



# WDE Assessment Updates

Volume 1, Issue 8

March 8, 2013

## Training for the Administration of PAWS

For those who are still struggling with training for the administration of PAWS, here are some suggestions for the training with your teachers. The Building Coordinator's webcast is not intended as a training for test administration, so it is not suggested for that use.

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1) The person providing the training should review the Directions for Administration (DFA). Plan to go over all of the before, during, and after testing protocols so teachers understand the expectations and what to do in unique situations.

2) Be sure everyone has a hard copy of the DFA. An electronic one can be found on our website at the link below if you would like to use it in a presentation

3) After going over the DFA, please review the test security slides found on our website [here](#).

4) A sure must is to go over the test security agreement found on the last page of the DFA and on our website [here](#). All administrators must sign a copy and the school needs to keep the signed forms on file. Recommended testing times are also on this page.

5) Also on the link directly above, there are some revised guidelines for students who become ill during the test (need to leave because he or she is not feeling well). Please point these out to staff as well, because this is a change from the description in the DFA.

Like any other training done with staff, it is important to keep in mind the level of background knowledge of the test administration the staff has. Please develop a training that suits your staff's unique needs.

## Reminder of ACT Participation

Since the ACT Suite of assessments, EXPLORE, PLAN, and ACT Plus Writing, are used for state accountability any student other than those with significant cognitive disabilities must take these assessments. Because of the requirements concerning establishment and testing site location, resident districts are required to provide the test to institutional school students and virtual transfer distance education students. These students should be included so they have the opportunity to participate. If these students increase the number of room supervisors necessary to proctor these exams please contact the private school, institution, and/or distance education program to aid and assist in the proctoring of the exam. Their staff is responsible for providing a room supervisor if your district is unable to provide one.

Please direct any questions or concerns to Jessica Steinbrenner at [307-777-8568](tel:307-777-8568) or at [jessica.steinbrenner@wyo.gov](mailto:jessica.steinbrenner@wyo.gov)

## Exemptions Clarification

For a student who is identified as an English Language Learner and who has taken the ACCESS, the school should submit an exemption request to allow the student to be exempt from the reading and writing portions of the state assessments. This does not mean that they are exempt from the entire assessment, but rather only those two portions. This participation guidance pertains to the PAWS, EXPLORE, PLAN and ACT plus Writing.

### Inside this issue:

Marking in the Test Answer Booklet	2
COMPASS Training	2
Important Upcoming Dates	2

### Can my students underline or circle words in the test answer booklet?

**Underlining with a pencil is allowed in the passages.** Students may not use highlighters anywhere in the test answer booklet. Please do not allow students to make marks anywhere near the answer portion of the page; stray marks in this area could throw off the scanners, which could impact a student's score. This has not changed from last year. While it is listed as an accommodation in the 2013 Standards Accommodation Document, this has become regular classroom practice and a reading strategy for all readers, and is thus acceptable for all students to use while taking the test.

### COMPASS Training Opportunity

We are offering the opportunity for schools to participate in WEN videos surrounding the COMPASS. Enrolled Act 116 of this year's legislative session requires schools to provide the opportunity for seniors to take the COMPASS assessment. In preparation for this optional assessment, we have set up Assessment Coordinators and their Technology Coordinators in the COMPASS system. They may now begin to set up their personnel in the system and may also begin to configure their computer workstations to be able to administer the assessment. To support the coming COMPASS administration, we are offering the following recorded WEN video sessions on Wednesday, March 13, 2013.

- *9:00 am-9:50 am Technological Discussion* The first video session will be an open discussion about some of the technical challenges that may be face when setting up the COMPASS assessment. Since taking the COMPASS on MAC computers may present some unique technical challenges, we encourage all MAC districts/ schools to participate in this event.
  - ◆ For the Technology Checklist for the COMPASS please click [here](#)
  - ◆ For the Technological Specifications for the COMPASS click [here](#)
- *10:00 am-11:00 am Workstation Setup* The second session will feature training on the basic setup of test workstations, as well as a general navigation of the administrative site. We encourage technology directors, coordinators, or anyone else working to set up the computers to participate in this training and discussion.
- *3:00 pm-4:00 pm COMPASS Administration* This final session offers training on how to administer the COMPASS assessment. This is recommended for anyone who will be administering the COMPASS.

### Important Upcoming Dates:

NOW	-- NAEP Testing Window Closes -- ACCESS Testing Window Closes -- EXPLORE and PLAN Administration Training is posted -- PAWS-ALT Testing Window
March 11	-- PAWS Window Opens
March 12	-- 4 p.m. Q&A webinar sessions for PLAN & EXPLORE
March 13	-- COMPASS webcasts for set-up, administration, and technical discussion - times TBD
March 14	-- 1 p.m. REPEAT Q&A webinar sessions for PLAN & EXPLORE -- Districts must ship materials to MetriTech