ISTE SEAL OF ALIGNMENT REVIEW FINDINGS REPORT

G Suite Certification Exam

APRIL 2019
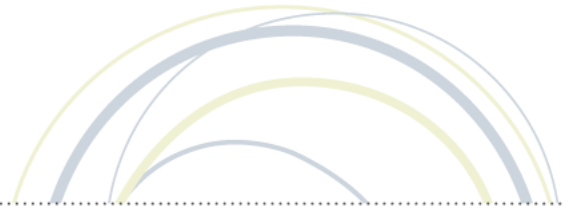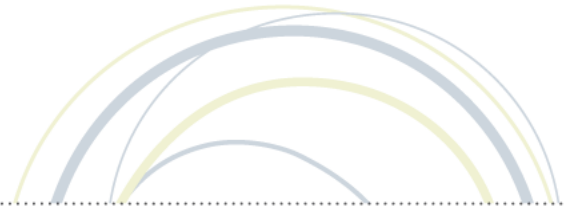
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ABOUT

ABOUT ISTE

The International Society for Technology in Education (ISTE) is the premier nonprofit membership organization serving educators and education leaders. ISTE is committed to empowering connected learners in a connected world and serves more than 100,000 education stakeholders throughout the world.

As the creator and steward of the definitive education technology standards, our mission is to empower learners to nourish in a connected world by cultivating a passionate professional learning community, linking educators and partners, leveraging knowledge and expertise, advocating for strategic policies, and continually improving learning and teaching
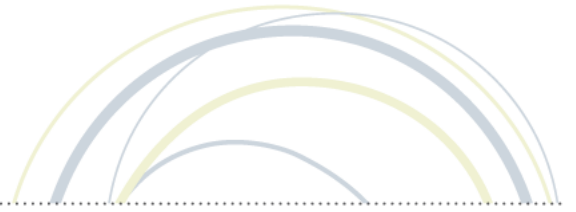
ISTE SEAL OF ALIGNMENT

Resources and products designed with the ISTE Standards in mind are choosing to demonstrate their commitment to support critical digital age learning skills and knowledge. Regardless of a solution's intended grade level, purpose or content area, by addressing the ISTE Standards and earning a Seal of Alignment, a solution is shown to consciously, purposefully and meaningfully support best practices for digital age teaching and learning.

ISTE considers a solution aligned to the ISTE Standards only after an extensive review conducted by trained ISTE Seal of Alignment reviewers, and it has been determined to meet all critical elements of a particular standard indicator in accordance with specific review criteria.

By earning a Seal of Alignment, ISTE verifies that this product:
- Promotes critical technology skills
- Supports the use of technology in appropriate ways
- Contributes to the pedagogically robust use of technology for teaching and learning
- Aligns to the ISTE Standards in specific ways as described in the review finding report

RESOURCE DESCRIPTION

WHAT IS THE G SUITE CERTIFICATION EXAM?

The G Suite certification exam is a two-hour long assessment that evaluates a student's proficiency in using Google's G Suite set of digital tools--Google Docs, Sheets, Slides, Gmail, Forms, and Hangouts Meet. If a student passes the G Suite certification exam, the student will be Google Cloud Certified in G Suite and receive proof of their certified status including a digital badge they can put on their professional networks and a digital certificate. According to Google, the G Suite certified status indicates to prospective employers that students are fluent in "digital collaboration tools and workplace readiness."

HOW IS THE G SUITE CERTIFICATION EXAM IMPLEMENTED?

The G Suite Certification exams for students are taken online but are intended to be administered in a group setting as, for example, in a classroom, library, or computer lab and facilitated by a teacher, librarian, or administrator. It is worth noting that this exam is also available to non-students but is administered in a different format.

The exam consists primarily of performance-based items that require students to use simulations of the G Suite tools to accomplish tasks. There is also a set of multiple-choice questions. The exam is divided into several scenarios that use simulated business-related documents and problems as context for the questions students must answer.
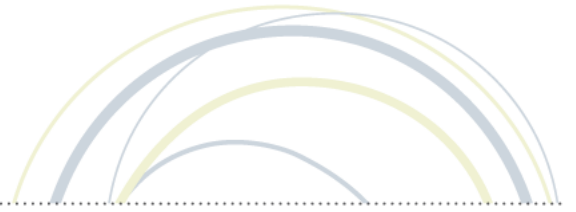
ISTE SEAL OF ALIGNMENT REVIEW

Product: G Suite Certification Exam
Organization: Google
Date of Award: April 2019

REVIEW METHODOLOGY

ISTE Seal of Alignment reviews are conducted by a panel of education and instructional experts. Reviewers use data collected both separately and collectively to determine how a solution addresses specific elements described in each of the indicators of the ISTE Standards. Special instruments are used by reviewers to collect data on potential alignment across all resource materials. Alignment is determined based on the extent to which all or some of specific elements are addressed within the materials. Reviewers conduct regular calibrations to assure the validity and reliability of the results and final review findings are combined for an overall score for alignment on each individual indicator.

During the review process for the G Suite Certification exam, reviewers:

- collected data on when and how each activity addressed specific skills and knowledge described in the ISTE Standards for Educators at either a foundational or applied level
- compiled findings to determine overall alignment across all ISTE Student standards and indicators.
- used aggregate findings to form the basis of the overall alignment results.

SCOPE OF REVIEW

Google's G Suite certification exam was reviewed for alignment against the ISTE Standards for Students. ISTE reviewers examined the following:

- An overview of the G Suite Certification Exam purpose and process
- A certification exam guide that helps candidates evaluate their readiness to take the exam
- A practice test with sample questions
- A sample case study with business related documents that are referenced in the exam questions
- The exam questions
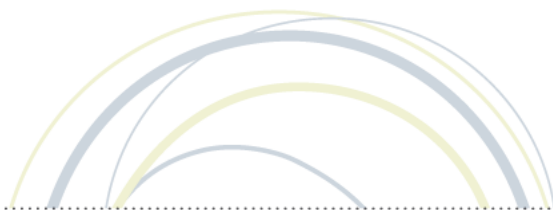
REVIEW FINDINGS

The G Suite Certification exam was found to address the following standards and indicators of the ISTE Standards for Students:

Alignment to the ISTE Standards for Students

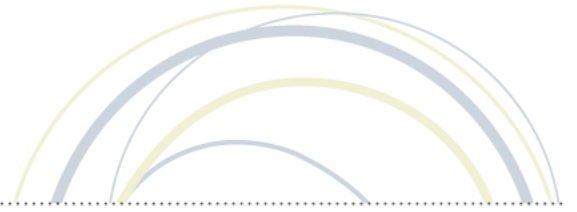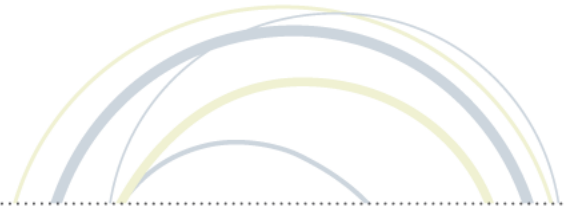| | Standard 1 | Standard 2 | Standard 3 | Standard 4 | Standard 5 | Standard 6 | Standard 7 |

■ a.   ■ b   ■ c   ■ d
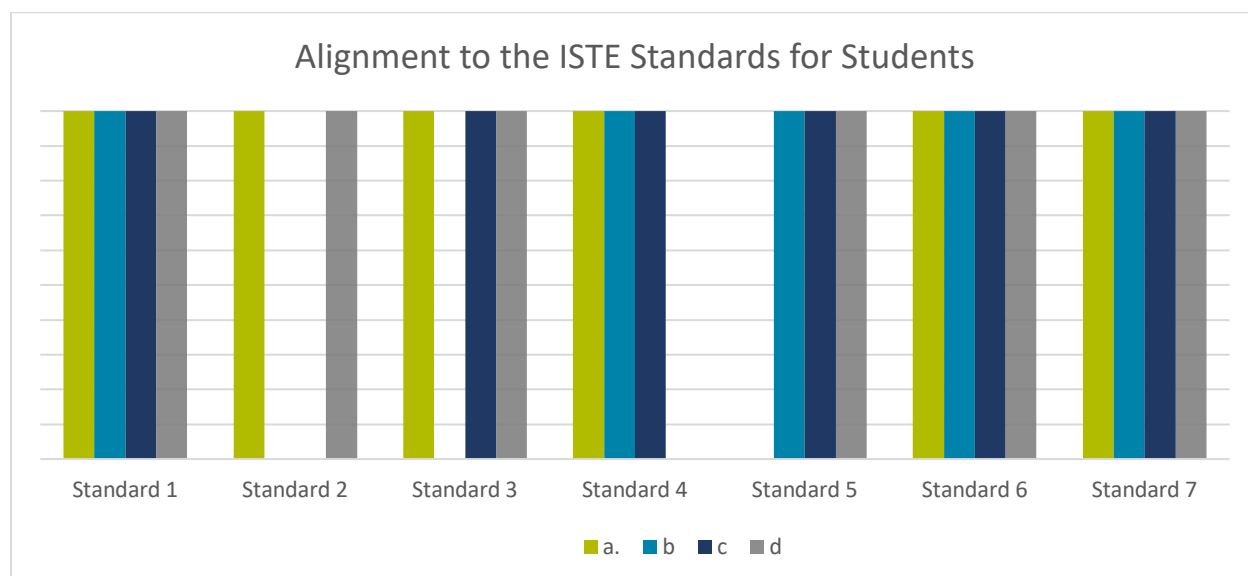
The G Suite Certification exam addresses the ISTE Standards for Students in the following ways:

- Foundational - Resources and activities aligned at the *foundational* level primarily focus on skills and knowledge that facilitate skill acquisition to eventually meet ISTE Standard indicators.

- Applied – Resources and activities aligned at the *applied* level primarily focus on practical, real-world, and/or relevant opportunities to practice the skills and knowledge learned in the curriculum.

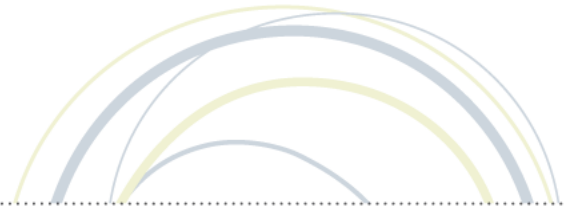| ISTE Standard	Foundational Finding Statement	Applied Finding Statement
1. Empowered Learner		
1.a. Articulate and set personal learning goals, develop strategies leveraging technology to achieve them and reflect on the learning	Students demonstrate their ability to use productivity tools such as word processors, spreadsheets and cloud storage and organization tools that can	

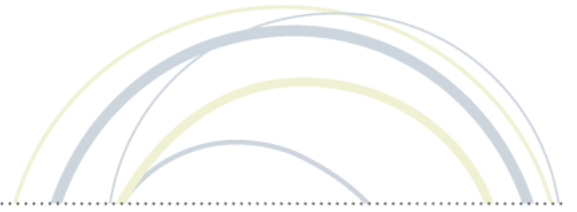|		
process itself to improve learning outcomes.	be used to articulate goals and reflect on their learning.	
1.b. Build networks and customize their learning environments in ways that support the learning process.	Students demonstrate their ability to set default behaviors, personalize settings and customize features such as styles of type, kinds of analytical charts and the transition behavior of presentations that support the learning process by making it more efficient and effective.	
1.c. Use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.	Students demonstrate their ability to use communication tools such as email, survey forms and real-time meeting apps with which they can seek feedback on their learning. Authoring tools such as word-processors and presentation software that can be used to demonstrate their learning in a variety of ways are also assessed.	
1.d. Understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.	To complete this certification test successfully students must demonstrate an understanding of basic and some advanced operational features and uses of a wide range of online and cloud-oriented productivity software.	
2. Digital Citizen		
2.a. Cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.	Students are tested on their ability to configure and use the security and privacy settings of tools such as cloud storage and	

	email tools to protect their digital identity.	
2.d. Manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.	The test items challenge students to use cloud-based tools such as Google Drive to store and manage data as well as strategies for protecting its privacy and security.	
3. Knowledge Constructor		
3.a. Plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.	While no search applications are included in the GSuite, many of the productivity tools include functions for searching within a range of application data and the test requires understanding and use of these features.	
3.c. Curate information from digital resources using a variety of tools and methods to create collections of artifacts that demonstrate meaningful connections or conclusions.	Students demonstrate the ability to use word processing, spreadsheet, presentation and collaboration tools in ways the can be applied to storing, organizing and analyzing data to curate collections and demonstrate meaningful connections.	
3.d. Build knowledge by actively exploring real-world issues and problems, developing ideas and theories and pursuing answers and solutions.	The test assesses students' ability to make use of word processing and spreadsheet applications to collect and analyze data and present it appropriately to address real-world scenarios from a business setting. To answer the questions, students must select from a number of options and apply the correct strategy to achieve the expected results.	
4. Innovative Designer		

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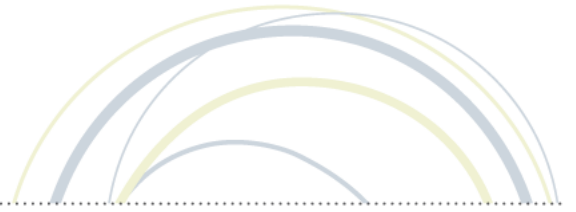
4.a. Know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.	Questions related to scenarios based on design needs require students to demonstrate how to use appropriate features of presentation and communication tools to meet specified needs in a real-world context. Design challenges include selection of formulas and chart features to communicate results to a specific audience.	
4.b. Select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.	Students demonstrate the ability to select and combine features of both presentation and spreadsheet applications to manage a design process to meet specific business goals. Decision making includes considering design constraints such as time and audience.	
4.c. Develop, test and refine prototypes as part of a cyclical design process.	Students demonstrate strategies for using spreadsheets to pursue "what if" questions by creating and modifying examples to achieve a final goal.	
5. Computational Thinker		
5.b. Collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making.	Students demonstrate how to use spreadsheet applications to organize, analyze and present data both numerically and visually to meet the business goals specified in the scenarios.	
5.c. Break problems into component parts, extract key information, and develop descriptive models to understand complex systems or facilitate problem-solving.	Students are challenged to divide data into appropriate groups, enter them into rows and columns of a spreadsheet and devise formulas to extract key information needed to meet the goals of the scenario.	

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5.d. Understand how automation works and use algorithmic thinking to develop a sequence of steps to create and test automated solutions.	Students demonstrate that they can combine a number of steps, particularly using formulas in spreadsheets, to develop a basic automated solution to one of the business-related problems.	
6. Creative Communicator		
6.a. Choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.	Within the software applications to be used to solve a given problem, students must select the features/tools available within the application to solve the problem and meet the business objectives.	
6.b. Create original works or responsibly repurpose or remix digital resources into new creations.	All the G Suite tools on which students are tested can be used to create original works, and the scenarios used in the assessment present a number of problems with that goal.	
6.c. Communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations.	Students demonstrate the ability to use a variety of features in combination to communicate real-world business information effectively including text and images in word processing, presentation and analytical software.	
6.d. Publish or present content that customizes the message and medium for their intended audiences.	Virtually all the G Suite tools on which students are tested can be used to publish and present content related to their learning, and there are specific test items that require students to customize their message to a specific audience.	Several of the performance items require students to assemble parts of documents that customize content related to the business scenarios for specified audiences.
7. Global Collaborator		

7.a. Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging with them in ways that broaden mutual understanding and learning.	The G Suite communication and collaboration tools on which students are tested provide a powerful means of connecting them with a wide audience and provide a foundation for connecting and establishing mutual understanding.	
7.b. Use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints.	Students demonstrate foundational knowledge and skills in collaborative technologies such as email, forms, real-time meeting applications, cloud-based storage and sharing sites that empower them to work with others and share viewpoints.	
7.c. Contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal.	Collaborative tools such as email, cloud-based sharing applications and real-time meeting tools provide digital spaces for working efficiently and effectively with teams toward a common goal.	
7.d. Explore local and global issues and use collaborative technologies to work with others to investigate solutions.	All the communication and collaboration tools on which students are tested can be leveraged to enable them to connect easily with both local and global partners interested in exploring real-world issues. And the scenarios used for the test reinforce this idea.	

CONCLUSION

The G Suite Certification exam provides both students and educators with a valuable means of demonstrating and documenting proficiency in a wide range of digital tools foundational to the ISTE Standards for Students. Its two-hour length and the ability to flexibly manage its administration in a school setting make it particularly appealing to both students and educators. Likewise, the use of real-world problem-oriented scenarios makes it useful as a credential beyond the school setting. In theory it could be useful at almost any grade level, though the business context and some of the more advanced skills are probably more applicable to middle and high school audiences.

As an assessment, the certification test is clear, concise, well-designed and effectively implemented with a strong emphasis on authentic, performance-based activities. Even the multiple-choice items require some analysis. The range of tools included for testing are widely available and adapted to both desktop and mobile computing devices. This program is clearly a valuable addition to the field and fosters the development of knowledge and skills foundational to achievement of the ISTE Standards for Students.