testing class at the high school and have the student send the results electronically to the college or university offering the course.
- Request that the college or university schedule the placement exam that the student can take at the high school.
- Have the student take the exam at the college or university offering the course.

# XV. Instructions for Students

## A. Taking a Mathematics or Reading Placement Exam

- Get the password for the student account created for you by your teacher or designated school official.
- Login 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*. Do **NOT** submit your results until you have finished the exam. If you do, you will not be allowed to log back in to complete the exam.
- After submitting your results, you will see your score on the exam and a standards table showing how you performed on questions assessing each of the exam standards.
- 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.
- Login 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 about three 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

- The procedure for taking a math or reading practice exam is the same as for taking a math or reading placement exam as described in Section XV.A above.
- There are four college readiness math practice exams and four college algebra practice exams in hard copy pdf form that can be found by clicking on *Practice Exams* on the KYOTE home page to access the Practice Placement Exams page. This page also contains the standards upon which the placement and practice exams are based, the answers to all questions on each exam, and a standards table showing the questions on each exam that correspond to each of the standards.

## 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 address 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 Exam Results*.
  - 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.

# XVI. Administration Code (703 KAR 5:080)

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 reported to KDE will be investigated.

# XVII. How Colleges and Universities Obtain KYOTE Scores

- A college or university can create an institutional placement testing class and use it to test their students. The testing is generally done on campus in a proctored environment.
- High school students can take proctored placement exams at their high school and send the results to participating colleges and universities of their choice using their student accounts as described in Section XV.D.
- To participate, a college or university sends a Help (at top of KYOTE home page) message requesting that a specified placement testing class be used to receive KYOTE scores from high school students. Please note that there can be at most one such class per institution.
- A current list of all such classes and their owners can be found using your instructor account to login and access *Tutorials* on the Placement Exam Management Page and then clicking on *List of Classes to which Students Direct their KYOTE Scores*.

- KDE has developed a process whereby a college or university reaches an agreement with KDE to obtain KYOTE scores of students who plan to attend that institution. In general terms, the process has the institution send a file of such students to KDE, KDE populates the file with the requested KYOTE scores, and returns the populated file to the institution.
- All KCTCS colleges have reached such an agreement with KDE as have Northern Kentucky University and the University of Louisville. Institutions interested in a similar agreement should contact DeDe Conner (dede.conner@education.ky.gov) at KDE.

# XVIII. MyHomework Details

## A. Overview

- MyHomework permits teachers to manage homework assignments in almost any subject and in any combination of traditional in-class and non-traditional instruction (NTI) environments.
- A MyHomework assignment consists of a specified number of questions. The 13 options range from 1 to 10 questions, 15 questions, 20 questions or 25 questions. A 12-question assignment could be made by choosing the 15-question option and asking students to answer only the first 12 questions.
- Teachers must provide their students with the questions in advance. The questions could come from an assignment given in class, a textbook, worksheet, class webpage, etc. and delivered to students in class or remotely via email, webpage, text, Facebook, etc.

**Examples:**

- An English teacher schedules a 1-question assignment and asks students to write an essay in response to a prompt she gives them. (The KYOTE writing exam operates in this way.)
- A social studies teacher schedules a 3-question assignment and asks students to respond to 3 questions she posts on a class webpage.
- A math teacher schedules a 10-question assignment and asks students to solve 10 problems in a math textbook. Alternatives could be to schedule a 5-question assignment and ask students to solve the same 10 problems with two problems on

each question page, or a 1-question assignment and ask students to solve all 10 problems on that question page (assuming the solutions are sufficiently brief).

**Please note:**

- Students can type in their answers to most basic math and algebra problems using the keyboard symbols add (+), subtract (-), divide (/) and power (^) together with appropriate use of parentheses. Students can also enter their answers in fully formatted notation using ASCIIMath, an option explained at the bottom of each question page.
- Teachers who would like to know more about MyHomework, including the use additional graders to assist them, can login using their instructor accounts and click on *Tutorials* on the Placement Exam Management Page. The tutorials *My Homework Classes* and *My Homework Quick Start Guide* provide much more information.

## B. Creating a MyHomework Class

- Obtain an instructor account with instructor rights as described in Section I.A.
- Login using your instructor account and click on *KYOTE Class Management* on the Placement Exam Management Page.
- Click on *Create New Class for My Homework Assignments*.
- Enter a name for your class that students can identify; for example, a name of the form "Boyle County HS: Mr. Barton."
- Click on *Create My Homework Class*.

## C. Scheduling a MyHomework Assignment

- MyHomework assignments are scheduled in the same way as placement and practice exams as described in Section II.
- Session Exam selection in MyHomework gives you 13 options depending on the number of questions want to ask as discussed in Subsection A.
- Session Name is important in MyHomework. Use names such as HW 1, HW 2, etc. if you intend to give a series of assignments.
- Session Date must be one day only but you can give your students up to 24 hours to complete the assignment.
- Make sure participating students have a KYOTE student account and know their password and email address. Provide them with the Session Name, Session Password and the questions you want to ask them.
- Make sure participating students know that pop-ups must be allowed on their device to access the assignment successfully.

## D. Instructions for Students

- Login 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 your teacher. Click on *Start Examination* to access your homework assignment.
- Click on each question number and answer the corresponding question supplied by you teacher. Depending on instructions from your teacher, your answer could be entered in your choice of font size, standard, bold or italic type, different colors, etc. using the editor.
- When finished answering all questions, click on *Go to Submit Button Page*. Then click on *Submit and Record Results*. Do **NOT** submit your results until you have finished the assignment. If you do, you will not be allowed to log back in to complete it.
- Please exit your browser when finished.
- After your teacher has finished grading your assignment, login using your student account, click on *View Exam Results* followed by *View Placement Exam Results*. You will see your Total Score on the assignment. Click on *View Submission* to see your answers and the feedback provided by your teacher on each question.

## E. Grading an Assignment

- Login using your instructor account and click on *Go To Mathclass* on the Placement Exam Management Page.
- Click on your MyHomwork class in the yellow menu at right and under it click on GradingMgmt to access the Manage Placement Exams Grading page. All grading takes place on this page.
- Click on *Assign* opposite the name of the session you want to grade.
- Click on the box opposite your name in the table that appears. Click on *Save* at the bottom of the table followed by *Done* to dismiss the table. You are now the (only) assigned grader for this assignment.
- Click on *Evaluate Graders* at the top of the Manage Placement Exams Grading page.
- Click on *View* opposite the name of your session. A table of all student submissions will be loaded and will appear shortly.
- Click on *Get Submission* opposite each student name. Grade that student's response to each of the questions you asked, or select a subset of these questions to grade.
- Your comments, that may include a numerical or letter grade, may be entered in your choice of font size, standard, bold or italic type, different colors, etc. using the

editor, the same editor used by students. There is no need to enter a number in the box at the bottom of the page, a feature used when multiple graders are involved.

- Click on *Go to Submit Button Page*, followed by *Submit and Record Results*, after grading each student assignment.
- You do not need to grade all assignments in one grading session. You may grade some and return later to grade the others. Click on *Done* at the bottom of the table when finished with a grading session.

## E. Finalizing and Returning an Assignment

- The final grade is your overall evaluation of a student's assignment on a 10-point scale. The final grade appears as the Total Score on the graded assignment you return to the student as discussed in Subsection D.
- Return to the Manage Placement Exams Grading page. If you logged off after completing the grading in Subsection E, you should follow the instructions in the first two bullets of that section to return.
- Click on *Finalize and Release Results* at the top of this page. A table will be loaded and will appear shortly. The table will contain the names of your students whose submissions you graded as described in Subsection E but whose grades have not yet been finalized.
- Click on the pencil icon to the left of each student name. A Final Grade box will be highlighted on the right and the pencil will be replaced with a square (for saving) and a circle (for canceling). Enter the final grade (an integer from 0 to 10) and click on the square to save. This operation returns the graded assignment to the student.
- You do not need to finalize the grades of all students in one grading session. You may grade some and return later to grade the others.
- When finished, you have a permanent record of how all your students performed on all your homework assignments.
- To see these results, login using your instructor account and select your MyHomework class in *Classes* on the Placement Exam Management Page.
- Click on *View Placement Exam Results*.
- You may *View* online, or *Download* as an Excel spreadsheet, the results by session name, student, semester or date.
- The results you see for a given student are exactly the same as that student sees by following the instructions in Subsection D.
- You may change a student's graded assignment even after it has been finalized by repeating the steps in Subsections E and F.

# XVIV. Hybrid College Algebra/College Readiness Math Exam

- **Rationale.** Because of the pandemic, colleges and universities are seeing increasing numbers of in-coming students with either no test scores or test scores that place them below entry level prerequisites for required mathematics and statistics courses. Some of these institutions have requested that KYOTE create a single exam that could be used to place these students in courses ranging from courses such as liberal arts mathematics and elementary statistics to college algebra. The hybrid college algebra/college readiness math exam is a response to this request.
- **Structure.** Each randomized, 28-question exam contains a complete, 18-question KYOTE college algebra placement exam with each problem based on one of the 18 KYOTE college algebra standards. In addition, it contains a set of 10 KYOTE college readiness math problems, each based on one of a fixed subset of 10 KYOTE college readiness math standards. The college readiness math problems in each exam are marked with an asterisk. Every student in an exam session receives a different randomized exam as is the case for all placement exams in the KYOTE system. The number of college algebra problems answered correctly and the number of college readiness math problems answered correctly are both displayed after exams are submitted. Each of the 28 standards and student scores relative to that standard are also displayed. All this information, together with the exact exam that each student took, can be viewed or downloaded as described in Section IV.
- **Implementation.** To administer the exam, you must first create a class as described in Section I.B and select the homework list Eakin's KYOTE 2021 MATH PLACEMENT for that class. The hybrid college algebra/college readiness math exam is the only exam in this homework list. You can then schedule an exam for students as described in Section II and administer it in the same way as all other KYOTE exams.
- **Dual Credit Courses.** Colleges, universities and high schools can collaboratively use the exam to determine whether students are prepared for dual credit courses as described in Section XIV.

# XX. KYOTE Success at a Glance

KYOTE placement exams have been included as CPE college readiness indicators since 2010. Students who met benchmark in *English (writing), Reading **and** Mathematics* on the ACT, KYOTE or COMPASS exams were considered college ready in the 2010-2016 era. There was also a career readiness component. KYOTE and COMPASS exams were taken in the senior year by students who failed to meet benchmark on the ACT in their junior year. The following tables show the remarkable success of this model.

**Table 1**

Percentage of College or Career Ready Public High School Graduates in Kentucky

| 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|---|
| 34 | 38 | 47.2 | 54.1 | 62.5 | 66.9 | 68.5 |

**Table 2**

Percentage of College Ready Public High School Graduates in Kentucky

| 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|
| 43.5 | 49.4 | 55.7 | 58.5 | 60.0 |

**Table 3**

Percentage of Kentucky High School Graduates College Ready when Entering College

| 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
|---|---|---|---|---|
| 52.0 | 58.2 | 68.3 | 70.1 | 70.5 |

**Table 4**

Kentucky Public High School Class of 2013: Performance in First Year of College

| | College Ready | Not College Ready |
|---|---|---|
| **Grade Point Average** | 2.6 | 1.7 |
| **Credit Hours Earned** | 22 | 11 |
| **Retention (to second year)** | 85% | 65% |

# XXI. Contact Information

Please contact Janet O'Connell about writing exam information. Please contact Paul Eakin or Steve Newman about all other information regarding the KYOTE program.

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