

A Brief KYOTE User's Guide

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This guide provides:

- *High school teachers, counselors and administrators a brief step-by-step approach to the Kentucky Online Testing (KYOTE) placement testing system that will enable high schools to create their placement testing class account, to set up placement 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 creating their placement accounts, using these accounts to take KYOTE placement exams, and for making the results of these exams available to colleges and universities in Kentucky.*
- *Information about preparing computers for exams, proctoring exams, calculator and testing frequency policies, and passing scores on KYOTE exams.*

The KYOTE website (www.kyote.org) uses the underlying structure of the WebClass (www.mathclass.org) website but is easier to use and is focused on diagnostic and placement testing to measure student preparedness for college level work. High schools that have previously given KYOTE tests on WebClass and have a placement testing class account can continue using this account on KYOTE.

I. Creating a Placement Testing Class Account

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 Account 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 *Login* under **Instructors**. 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 official class name should contain the name of your high school; i.e., Conner High School 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*. There is a reading exam, and three mathematics exams on the list: Calculus Placement, College Algebra Placement, and Math College Readiness Placement. A writing exam will be added when it becomes available.
- When done, click on *Create Class*.

II. Scheduling a Placement Exam

- When your placement testing class account has been created, then you can schedule placement exams for your students. Click on *Login* under **Instructors** and login to your KYOTE account. Select your class account 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.
- 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 test.
- Select a session date, start time and end time.
- 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.
- Select “No”. This option applies only to the writing exam.

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 account, and clicking on *Test Placement Exam* to access the Placement Examinations page.

III. (Optional) Granting Access to Your Class Account

- The class owner can give access to the class account 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 *Login* under **Instructors**, logs in to access the Placement Exam Management Page, selects the class account, 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 account and can schedule tests and access the test 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 test 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 test results administered through high school class accounts or through accounts at other postsecondary institutions. *Thus high school students must use their placement accounts to submit their test results to participating colleges and universities of their choice as described in Section XI.C. Their transitional course teacher or other school official is strongly encouraged to aid them in this process.*
- Anyone who has been granted access to the class account as described in Section III can access the test results for that class. Click on *Login* under **Instructors** on the KYOTE home page, log in to access the Placement Exam Management Page, select the class account, and click on *View Placement Exam Results*.
- The Placement Exam Results page provides a variety of ways to *View* online or to *Download* class test 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 8.0 or later for Windows. The latest version can be downloaded for free from <http://www.microsoft.com>. In order to make this browser work with this website, you will need to install both of the following plugins: **i)** Design Science MathPlayer which can be downloaded for free from <http://www.dessci.com/> and **ii)** Adobe SVG Viewer which can be downloaded for free from <http://www.adobe.com/svg/>.

VI. Preparing Student Placement Accounts.

It is *strongly recommended* that teachers of transitional courses (or some other school official) create a placement account for each of their students at the beginning of the course as follows:

- Log on to www.kyote.org.
- Click on *Register* under **Students**. Enter 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.

There are two main reasons for this recommendation:

- 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 XI.C).

VII. Proctoring a Placement Testing Session

Teachers of transitional math 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.
- 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 not recommended for reasons discussed in Section VI.
- Make certain that all KDE and KYOTE testing policies and procedures are enforced.

VIII. Calculator Policy

The KYOTE program uses the math ACT calculator policy. Calculators with computer algebra systems (TI-89, TI-92, Voyager) and graphing calculators equipped with math programs that provide symbolic operations (solving equations, simplifying algebraic expressions, factoring, etc.) that mimic computer algebra systems are not permitted on KYOTE math exams. Standard scientific or graphing calculators without such capabilities are permitted on KYOTE math exams.

IX. Testing Frequency Policy

A KYOTE college readiness (college algebra) math placement exam can be administered in conjunction with a transitional mathematics course for high school seniors as a pre-test at the beginning of the course on an optional basis. A KYOTE college readiness (college algebra) math placement exam should be given near the end of the course regardless of whether a pre-test is given. Students who are within 2 points of passing this exam (a 20 or 21 on the college readiness exam; a 12 or 13 on the college algebra exam) should be given the opportunity to re-take the exam within a week. This process can be repeated each semester or trimester of the senior year provided the student is enrolled in a transitional course.

High school seniors can take the reading exam only once at the end of each semester or trimester in which they are enrolled in a transitional reading course. The writing exam policy will be posted here when it is finalized.

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 placement exam in mathematics 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.

XI. Instructions for Students

A. Taking the Placement Exam (Students *without* a placement account)

- Log on to www.kyote.org.
- Click on *Register* under **Students**. Enter your email address, first name, last name and student number. **It is essential that your unique KDE Infinite Campus number be your student number if you are a public school student. There is no way to change that number once the account is created.** Use the last four digits of your social security number if you are a private school student. Finally, create and remember your placement account password. Click on *Create User*. Click on *Continue* after you receive a message that your account has been successfully created.
- 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 Page will appear and you can see your score on the exam. Please exit your browser when finished.

B. Taking the Placement Exam (Students *with* a placement account)

- Log on to www.kyote.org.
- Click on *Login* under **Students**. 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 Page will appear and you can see your score on the exam. Please exit your browser when finished.

C. 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 *Login* under **Students**. 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 exams you have taken are displayed. Click on *Select* opposite the exam you would like to submit.
- Check the colleges or universities to which you want to submit your exam. Then click on *Submit*.
- 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.