

BUILDING COORDINATOR TRAINING

**Proficiency Assessment for Wyoming
Students (PAWS) and Student
Assessment of Writing Skills (SAWS)**

January 24, 2013



Wyoming Department of Education

Presenters

- Deborah Lindsey – WDE
- Tammy Schroeder- WDE
- Jessica Steinbrenner - WDE
- Barbara Rubin – ETS
- Rebecca Rabin-Reed -ETS



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AGENDA

- Wyoming Assessment System Overview
- What's New in 2013
- 2013 Test Design
- Plans for 2014, 2015 and Beyond
- Test Schedule
- Before, During and After the Test
- Test Security
- Questions?



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Purpose of State Assessment in Wyoming

- Improvement of teaching and learning in schools
- Attaining student achievement targets for performance indicators established under W.S. 21-2-204, and
- Fostering school program improvement

WAEA, 2012



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2013 Test Matrix

Grade	NAEP Jan 28 - Mar 8	PAWS Mar 11 - Apr 5	PAWS- ALT Feb 25 - Apr 5	SAWS Apr 22 - May 3	SAWS- ALT Apr 15 - May 10	ACCESS Feb 4 - Mar 8	ACCESS- ALT Feb 4 - Mar 8
K						x	
1						x	
2						x	x
3		x	x	x	x	x	x
4	x	x	x	x	x	x	x
5		x	x	x	x	x	x
6		x	x	x	x	x	x
7		x	x	x	x	x	x
8	x	x	x	x	x	x	x
9						x	x
10						x	x
11			x		x	x	x
12						x	x



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Test Matrix, High School

Grade	EXPLORE Apr 22 - May 3	PLAN Apr 22 - May 3	ACT Plus Writing Apr 23 (May 7)	WorkKeys Apr 24 (May 8) Optional	COMPASS Apr 22 - May 3
K					
1					
2					
3					
4					
5					
6					
7					
8					
9	x				
10		x			
11			x	x	
12				x	x



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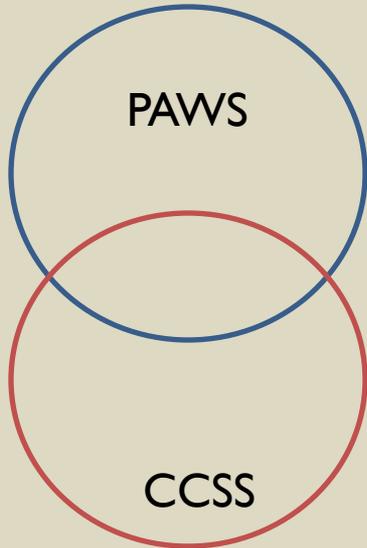
NAEP

- Window: January 28 – March 8
- Copy of Parent/Guardian Notification Letter to WDE by January 25 (TOMORROW!)
- Send to william.donkersgoed@wyo.gov
- Direct questions or concerns re: NAEP to Will at 307-777-5133

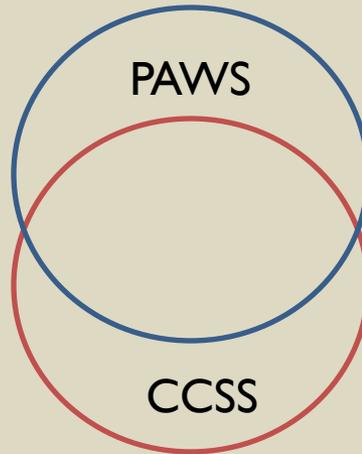


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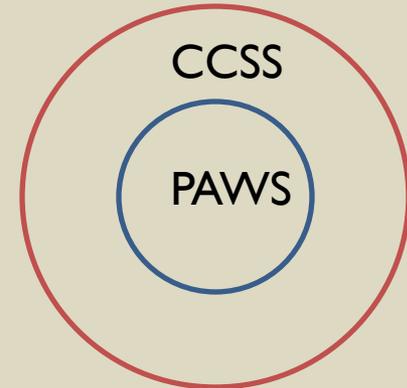
PAWS Test Design Changes



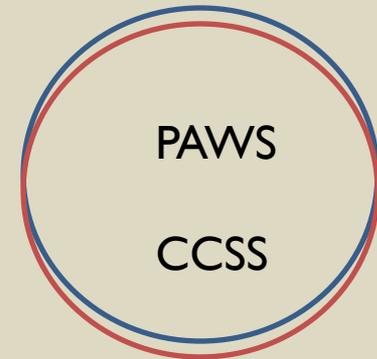
2012



2013



2014



2015



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New for 2013

- Writing is separately administered, grades 3-8 (SAWS, SAWS-ALT)
- SAWS writing prompts are three different lengths, with different points
- SAWS administered in grades 3-8 in 2013; 2014 will be 3, 5 and 7 (only)
- Each SAWS prompt has a 90 minute administration time
- PAWS and SAWS are transitioning to cover new WY standards – the CCSS



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New for 2013

- EXPLORE, PLAN, and COMPASS at grades 9, 10, and 12 required (ALTs not yet available)
- ACT is required of all students in grade 11; students with significant cognitive disabilities take PAWS-ALT and SAWS-ALT at grade 11
- ACT will have proficiency cut scores for federal and state accountability



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PAWS Test Design

School Year	2012-2013	2013-2014	2014-2015
What will be assessed	<p>Standards from the 2008 and 2012 Wyoming Content Standards will be assessed for reading and mathematics.</p> <p>2008 Wyoming Content Standards will be assessed for science.</p> <p>Operational items will align to the 2008 and 2012 Wyoming Content Standards. Some items will align to 2008 standards only while others will align to both sets of standards.</p> <p>Field test items will align to Phase I assessment targets, which align to the 2012 Wyoming Content Standards.</p>	<p>2012 Wyoming Content Standards will be assessed for reading and mathematics.</p> <p>2008 Wyoming Content Standards will be assessed for science.</p> <p>Operational items will align to Phase I assessment targets, which align to the 2012 Wyoming Content Standards.</p> <p>Field test items will align to Phase II assessment targets, which align to the 2012 Wyoming Content Standards.</p>	<p>2012 Wyoming Content Standards will be assessed for reading and mathematics.</p> <p>2008 Wyoming Content Standards will be assessed for science.</p> <p>Operational items will align to both Phase I and Phase II assessment targets, which align to the 2012 Wyoming Content Standards.</p> <p>Field test items will align to Phase I and Phase II assessment targets, which align to the 2012 Wyoming Content Standards.</p>



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2013 PAWS Test Design

- Operational test items from existing item bank (written to 2008 standards)
- Field test items will be written to 2012 standards
- Approximately 12 field test items per form,
- Ten forms per grade level



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2014 Testing

- Fully aligned to CCSS
 - Plans to set standards in summer 2014 and apply to spring 2014 test
 - May field test ALT items for grades 9, 10 & 12
 - May develop extended grade band standards for students with significant cognitive disabilities
- aligned to CCSS



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2015 and Beyond

- Build
 - Continue ETS contract
 - Issue RFP
- Buy
 - Consortium assessment
 - CCSS-aligned shelf test



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2012/2013 PAWS CALENDAR

EVENT/ACTIVITY	DATE
PAWS Test Ordering Management System Training	December 6, 2012
Pre-Id/Accommodations Window Opens	December 13, 2012
Pre-Id/Accommodations Window Closes	January 8, 2013
Student Demographic Update Window Opens	January 14, 2013
Additional Orders Window Opens	January 14, 2013
Building Coordinator Webcast	January 24, 2013
PAWS Assessment Materials Received in Schools	February 27, 2013
Test Administration Window Opens	March 11, 2013
Additional Orders Window Closes	March 22, 2013
WDE 684 Spring Snapshot	March 29, 2013
Test Administration Window Closes	April 5, 2013
Student Demographic Update Window Closes	April 9, 2013
Last Day for Materials to arrive at ETS for Scoring	April 9, 2013
Individual Student Reports Arrive in Districts	July 8, 2013



2012/2013 SAWS CALENDAR

EVENT/ACTIVITY	DATE
SAWS Test Ordering Management System Training	December 6, 2012
Pre-Id/Accommodations Window Opens	December 13, 2012
Pre-Id/Accommodations Window Closes	January 8, 2013
Student Demographic Update Window Opens	January 14, 2013
Additional Orders Window Opens	January 14, 2013
Building Coordinator Webcast	January 24, 2013
Additional Orders Window Closes	April 26, 2013
WDE 684 Spring Snapshot	March 29, 2013
Student Demographic Update Window Closes	April 9, 2013
SAWS Assessment Materials Received in Schools	April 10, 2013
Test Administration Window Opens	April 22, 2013
Test Administration Window Closes	May 3, 2013
Last Day for Materials to arrive at ETS for Scoring	May 10, 2013
Student and School Reports Arrive in Districts	July 8, 2013



BEFORE TESTING



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BC Responsibilities

- Update student information in TOMS
- Gather testing supplies provided by school: #2 pencils, scratch paper
- Receive and inventory test materials
- Train Test Administrators



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Before testing (cont'd.)

- Order additional materials
 - Original shipment includes 10% overage by grade – use these first
 - Regular forms – order on TOMS
 - An order on TOMS can't exceed 10% of initial shipment
 - Special forms – call:

Wyoming Support: 877-327-9415

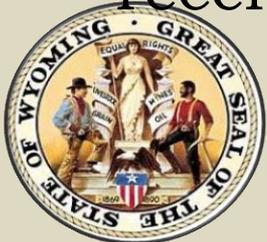
- Distribute test material to testing rooms



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Before testing (cont'd.)

- Schedule administration training with Test Administrators
- Distribute Directions for Administration books (DFA's) to Test Administrators to preview
- At scheduled training, go over DFA with Test Administrators
- Review procedures, policies, and security measures, including make-up procedures and dates
- Verify that all students who need special forms have been identified and materials have been received



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Materials from ETS

- Building Coordinator's Manual
- DFA Manual – separate shipment for PAWS
- Pre-ID student specific Student Test and Answer Books (TABs) – one for each grade and subject
- 10% TAB overage for each subject and grade
- Punch out rulers for grades 3-5 (PAWS)
- Math reference sheets for grades 6-8 (PAWS)
- UPS return labels
- Student roster
- Pre-slugged header sheet



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BC Responsibilities

Summary of Entire School Shipment

SHIPPING NOTICE

Destination:

Mel Miller
Arapahoe Charter High School
189 Left Hand Ditch Road

Susie Smith
ABC High School
123 Broadway Rd.
Cheyenne, WY 80001
USA

Phone No: 307- 856- 3862

**Origin:**

Distribution Center
PO Box 77435
225 Phillips Blvd.
Ewing NJ 08628
USA

E1 Order #: 1836918

Program Name:	PAWS
ID Number:	307-555-7777 0738055
Test Date / Type:	
Shipment Type / MMYYYY:	Initial



Order Number:	WYP0006163
Drop Shipment Recipient ID:	

Box ID	Item ID	Item Description	QTY	Serial No. Range
10004711	770499	WY PAWS PRE- ID TABS READING		See box contents form
10004712	770499	WY PAWS PRE- ID TABS READING		See box contents form
10004712	770499	WY PAWS PRE- ID TABS READING		See box contents form
10004712	770499	WY PAWS PRE- ID TABS READING		See box contents form



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BC Responsibilities

Specific content of each box

Wyoming Box Contents

ETS Distribution Center
225 Phillips Blvd.
Ewing, NJ 08628

School Name	Item #	Item Description	Pre-ID Serial # Range			Non Pre-ID Serial # Range		
			Qty	Serial # From	Serial # To	Qty	Serial # From	Serial # To
Arapahoe Charter High School	769455	WY PAWS T/B Reading Grade 03 V1-10	25	Q100000156	Q100000180	5	Q 200002370	Q 200002374
Arapahoe Charter High School	769456	WY PAWS T/B Reading Grade 04 V1-10	27	Q100000181	Q100000207	5	Q 200002473	Q 200002477
Arapahoe Charter High School	769457	WY PAWS T/B Reading Grade 05 V1-10	32	Q100000208	Q100000239	5	Q 200002576	Q 200002580
Arapahoe Charter High School	769458	WY PAWS T/B Reading Grade 06 V1-10	30	Q100000240	Q100000269	5	Q 200002679	Q 200002683
Arapahoe Charter High School	769459	WY PAWS T/B Reading Grade 07 V1-10	25	Q100000270	Q100000294	5	Q 200002782	Q 200002786
Arapahoe Charter High School	769460	WY PAWS T/B Reading Grade 08 V1-10	34	Q100000295	Q100000328	5	Q 200002885	Q 200002889

Total number of
books

Bar code range



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Non-Pre-ID Students

- Students who were not in the TOMS system by January
- If student not added for both PAWS and SAWS will not have a Pre-ID Student TAB for both programs
- Will need to use a non-labeled Student TAB
- Enter and grid all demographic information on the back page of each Student TAB; use only a #2 pencil



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DURING TESING



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PAWS

Special Forms

- Braille
 - Large Print
 - Audio – English
 - Audio –Spanish
- Student responses must be in standard TAB – Form 1
 - Mark appropriate special form on student demographic page of TAB



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SAWS

Special Forms

- Braille
- Large Print
- Audio –Spanish
- Responses must be in English
- Essays must be written in a scannable test answer book; scratch paper will not be scored



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2013 SAWS Administration Guidelines

- 90 minutes per prompt –
 - This is a guideline; student TABs should not be collected when 90 minutes are up
 - Encourage students to finish as close to the 90 minutes as possible
 - For grades doing several prompts, spread them out over the testing window
- Complete the prompt in one session,
draft and final copy



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2013 SAWS Administration Guidelines

- A short break between draft and final is allowed, if necessary
- See SAWS assessment design document at <http://www.edu.wyoming.gov/sf-docs/assessments/writing-assessment-design.pdf?sfvrsn=2>



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During the Test

- Monitor the test sessions
- Each student should be in a suitable testing environment
- Electronic devices are prohibited; please enforce school and classroom policies to ensure test security
- Report any testing irregularities or incidents to Jessica Steinbrenner the WDE (see Building Coordinator manual for form)



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AFTER TESTING



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PAWS

- Confirm that all students have been tested
- Gather and sort all Student TAB's by:
 - Subject
 - Grade
 - Used /Unused
- Check special forms Student TABs to be sure Box 7 (Special Form) is gridded



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SAWS

- Confirm that all students have been tested
- Gather all assessment materials
- Check to make sure student final drafts are written in the Student TAB
- Separately collect all rough drafts and scratch paper; **remember, these get**

shipped back to ETS



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Returning Materials

- NEW – Only one Header sheet required for the entire shipment of materials.



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Returning Materials

PAWS Return Header

Proficiency Assessment of Wyoming Students School and Grade Header Sheets

1. SCHOOL/BUILDING NAME _____
DISTRICT NAME _____

3. GRADES/SUBJECTS TESTED

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8																																																																																																																																																																																				
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2. BUILDING CODE

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

5. TOTAL DOCUMENTS

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

4. The Building Test Coordinator should complete this form.

Name _____

Date _____

Instructions—
 Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.



Wyoming Department of Education

Returning Material

SAWS Return Header

Student Assessment of Writing Skills Grade and School Header Sheets

1. SCHOOL/BUILDING NAME _____
DISTRICT NAME _____

3. GRADES TESTED

Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

2. BUILDING CODE

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

5. DOCUMENTS BEING RETURNED

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Instructions—

Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.

1. Write the SCHOOL/BUILDING NAME and the DISTRICT NAME on the lines provided.
2. In the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles.
3. In the row of boxes under the words GRADES TESTED, indicate the count of documents being returned. If no students tested, grid "00." If your count is a single digit number, fill in the zeros before the actual number (i.e., 005, etc.).
4. Print your name and date as the person completing this form.
5. Write and grid the total number of documents being returned.

4. The Building Test Coordinator should complete this form.

NAME _____

DATE _____

96769-96768 • TP212E5.25 • Printed in U.S.A.

779274

00043-1 1 2 3 4



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Completing the Header

Pre-slugged headers

- Write in building and district names
- Write the total number of Student TABS (used and unused) being returned and grid the number; use leading 0's

Blank headers (use only if the pre-slugged are damaged or lost)

- Complete all boxes
- Grid all boxes



Wyoming Department of Education

Return Instructions

PAWS 2013 *RETURN INSTRUCTIONS*

Important Timelines for Returning Materials for Students

Testing Window	UPS Material Pickup (Must be picked-up no later than)
March 11 th – April 5 th	April 9 th

PLEASE REVIEW THE RETURN INSTRUCTIONS CAREFULLY

*ERRORS IN PACKING CAUSE DELAYS IN
PROCESSING SCORE REPORTS*

PAWS Assessment Coordinator Responsibilities

- Sort TO BE RETURNED from NOT TO BE RETURNED

TO BE RETURNED

NOT TO BE RETURNED

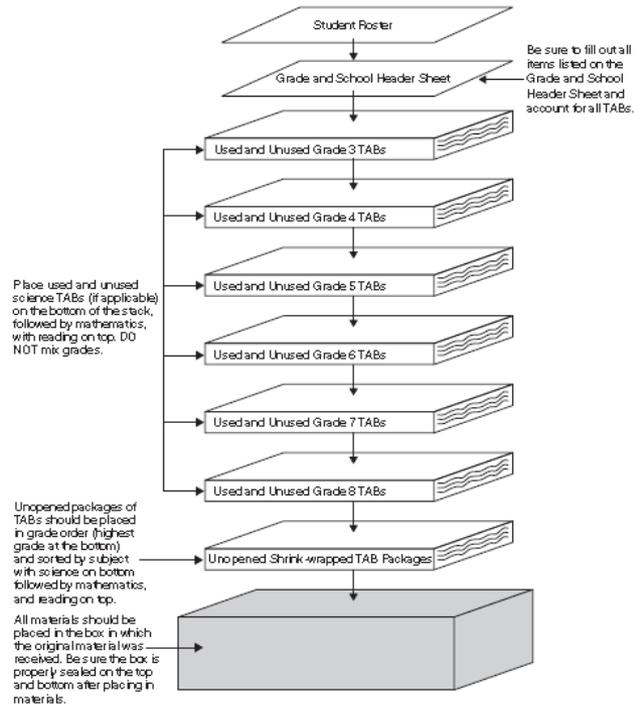


Wyoming Department of Education

Packing Instructions

PAWS 2013 RETURN INSTRUCTIONS

Packing Diagram



IMPORTANT!

All packages must be shipped no later than April 9, 2013.



Wyoming Department of Education

Return Label

749358 5 LBS
RS

SHIP TO:
AS RETURNS 00107
200 LUDLOW DRIVE
EWING NJ 08638

NJ 086 0-04

UPS 2ND DAY AIR 2
TRACKING #: 1Z 022 6R8 87 6911 0008

BILLING: P/P
DESC: AS RETURNS
RETURN SERVICE

REF 1: 00107
REF 2: 2091000

STEP 1 - BOX _____ OF _____
2091000

STEP 2 - CTR NAME: _____
STEP 3 - CENTER #: _____

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Wyoming Department of Education

Test Security

Test Administrator Security Agreement

I acknowledge that I will have access to the SAWS examination and test materials for the purpose of administering the examination. I understand that these materials are highly secure and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the examinations to any other person through verbal, written or any other means of communication.
2. I will not copy any part of the tests or test materials.
3. I will keep the tests secure until the tests are actually distributed to pupils.
4. I will limit access to the test and test material by test examinees to the actual testing periods when they are taking the tests.
5. I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages or other test items independently or with pupils or any other person before, during or following testing.
7. I will return all test materials to the designated building coordinator daily upon completion of testing.
8. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manuals prepared by the testing contractor.
9. I will administer the test in accordance with the directions for test administration and test administration manual prepared by the testing contractor.
10. I have been trained to administer the tests.

Signed

Print Name

School

District

Date

This form may be photocopied



Wyoming Department of Education

Irregularity Report Form

SAWS-Irregularity Report Form

The SAWS Building Coordinator may use this form to provide the required information to the Wyoming Department of Education, Assessment and Standards Division at Jessica.Steinbrenner@wyo.gov or fax to (307)-777-6234

School/Building _____ School Code:

Building Coordinator Name _____ Date of Report _____

Coordinator Telephone: _____ Coordinator email: _____

Check All That Apply

<input type="checkbox"/> Testing Irregularity <input type="checkbox"/> Inappropriate Test Preparation <input type="checkbox"/> Security Breach	<input type="checkbox"/> Test Disruption <input type="checkbox"/> Power Outage <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Construction <input type="checkbox"/> Other	<input type="checkbox"/> Grade involved: _____ <input type="checkbox"/> Number of Students Involved: _____
--	---	---

Briefly describe the irregularity. DO NOT include the names of staff members or students involved. Include details of how the incident was verified and any actions taken locally.

This form may be photocopied



Wyoming Department of Education

QUESTIONS?

- ETS – Wyoming Customer Support
 - 1-877- 327-9415
 - Wyoming-support@ets.org

- WDE
 - 1-307-777-8568
 - Jessica.steinbrenner@wyo.gov



Wyoming Department of Education

Test Order Management Site (TOMS)

- URL: <http://wyedu.ets.org/>
- Call Wyoming Support if your district or site does not have a password
- If adding a student – must do PAWS and SAWS separately



Wyoming Department of Education

TOMS Portal

Wyoming Statewide Assessments

SIGN IN | CONTACT US

For Wyoming District and Building Test Coordinators

Sign in to the ETS Test Order Management System (TOMS) to manage student demographic information and order materials.

[Sign In](#)

Wyoming Statewide Assessments

Welcome, Wyoming District and School Administrators and Teachers

This portal was created by Educational Testing Service (ETS) on behalf of the Wyoming Department of Education to provide administrators and teachers with access to calendars, forms, instructions and other documents that are needed to coordinate the Proficiency Assessments for Wyoming Students (PAWS), Student Assessment of Writing Skills (SAWS) and the PAWS-ALT and SAWS-ALT tests.

Within the secure Test Order Management System, approved administrators can review and update student demographic information and order test materials.

Learn More

- [About the Tests](#)
- [Training](#)

Parents and Students

Learn more about the Wyoming Statewide Assessments and find sample questions on the Wyoming Department of Education's website.

Pre-Administration Training

View videos that provide direction for administering the 2013 statewide assessments.

Building Coordinator Training Video and Building Coordinator Manuals

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Sign in



Wyoming Department of Education