



April 19, 2013

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### SAWS Window Extension

Given the recent (and long!) snowstorms and subsequent school closures, it has come to our attention that some schools have had a difficult time training staff and organizing materials for testing next week. In order to make sure all schools have sufficient time for testing, we have decided to extend the SAWS window by two days. The new window is April 22 – May 7<sup>th</sup>. In order to reduce delays in processing and reporting, however, we ask that you try to complete all testing by the original date, May 3<sup>rd</sup>, if possible. If you will require the additional two days, please notify Tammy Schroeder via email ([tammy.schroeder@wyo.gov](mailto:tammy.schroeder@wyo.gov)) no later than Monday, April 29<sup>th</sup>, so ETS can plan for the later arrivals.

### Use of WISER IDs

All WDE testing materials are processed using the state student ID – WISER IDs – so it’s imperative that school staff ensure all testing materials that require bubbling use WISERS, not local district IDs. Thanks in advance for your attention to this important detail through the SAWS and high school testing windows.

### NAEP

Many thanks to the teachers, building coordinators, principals, and others who helped make this winter’s NAEP assessment a success! We expect to see state-level results in reading, vocabulary, and math in September or October. Watch the newsletter for details.

### ACT Suite Assessment Information Weather Delays

Due to weather and associated delays in shipping materials, some schools will be receiving their materials for the ACT, EXPLORE, and PLAN as late as today. If you did not receive the materials listed on your shipping inventory or have questions about your order please contact the ACT Suite program to resolve the issue:

EXPLORE & PLAN: [1-877-789-2925](tel:1-877-789-2925)  
ACT & WorkKeys: [1-800-553-6244 Ext. 2800](tel:1-800-553-6244)

### COMPASS Resources

As COMPASS testing is approaching and underway, here is a reminder of some of the resources available for reference.

[COMPASS](#) – a link to ACT’s site

[COMPASS Administrative Log In Site](#)

- ◆ [Workstation Setup Training recording of WEN video](#) – This link provides the Technology Discussion in the first half and the Workstation Setup Training in the second half
  - ◆ [COMPASS Workstation Setup Slides](#)
- ◆ [COMPASS Administration Training recording of WEN video](#)

### COMPASS Student Log In

In order to set up COMPASS, school staff will need to take time to set up the workstations from the administration site (above). Every computer used in testing should have the Test Launcher downloaded. Students do not need to be uploaded into the system prior to testing. To log in, administrator will use their usernames and passwords for the COMPASS administration site. They will be asked to provide each student's last name and WISER ID. The system requires a nine digit number; since the WISER ID is only eight numbers, start each WISER ID number with a leading zero. For example, if my WISER ID was 11111111, I would enter 01111111. Before the testing begins, the system will ask the student for his demographic information. The COMPASS system will create a record for each student, combining the ID and demographic information.

### ACT Upcoming Training—Hold the DATES

There are three opportunities for ACT-related professional development this spring. They are planned for May 14<sup>th</sup> through May 16<sup>th</sup> in Rock Springs, Cody, and Casper, respectively. These workshops are designed to help educators maximize the benefits of ACT data. At these live workshops, you and your educational team will explore topics such as:

- **What ACT Data Are Telling You About Your Students**

Learn how to use the data from a student's ACT High School Report and your annual Profile Summary Report to plan interventions and other college readiness measures at your school.

- **Creating Your EXPLORE and PLAN Road Map to Student Success**

In this session you will learn how to implement EXPLORE and PLAN in your school or district by communicating with parents and students about the assessments; introducing the assessments, preparation methods, and reports to staff; and developing an action plan to use the data to meet your objectives.

- **Getting the Most from Your EXPLORE and PLAN Reporting Package**

Bring your reports with you to this hands-on session, where you will review your data, learn about the aggregate report data components, and find out what your EXPLORE and PLAN data is telling you. We will also discuss ideas for using the data to meet your objectives and create an action plan to implement in your school or district.

Specific times and locations will be released soon; watch the newsletter for details. Please direct any questions or concerns about the ACT Suite of assessments to Jessica Steinbrenner at [jessica.steinbrenner@wyo.edu](mailto:jessica.steinbrenner@wyo.edu) or at 307-777-8568.

### Important Upcoming Dates:

NOW	-- <a href="#">ACT Plus Writing Training is posted</a>
	♦ <a href="#">Standard Time Room Supervisor/Proctor Training Webcast</a>
	♦ <a href="#">Accommodations Room Supervisor/Proctor Training Webcast</a>
	-- <a href="#">EXPLORE and PLAN Administration Training is posted</a>
	-- SAWS-ALT Window
April 22	-- SAWS Window Opens
	-- EXPLORE and PLAN Windows Open
April 23	-- ACT Plus Writing
April 24	-- WorkKeys
May 3	-- EXPLORE, PLAN, COMPASS Windows Close
May 7	-- SAWS Window Closes

**SAWS-ALT**

Please remember to check your score sheets for the Test Administrator's name as well as the second scorer's name for the ALT. If this is left blank, ETS has to call the school to determine this information and that will delay scoring. Please see graphic below.

The image shows two forms side-by-side. The left form is titled '7 Test Administrator Name' and has columns for 'LAST NAME' and 'FIRST NAME'. Below the name fields are two rows of bubbles for letters A through E. The right form is titled '7 Second Scorer Name' and also has columns for 'LAST NAME' and 'FIRST NAME', with similar bubble grids for letters A through E.

The SAWS-ALT window opened on April 15, 2013. Please contact Pari Swanson at 307-777-5292 or email [pari.swanson@wyo.gov](mailto:pari.swanson@wyo.gov) if you have questions or concerns.

Thank you!