

Testing Protocol for PLTW End-of Course Assessments

966 Civil Engineering

1. Register as a PLTW teacher <http://www.pltw.org/cgi-bin/trainsignup.asp>
2. Sign and submit a CTE instructor agreement form before September 30th.
3. Read and follow the End-of-Course Assessment Administration Regulations -- General Rules.
4. Read and follow the End-of-course Assessment Rules and Grading Criteria.
5. Administer and grade Part A and Part B sections of the current school-year test.
6. Follow PTLW post-testing requirements. All completed test materials must kept on file for one-year after testing.
7. Download and complete the PLTW test report found on the test protocol page.
8. Submit the excel spreadsheet to your school CTE test coordinator.
9. The school or district test coordinator will submit the report to the state CTE Skill Certificate specialist.
10. Access and print the test report and student certificates from the CTE teacher online account.