



2013 Building Coordinator's Manual

SAWS

Student Assessment of
Writing Skills

CONTACT INFORMATION

If you have questions about Wyoming policy or procedures related to the Student Assessment of Writing Skills (SAWS), please contact:

Wyoming Department of Education (WDE)

307-777-8568

Monday through Friday, 8:00 a.m. to 4:30 p.m., Mountain Standard Time (MST)

If you need to order additional test booklets, have questions regarding receipt or return of test materials, or need technical support, please contact:

Wyoming Customer Support

Phone: 1-877-327-9415

Email: Wyoming-Support@ets.org

FAX: 866-522-1646

Customer Support hours are Monday through Friday, 7:30 a.m. to 6:00 p.m., Mountain Standard Time (MST)

To arrange for the pickup of your school's test materials after you have completed your planned administration and any make-up testing, please contact:

United Parcel Service (UPS)

1-800-742-5877

Note: Test sites will only need to arrange one pickup per school. All materials should be returned at one time.

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IMPORTANT DATES

Description	Date Open
Order Management/Pre-ID System Web Cast	December 6, 2012, 3:30 p.m.
Pre-ID Edit Window Opens	December 7, 2012
Pre-ID Edit Window Closes	January 8, 2013
Supplemental Materials Window Opens	January 14, 2013
Student Demographic Update Window Opens	January 14, 2013
Building Coordinator's Training Web Cast Video Available	January 24, 2013
Materials Received in Schools	April 8, 2013
Student Demographic Update Window Closes	April 9, 2013
Test Administration Window Opens	April 22, 2013
Supplemental Materials Window Closes	April 26, 2013
Test Administration Window Closes	May 3, 2013
Deadline for Materials to be shipped to ETS for Scoring	May 10, 2013

* Note: Adequate time must be provided for make-up administrations. Make-up administrations must be completed by the end of the test administration window.

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1 INTRODUCTION

The Student Assessment of Writing Skills (SAWS) is designed to improve teaching and learning in the State of Wyoming. The SAWS must be administered as a standardized assessment in order to provide a valid measure of student skills.

This guide assists Building Coordinators in the preparation and management of the 2013 SAWS administration. Prior to testing, all Coordinators should read this manual to ensure that testing procedures are understood. The Building Coordinator's responsibilities are organized into three sections: Before, During, and After Testing. If you have any questions, please call **Wyoming Customer Support at 1-877-327-9415**. Representatives are available to assist you Monday through Friday, 7:30 a.m. through 6:00 p.m., MST.

2 GUIDELINES FOR STUDENT PARTICIPATION

All students in grades 3–8 are required to take the SAWS or the SAWS–ALT writing assessment, unless they are officially exempted. SAWS–ALT is provided to grade 11 students who qualify for the alternate assessment.

A make-up session must be scheduled if students are absent from school on the days the tests are given. Building Coordinators and Test Administrators must provide adequate time for make-up exams during the specified administration window. All non-exempt students who do not take the test count against the school's accountability participation rate.

2.1 REQUIREMENTS FOR EXEMPTIONS, ACCOMMODATIONS, AND SPECIAL FORMS

In very rare instances, students who are medically fragile may be exempted from taking the SAWS. Students who are in an out of state placement for the duration of the assessment can also file for an exemption. Students who have been expelled from school and are therefore unable to participate in the test may be exempted. Also, students residing in the country less than one year and identified as English Learners (EL) may be exempted from taking the SAWS assessment. Instructions for requesting an exemption can be found in Appendix B. These exemptions must be approved by WDE prior to testing.

Standard accommodations are allowed on the SAWS for students with disabilities, who have an Individualized Education Plan (IEP), or a Section 504 Plan, or for English Learners (EL). The proper administration of a standard accommodation allows these students access to the test, resulting in students' ability to demonstrate their knowledge and skills consistent with the measured test construct in each content area.

ETS provides Braille, large print, and audio materials for a student with an IEP or a Section 504 Plan whose plan is appropriately documented. An audio accommodation is provided in Spanish.

For more specific questions regarding exemptions, accommodations, and special forms, please contact the Wyoming Department of Education at 307-777-8568 or Jessica Steinbrenner at jessica.steinbrenner@wyo.gov.

3 RESPONSIBILITIES BEFORE THE TEST

From ensuring that proper test materials are available, to accounting for and returning testing materials, the Building Coordinator's role is central to a successful administration of the SAWS. Building Coordinators are responsible for ensuring that teachers are properly trained to administer the SAWS and that the administration is carried out in a uniform and consistent manner. Building Coordinators must be familiar with the *Directions for Administration* (DFA) and adhere to directions in both the *Directions for Administration* and the *Building Coordinator's Manuals*. Specific responsibilities of the Building Coordinator are outlined in this section.

Prior to the SAWS administration, the Building Coordinator has a number of tasks to complete in preparation for testing:

- Updating student information, if necessary;
- Arranging for testing supplies provided by the school;
- Receiving and inventorying testing materials sent by ETS;
- Training Test Administrators on the proper procedures to be followed on the testing day, including rules for preserving test integrity.

3.1 MANAGING STUDENT INFORMATION

The WDE will supply ETS with a file of all currently enrolled Wyoming school students required to take the SAWS. In addition to the students' basic demographic information, the file contains information about special forms needed. Other testing accommodations will need to be entered into ETS/TOMS. (Braille, large print, or audio). ETS will post this information for each school in a password-protected folder on the ETS Test Order Management System ETS-TOMS. A User guide is provided under the HELP tab once you are logged into the system.

Access to this information requires a User ID and Password. If you do not have a User ID and Password to access your building's student records, contact Wyoming Customer Support immediately to request one. Passwords are issued to the Building Coordinator listed on the Data Verification Form submitted to ETS.

Wyoming Customer Support: 1-877-327-9415 or Wyoming-Support@ets.org

Building Coordinators are expected to review their building’s student records. They are also expected to update any student information that may have changed since the data was supplied to the WDE, transfer any students who have moved to a new school, delete the names of students who have moved out of state, and **update or enter accommodations for students, including those who require a special form**. Management of this data is critical to ensure accurate scoring and reporting for each student, as well as to provide ETS with the proper information to use when shipping test materials. The time period during which these edits can be made is referred to as the Pre-ID Edit Window. The dates for this window can be found in the table of important dates, on the inside front cover of this manual.

All students correctly entered during the Pre-ID Edit Window will receive Pre-ID Student Test and Answer Books (TABs).

The ETS–TOMS User’s Guide is available online by going to <http://wyedu.ets.org>, signing in to TOMS, and clicking on the “Help” icon on the dashboard screen.

3.2 RECEIPT OF MATERIALS

3.2.1 REGULAR TEST MATERIALS

Test materials are shipped to each school to the attention of the Building Coordinator and must be inventoried upon receipt. Shipping cartons will be numbered “Box 1 of ___” with Student Test and Answer Books (TABs) in the first boxes. The last box, labeled “OPEN FIRST,” contains the Building Coordinator’s Kit for each school and miscellaneous ancillary materials.

The Shipping Notice in Box 1 displays a summary count of all secure test materials. Each individual box contains a packing slip listing the detailed contents of the box. The boxes containing Student TABs are sorted by grade and student name (alphabetic by grade). Pre-ID students should receive a labeled booklet. In addition to these pre-labeled books, there will be a 10% overage of blank books for students who are not on the Pre-ID roster.

A Pre-ID roster is provided to assist with reconciling Pre-ID student materials. The Pre-ID roster lists each student’s pre-printed Student TAB’s assigned barcode. This roster is placed in Box 1. Each individual box of secure test materials contains a Box Content List that lists the serial number range of each package of Student TABs.

The last box, the one with non-secure materials and labeled “OPEN FIRST,” will contain:

- *Directions for Administration* (DFA)
- UPS return labels (one for each box)
- Pre-slugged School/Grade Header Sheet (used when returning materials)
- Building Coordinator’s Kit
 - ✓ *Building Coordinator’s Manual*
 - ✓ Extra header sheets (blank)
 - ✓ Sealing Tape

3.2.2 SPECIAL FORMS

Special forms [Braille, large print, and audio Spanish] are shipped at the same time as regular forms and in the same manner; however, they will be in a separate box from the regular test forms.

3.2.3 OTHER MATERIALS

Each school is responsible for providing the following materials:

- Number 2 pencils with erasers
- Pencil sharpeners
- “Do Not Disturb–Testing in Progress” signs
- Draft/scratch paper, as appropriate

3.2.4 ALLOWABLE RESOURCES

Allowable resources on the SAWS are limited to only the following:

- Draft/scratch paper
- Word walls
- Blank lined paper or sample draft paper, which is available on the WDE Website
- Hard copy dictionaries (no thesauruses)

Please note: Audio or digital dictionaries and spell checkers are not allowed on the SAWS assessment. Word walls are limited to those that are used in regular classroom instruction. Graphic organizers are not allowed; students may use blank paper to generate their own graphic organizers, but pre-printed graphic organizers are not to be provided. Posters or charts with writing process guidelines, tips, or instructions should be removed or covered during testing. Failure to follow these guidelines is a violation of test administration protocols and may result in disqualification of student scores.

3.3 SCHEDULING AND TRAINING TEST ADMINISTRATORS

Once a test administration schedule is established for the school, the Building Coordinator should schedule test administration activities, including selecting appropriate testing locations, training test administrators, and distributing test materials.

Test Administrators must be trained on appropriate testing and security procedures. Each Test Administrator must sign a Test Administration Security Agreement (Appendix E). Test Administrators must also be trained to complete the student demographic page when Non-Pre-ID (overage) books are used.

After materials are received, each Test Administrator must read the *Directions for Administration* (DFA). After the DFA is read, the Building Coordinator should schedule a meeting to discuss test security and ethics, review testing procedures and schedules, review instructions for completing the student demographic page, and review instructions for distributing Student TABs.

3.3.1 POINTS TO REMEMBER ABOUT STUDENT TEST AND ANSWER BOOKS (TABs)

Test Administrators should understand the following in reference to the use of student TABs:

- Pre-ID Student TABs have been pre-printed to show the correct essential identifiers (Student Name, WISER ID, School/District Information, School ID, Date of Birth, Grade, and Gender).
- The Student TAB belongs only to a particular individual student.
- To ensure accurate reporting for each student, DO NOT alter the Pre-ID label.
- Do not distribute a Pre-ID Student TAB to a student other than the one identified.
- A Number 2 pencil must be used to write all answers.
- All answers must be entered into the Student TAB.
- Students must respond to the essay prompt within the lined pages of the TAB. Students may use extra draft/scratch paper.
- All draft/scratch paper with student work must be returned to ETS with the Student TABs at the end of testing.
- Additional Student TABs (no Pre-ID label) may be ordered on ETS–TOMS if the overage supplied in the original shipment is not sufficient to account for new students.

It is important that the following precautions be observed in order for the students' responses to be properly scanned and scored:

- Do not allow students to use correction fluid on the Student TABs. If an error is made, the student should erase the error completely.
- Do not disassemble or pull pages out of the Student TABs.
- Do not use paper clips, tape, staples, or glue on Student TABs. The only exception is the use of binder clips for the Braille form.
- Do not attach removable "sticky" notes to Student TABs.

3.3.2 COMPLETING ASSESSMENT DEMOGRAPHIC INFORMATION

Proper recording of the required student demographic identification information is essential to accurate reporting of student results. If a Pre-ID Student TAB is received for each student, only Box 1 on the demographic page must be completed. No additional gridding is required unless a special form is used.

If a student uses a special form (Braille, large print, or audio), the Test Administrator must indicate this on the demographic page by filling in the bubble for the appropriate form. This will ensure accurate scoring and reporting.

There may be students who were not assigned a Pre-ID Student TAB. In this event, the Test Administrator will need to ensure that each student's demographic information is entered correctly on the back cover of an unlabeled Student TAB (from the 10% overage or additional orders). NOTE: A Number 2 pencil must be used to fill in the demographic information.

Only Test Administrators, building personnel, or district personnel may enter the demographic information required on the Student TABs. For scanning purposes, all stray marks must be erased. See Appendix [C] for an example of the demographic page.

3.4 MAINTAINING TESTING INTEGRITY

Maintaining testing integrity—both the security of materials and the ethics of personnel in the testing environment—is of paramount importance. Building Coordinators and Test Administrators must discuss assessment ethics and security requirements and resolve any questions prior to the test administration.

3.4.1 HANDLING TEST MATERIALS

The Building Coordinator is responsible for the receipt, inventory, distribution, and storage of testing materials. Security procedures must be followed at all times. All Student TABs, Braille forms, large print, and audio Spanish CDs are secure materials and may not be copied or duplicated, moved from building to building, or retained in the school after testing has been completed. Student TABs must be stored in a secure location **with limited access** until the time of testing.

Exceptions to the rule regarding movement of the test materials must be approved by the State Superintendent or her designee in the assessment division. Approval will be granted only for the following situations:

- Students in distance education who are unable to test at their registered school
- Students who are incarcerated or similarly detained and unable to test at their registered school
- Students with special forms who have transferred to another school during the testing window

Building Coordinators should receive boxes containing secure materials. After verifying the materials, the Building Coordinator should reseal the boxes until the materials are distributed to classrooms. If there are any missing test books, the Building Coordinator should document this on the Shipping Notice. Student TABs are shrink-wrapped in packages of 5 and are barcoded with a unique security number. Do not remove the shrink-wrap until it is necessary to do so in preparation for the test administration.

Call Wyoming Customer Support (1-877-327-9415) immediately if there is a discrepancy between the Box Content List and the actual contents of the box, if a box is missing from the sequence of boxes shipped, or if a box or its contents were damaged in transit.

3.4.2 BUILDING COORDINATOR SECURITY CHECKLIST

- Keep all assessment materials in a locked storage area. Assessment materials are considered to be in secure storage when they are locked in a container, compartment, or area. Take care to ensure that the location is accessible only to the Building Coordinator.
- Check shipments of assessment materials within 24 hours of receipt to ensure that the full shipment has arrived and is free from tampering or damage. Report any irregularities to ETS immediately.
- Make sure that no student has access to the assessment before or after the administration.
- Ensure that all assessment materials are returned to ETS using the materials and instructions provided.
- Do not reproduce any assessment materials in any manner (i.e., email, texting, photographing, photocopy machine, hand-written copies, verbal exchanges, etc.).
- Do not change a student's answer(s).
- Follow the *Allowable Resources Guidelines* provided by the WDE.

3.4.3 TEST ADMINISTRATOR SECURITY CHECKLIST

- Keep all assessment materials in locked storage **with limited access**.
- Do not reproduce any assessment materials in any manner (i.e., email, texting, photographing, photocopy machine, hand-written copies, verbal exchanges, etc.).
- Do not disclose any assessment items to anyone, including students or other staff members, at any time.
- Do not provide answers to any assessment items to any students.
- Do not change a student's answer.
- Follow the DFA explicitly.
- Follow the *Allowable Resources Guidelines* provided by the WDE.

4 RESPONSIBILITIES DURING THE TEST

4.1 AVAILABILITY/SECURITY

Building Coordinators must be available during the test administration to answer any questions from the Test Administrators. Ensure that anyone who might need it has the contact information for the Building Coordinator on the testing day.

A high level of security must be maintained during testing. Building Coordinators are to ensure that all Student TABs are collected, inventoried, and returned to a secure, locked storage area when testing is not in progress.

4.2 PROGRAM IRREGULARITIES AND INCIDENTS

Testing irregularities are circumstances that may compromise the reliability and validity of test results. They may result in disciplinary action. Listed below are three categories of irregularities—testing irregularities, inappropriate test preparation, and security breaches—and some examples of each.

1. **Testing Irregularities**, including, **but not limited to**:
 - Coaching students, including, but not limited to:
 - Discussing questions with students during testing
 - Providing instruction related to the test during test administration
 - Giving students the answers
 - Leaving informational materials on the wall in the testing room that may assist students in answering examination questions. (Please see 3.2.4 for an explanation of allowable resources.)
 - Allowing students to have additional materials or tools (e.g., books, graphic organizers, or tools, etc.) that are not specified in an IEP or a Section 504 plan or are not approved by the WDE as an allowable testing accommodation
 - Student observed copying answers from another student's work
 - Student TAB is contaminated
2. **Inappropriate Test Preparation**, including, **but not limited to**:
 - Reviewing any test questions and providing instruction related to the prompt prior to test administration or between test sessions
3. **Security Breaches**, including, **but not limited to**:
 - Failure to securely maintain test materials
 - Talking about or discussing the tests with anyone
 - Copying the tests
 - Allowing students to take the test out of the testing room
 - Permitting use of electronic devices during testing
 - Posting test questions to the Web

4.3 REPORTING IRREGULARITIES

Should there be any confirmed or suspected irregularities that occur before, during, or after testing due to staff actions/inactions, the Building Coordinator is responsible for immediately notifying the WDE. The “SAWS Administration Irregularity Report Form” in Appendix F should be used to provide the required information to the WDE. The Building Coordinator should either fax this form to 307-777-6234 or email it to Jessica Steinbrenner at jessica.steinbrenner@wyo.gov.

4.4 TEST ADMINISTRATION INCIDENT REPORT FORM

When it is determined that a student has gained an unfair advantage, this situation must be reported immediately. The Test Administrator must notify the principal and the Building Coordinator, who will inform the District Coordinator. The District Coordinator should complete the Test Administration Incident Report Form and submit it to the WDE via fax 307-777-8568 or email jessica.steinbrenner@wyo.gov. This information must be reported to the WDE no later than May 7, 2013. The WDE will be responsible for reporting any unfair advantage situations to ETS that may result in a “Not Tested” status.

4.5 CONTAMINATED TEST MATERIALS

Testing materials contaminated with bodily fluids (i.e., the student becomes ill or blood comes in contact with the TAB) by any student during testing, the TAB should be destroyed and the incident reported in the SAWS Administration Irregularity form. When documenting the incident provide the serial number of the book that was destroyed, and the number of the replacement book. If a new Student TAB is needed for the student, please use an overage TAB from your school’s overage or submit an additional order request. If the student has already marked answers in the contaminated book, transcribe these answers to the new book and have the student continue from where he/she stopped. A make-up session may be scheduled for the student.

4.6 MAKE-UP SESSIONS

A make-up session must be scheduled for students absent during a regularly scheduled test administration. Building Coordinators and Test Administrators must provide adequate time for make-up exams during the specified administration window.

5 RESPONSIBILITIES AFTER THE TEST

5.1 COLLECTION AND PREPARATION OF TEST MATERIALS FOR RETURN SHIPMENT

Building Coordinators must work closely with the Test Administrators to ensure that all secure materials are returned in a timely manner. Test Administrators must perform all of the following tasks:

- Verifying that the appropriate grade-level assessment has been administered;
- Removing all draft/scratch paper, etc., from the Student TABs;
- Verifying that all demographic information has been completed if the student used a blank Student TAB;
- Verifying that all erasures are complete and neat;
- Separating all Student TABs by grade.

5.1.1 SPECIAL FORMS

The following are specific instructions for preparing special forms (Braille, large print, and audio) for return shipment.

5.1.2.1 Braille TAB

After testing, the Building Coordinator must ensure that the following tasks have been completed:

- The essay response has been transcribed into a **FORM 1** Student TAB (provided in the Special Forms shipment).
- The student's Pre-ID labels have been affixed to each Student TAB.
- The Test Administrator has completed all the demographic information on the back cover of each Student TAB if the student did not use a pre-labeled Student TAB.
- The special form "Braille" is correctly marked on the demographic information page of the Student TAB.

5.1.2.2 Large Print TAB

After testing, the Building Coordinator must ensure that the following tasks have been completed:

- The essay response has been transcribed into a **FORM 1** Student TAB (provided in the Special Forms shipment).
- The student's Pre-ID labels have been affixed to each Student TAB.

- The Test Administrator has completed all the demographic information on the back cover of each Student TAB if the student did not use a pre-labeled Student TAB.
- The special form “Large Print” is correctly marked on the demographic information page of the Student TAB.

5.1.2.3 Audio TAB

After testing, the Building Coordinator must ensure that the following tasks have been completed:

- The student’s Pre-ID labels have been affixed to each Student TAB.
- The special form “Audio Spanish” is correctly marked on the demographic information page of the Student TAB.

5.1.2 HEADER SHEETS

A preprinted and blank School and Grade Header Sheet [Appendix D] has been provided. Only one header sheet is required for the school’s entire return shipment but extras are provided in case of loss or damage. It should be placed on top of the materials in Box 1. The header sheet must be completed to indicate the total number of books by grade and subject that are being returned. Used and unused materials should be returned together. **Again, only one header sheet is needed per return shipment.** Any extra header sheets can be destroyed and do not need to be returned.

Header sheets are scannable documents, and photocopies are NOT acceptable. If the information on the preprinted header sheets contains errors, do not alter it. Instead, fill in all required information on a blank header sheet. It is important that this information is correct, for it will be used when accounting for Student TABs that were shipped to the building.

School and Grade Header Sheet for Student TABs:

- Verify Building Name.
- Verify District Name.
- Verify Building Code Number in Box 2.
- Write and grid the number of students who tested per grade. (**Do Not** leave any grade blank—grid “00” if no students tested.)
- The Building Coordinator must sign and date at the bottom of the header sheet.

The Building Coordinator must ensure that the number of documents (used and unused) recorded on the header sheet is correct.

NOTE: If a discrepancy exists between the number of Student TABs received and the number recorded on the header sheet, ETS will call the school in order to verify the information for processing. The scoring and reporting processes will be put on hold until count discrepancies have been resolved.

5.1.3 SHIPPING GUIDELINES

All TABs, both used and unused, must be shipped back to ETS in the same boxes in which they were received. If a TAB has a pre-ID label on it but was not used, please write VOID across the cover and return it with the unused books. The following table identifies which materials are returned and which are not. It is suggested that the Building Coordinator retain this *Building Coordinator’s Manual* and a DFA for future reference.

5.1.4 SHIPPING GUIDELINES TABLE

Item Description	Returned	Not Returned
Student TABs—used and unused	●	
Used scratch/draft paper, including student-generated graphic organizers	●	
Ancillary materials (e.g., extra shipping labels, paper bands, unused header sheets, packing materials, etc.)		●
Pre-ID rosters	●	
Building packing lists		●
<i>Directions for Administration Manuals</i>		●
<i>Building Coordinator’s Manual</i>		●
Audio CDs	●	

5.2 PACKING AND SHIPPING TABS

Pack Student TABs (used and unused) into the boxes in which test materials were received. If the dual-purpose boxes are not available, locate sturdy boxes of a suitable size that will not allow the scorable materials to shift.

IMPORTANT: Ensure that the School and Grade Header Sheet and the student roster are placed on top of the test materials in Box 1.

Any empty spaces in the shipping carton must be filled with crumpled paper; do not use shredded paper or foam “peanuts.” All shipments must be labeled serially—for instance, “Box 1 of 3,” “Box 2 of 3,” and “Box 3 of 3.” Seal the boxes with tape provided in the Building Coordinator’s Kit. See Return Instructions and a packing diagram in Appendix G.

If there are any questions regarding shipping, please contact the Wyoming Support Center at 877-327-9415 or Wyoming-Support@ets.org.

5.3 RETURN INSTRUCTIONS

It is critically important that directions for returning materials to ETS be followed. Timely reporting and reporting accuracy depend on following the correct process. Please see Appendix G for detailed return instructions.

5.3.1 SHIPPING MATERIALS CHECKLIST

The ETS processing center maintains records of security barcodes assigned to all schools. When testing is completed, the Building Coordinator must account for and return all used and unused secure materials. Errors in packing may cause delays in scoring. All returned materials will be checked in using a scanner to account for all Student TABs and special forms. Missing secure materials will be reported to the WDE. The materials to be returned are:

- School and Grade Header Sheet
- Student Roster
- Used/Unused Student Test Answer Booklets
- Draft/Scratch paper
- Pre-ID Roster

Materials that do NOT need to be returned include:

- Test Administration Guides
- Return Instructions
- Extra UPS Return Labels
- DFAs
- Building Coordinator's Manuals*
- Unused School and Grade Header Sheets
- Scoring Guides

5.3.2 WHEN TO RETURN MATERIALS

Testing Window	Last UPS Material Pickup
April 22, 2013–May 3, 2013 Materials may be returned anytime during this period.	May 10, 2013

5.3.3 SHIPPING MATERIALS TO ETS

Ship the materials by following the process below:

- 1) Arrange for a UPS pickup at your building. Regular UPS service pickups at your school are an efficient way to return the testing materials.
- 2) Call 1-800-PICK-UPS (1-800-742-5877) to schedule a pickup.
- 3) DO NOT use any courier other than UPS. Doing so may cause a delay in scoring.

6 BUILDING COORDINATOR'S CHECKLIST

Scheduling and Training	
	Establish test administration schedule for school(s).
	Schedule test administration activities within the school(s).
	Communicate the test administration activities and schedules to Test Administrators.
	Work with Test Administrators to select rooms for testing.
	Develop a plan for secure storage and movement of test materials.
	Schedule training of Test Administrators.
	Train Test Administrators on testing, security procedures, and completion of student demographic information.
	Work with the principal to ensure that all Test Administrators are officially certified.
	Read the SAWS Standard Accommodations and ensure that all appropriate accommodations have been entered in ETS–TOMS and the needed special forms have been ordered.
Review/Update Student Information	
	Confirm that students are assigned the appropriate accommodations (if required) and the appropriate special forms have been ordered.
	Confirm that students have been placed into an assigned class.
	Confirm that students have the correct test assignments.
	Ensure that all students have been registered for testing.
Receipt of Assessment Materials	
	Using the Shipping Notice received in Box 1 of the school's materials (examples can be found at Appendix G), determine the number of boxes expected in the shipment. Verify that the numbers are correct. If there are ANY discrepancies in the number of boxes received, call Wyoming Customer Support immediately. <div style="text-align: center;"> Wyoming Customer Support Phone: 877-327-9415 Email: Wyoming-Support@ets.org Fax: 866-522-7646 </div>
	Using the Box Content sheet (included in each box shipped), count and verify that the quantities received for each item match the quantities indicated on the Packing Slip. If there are ANY discrepancies, call Wyoming Support immediately.
	If additional materials are needed, submit a supplemental order.
	Be sure to retain ALL boxes received. The boxes will be used to return scorable materials to ETS.
	Organize all test materials according to the schedule for each subject area to be administered.
	Lock ALL materials in a secure location until the test is administered. Access to materials should be limited to authorized school personnel only. Ensure that no student has access to test materials.
	Do not distribute materials prior to scheduled testing days.
	Ensure that all demographic information is completed on the Student TABs for students who did not receive Pre-ID booklets before distributing Student TABs to the students.

During the Test Administration	
	Distribute test materials to Test Administrators. This activity will occur on the actual test day(s). Materials may not be distributed prior to the day of testing.
	Provide overage test materials, as needed, to Test Administrators. This activity will occur on the actual test day. Materials may not be distributed prior to the day of testing.
	Gather materials needed for distribution to students (pencils, scratch/draft paper, dictionaries).
	Be available to answer questions from Test Administrators.
	Maintain the security of test materials before, during, and after testing. Materials must be locked in a secure location immediately after testing is complete.
	Immediately notify the WDE if any emergencies or irregularities occur during the administration.
	Schedule make-up sessions as necessary.
After the Test Administration	
	Count all materials received from Test Administrators to ensure that ALL materials have been accounted for (refer to shipping notices as necessary).
	If materials are not being returned immediately, ensure that they are locked in a secure location until their return.
	Prepare materials for return. Follow instructions for packing very carefully as described in Appendix G.
	MATERIALS MUST BE SHIPPED TO ETS NO LATER THAN MAY 10, 2013.

7 APPENDICES

7.1 A-ACCOMMODATIONS

SAWS 2013 STANDARD ACCOMMODATIONS

The following standard accommodations are appropriate during the SAWS 2013 test administration for a student with an IEP or with a 504 Plan whose plan is appropriately documented.

Presentation Accommodations	
1.	Student uses a Braille Special Test Form.
2.	Student uses a Large Print Special Test Form.
3.	Student uses an Audio Special Test Form.
4.	Student uses magnification devices.
5.	Student uses color overlays to reduce glare or enhance text.
6.	Student uses templates to reduce the amount of visible print.
7.	Student uses tactile graphics.
8.	Sign language interpreter signs directions in all content areas and/or signs test questions as written in all content areas EXCEPT reading. The interpreter may not clarify, interpret, define word meanings, elaborate, or provide assistance to students. Readers need to be familiar with the terminology and symbols specific to the content. It is recommended that one interpreter be provided for each individual student.
9.	A certified staff member or access assistant provides visual cues to students who are deaf or hard of hearing.
10.	A certified staff member or access assistant (human reader) reads directions word-for-word as written in all content areas and/or reads or re-reads test questions word-for-word as written in all content areas EXCEPT reading. Human readers may not clarify, interpret, define word meanings, elaborate, or provide assistance to students. It is recommended that one reader be provided for each individual student.
11.	Student asks for clarification of directions (not test questions or answer choices).
12.	Student uses audio amplification devices, including and/or in addition to hearing aids to increase clarity.
13.	Student uses text-to-speech software in all content areas EXCEPT reading.

Response Accommodations

14.	A certified staff member or access assistant scribes what a student dictates through alternate augmentative communications (AAC), pointing, sign language, or speech. The scribe may not edit or alter the student's work in any way and must record, word for word, exactly what the student has dictated. The scribe may request clarification from the student about the use of capitalization, punctuation, and spelling key words on constructed response items. A scribe must allow the student to review and edit what he or she has written. The student's final response must be transcribed by a certified staff member or access assistant into the Student Test and Answer Book on the pages that the student's response is to be written.
15.	A student types responses using a word processor. Dictionary and synonym/thesaurus devices MUST be disabled on the Reading, Mathematics, and Science Tests. The margins for word-processed documents should match the same space as is allowed in the Student Test and Answer Book. A certified staff member or access assistant transcribes verbatim the student's work into the Student Test and Answer Book on the pages that the student's response is to be written.
16.	Student uses speech-to-text conversion or voice recognition in all content areas. The margins for this document should match as closely as possible the same space as is allowed in the Student Test and Answer Book. A certified staff member or access assistant transcribes verbatim the student's work into the Student Test and Answer Book on the pages that the student's response is to be written.
17.	Student uses a Braille. A certified staff member or access assistant transcribes verbatim the student's work into the Student Test and Answer Book on the pages that the student's response is to be written.
18.	Student uses a tape recorder to record test responses rather than writing on a paper in all content areas.
19.	A certified staff member or access assistant monitors the placement of student responses on the Student Test and Answer Book.
20.	Student uses visual organizers including graph paper, place markers, and templates. Student uses a pencil to underline text. Highlighters CANNOT be used in the Student Test and Answer Book.

Setting Accommodations

21.	Student takes the test in a different building location in a small group or individually. Changes can also be made to a student's location within a room to reduce distractions to the student or to other students, to increase physical access, or enable the use of special equipment. Students must be monitored by a certified staff member.
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Timing and Scheduling Accommodations

22.	Student is provided with extended time to complete the assessment.
23.	Student is provided with multiple, individual breaks as needed, monitored by a teacher or access assistant.
24.	Student takes the test at the time of day when he or she is most likely to demonstrate peak performance.

ELL Specific Accommodations

25.	A certified staff member or access assistant translates written directions to the student.
26.	A certified staff member or access assistant re-reads, simplifies, or clarifies directions in English or in the student's primary language (NOT test questions or answer choices) without clueing correct responses.
27.	A certified staff member or access assistant reads and/or re-reads test questions in English, word-for-word, exactly as written in all content areas EXCEPT reading. Readers may not clarify, interpret, define word meanings, elaborate, or provide assistance to students. Readers need to be familiar with the terminology and symbols specific to the content. It is recommended that one reader be provided for each individual student.
28.	Student uses a bilingual dictionary provided by the school.
29.	Student takes the test in a different building location in a small group or individually. Changes can also be made to a student's location within a room to reduce distractions to the student or to other students, to increase physical access, or enable the use of special equipment. Students must be monitored by a certified staff member.
30.	Student is provided with multiple, individual breaks as needed.
31.	Student is allowed to complete the test over multiple days.

7.2 B–EXEMPTION INFORMATION

EXEMPTIONS

Students not taking the SAWS MUST be officially exempted by the Wyoming Department of Education (WDE). The school’s participation rate will be affected for each student who is not tested and is not officially exempted.

Information about exemptions can be found on the WDE Website at <http://edu.wyoming.gov>. Click on the programs tab and then the Data Collections Suite. Questions regarding exemptions should be directed to the Assessment Division, Wyoming Department of Education, Cheyenne at 307-777-8586.

ALLOWABLE RESOURCES

The Student Assessment of Writing Skills (SAWS) is a standardized assessment, used for school and district accountability determinations, and must be administered in a standardized manner. SAWS measures a student’s mastery of academic knowledge and skills as defined in the Wyoming Content and Performance Standards in Writing at grades 3–8. The following list contains the only material or resources to be used by students during the SAWS assessment. Use of any other resources (human, electronic, manipulative or paper) will be considered an unethical assessment administration practice leading to invalidated test results.

- Blank scratch paper
- Word walls
- Blank lined paper or sample draft paper, which is available on the WDE Website
- Hard copy dictionaries (no thesauruses)

Please note: Audio or digital dictionaries and spell checkers are not allowed on the SAWS assessment. Word walls are limited to those that are used in regular classroom instruction. Graphic organizers are not allowed; students may use blank paper to generate their own graphic organizers, but pre-printed graphic organizers are not to be provided. Posters or charts with writing process guidelines, tips, or instructions should be removed or covered during testing. Failure to follow these guidelines is a violation of test administration protocols and may result in disqualification of student scores.

7.4 D-SAMPLE HEADER SHEET

Student Assessment of Writing Skills Grade and School Header Sheets

1. SCHOOL/BUILDING NAME _____
DISTRICT NAME _____

3. GRADES TESTED

Grade 3	<input type="checkbox"/>	Grade 4	<input type="checkbox"/>	Grade 5	<input type="checkbox"/>	Grade 6	<input type="checkbox"/>	Grade 7	<input type="checkbox"/>	Grade 8	<input type="checkbox"/>										
	0	1	2	3	4	5	6	7	8	9		0	1	2	3	4	5	6	7	8	9

2. BUILDING CODE

<input type="checkbox"/>	0	1	2	3	4	5	6	7	8	9
<input type="checkbox"/>	0	1	2	3	4	5	6	7	8	9

5. DOCUMENTS BEING RETURNED

<input type="checkbox"/>	0	1	2	3	4	5	6	7	8	9
<input type="checkbox"/>	0	1	2	3	4	5	6	7	8	9

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

- Write the SCHOOL/BUILDING NAME and the DISTRICT NAME on the lines provided.
- In the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles.
- 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.).
- Print your name and date as the person completing this form.
- Write and grid the total number of documents being returned.

4. The Building Test Coordinator should complete this form.

NAME _____
DATE _____

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00049-1 1 2 3 4



7.5 E-TEST ADMINISTRATOR SECURITY AGREEMENT

Test Administration 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.

7.6 F-COORDINATOR IRREGULARITY REPORT

SAWS Administration-Irregularity Report Form

The SAWS Building Coordinator may use this form to provide the required information to the Wyoming Department of Education, Assessment Division at jessica.steinbrenner@wyo.gov or fax to 307-777-6234

School/Building _____ School Code:

Building Coordinator's Name _____ Date of Report _____

Coordinator Telephone: _____ Email: _____

Check All That Apply

See Section 4.2 for examples

- Testing Irregularity
- Inappropriate Test Preparation
- Security Breach

Test Disruption

- Power Outage
- Fire Alarm
- Construction
- Other

Grade Involved: _____

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.

7.7 G–RETURN INSTRUCTIONS

SAWS 2013 RETURN INSTRUCTIONS

Important Timelines for Returning Materials for Students

Testing Window	UPS Materials Pickup (Must be picked up no later than)
April 22 nd – May 3 rd	May 10 th

**PLEASE REVIEW THE RETURN INSTRUCTIONS CAREFULLY
ERRORS IN PACKING CAUSE DELAYS IN
PROCESSING SCORE REPORTS**

SAWS Assessment Coordinator Responsibilities

- Sort TO BE RETURNED from NOT TO BE RETURNED

TO BE RETURNED

- School Header
- Security Checklist/Student Roster
- Used/Unused Test Answer Booklets
- Any special accommodations forms/materials
- Scratch Paper

NOT TO BE RETURNED

- Test Administration Guides
- Return Instructions
- Extra UPS Return Labels
- DFA Manuals
- Unused Headers
- Scoring Guides

IMPORTANT!

All packages must be shipped no later than May 10, 2013.



SAWS 2013 RETURN INSTRUCTIONS

A. Prepare Materials for Return

1. Complete School Header for Student Documents
 - Verify Building Name
 - Verify District Name
 - Verify Building Code Number in Box 2
 - Write and grid the total (include **BOTH** used and unused) number of documents being returned in Box 5, per grade. (**Do Not** Leave any grade blank—grid “00” if no students tested.)
 - Sign** your name and date in the bottom box

B. Sort and Package Materials for Return

NOTE: ALL MATERIALS WILL BE PLACED INSIDE OF THE BOXES IN WHICH THE MATERIALS WERE RECEIVED

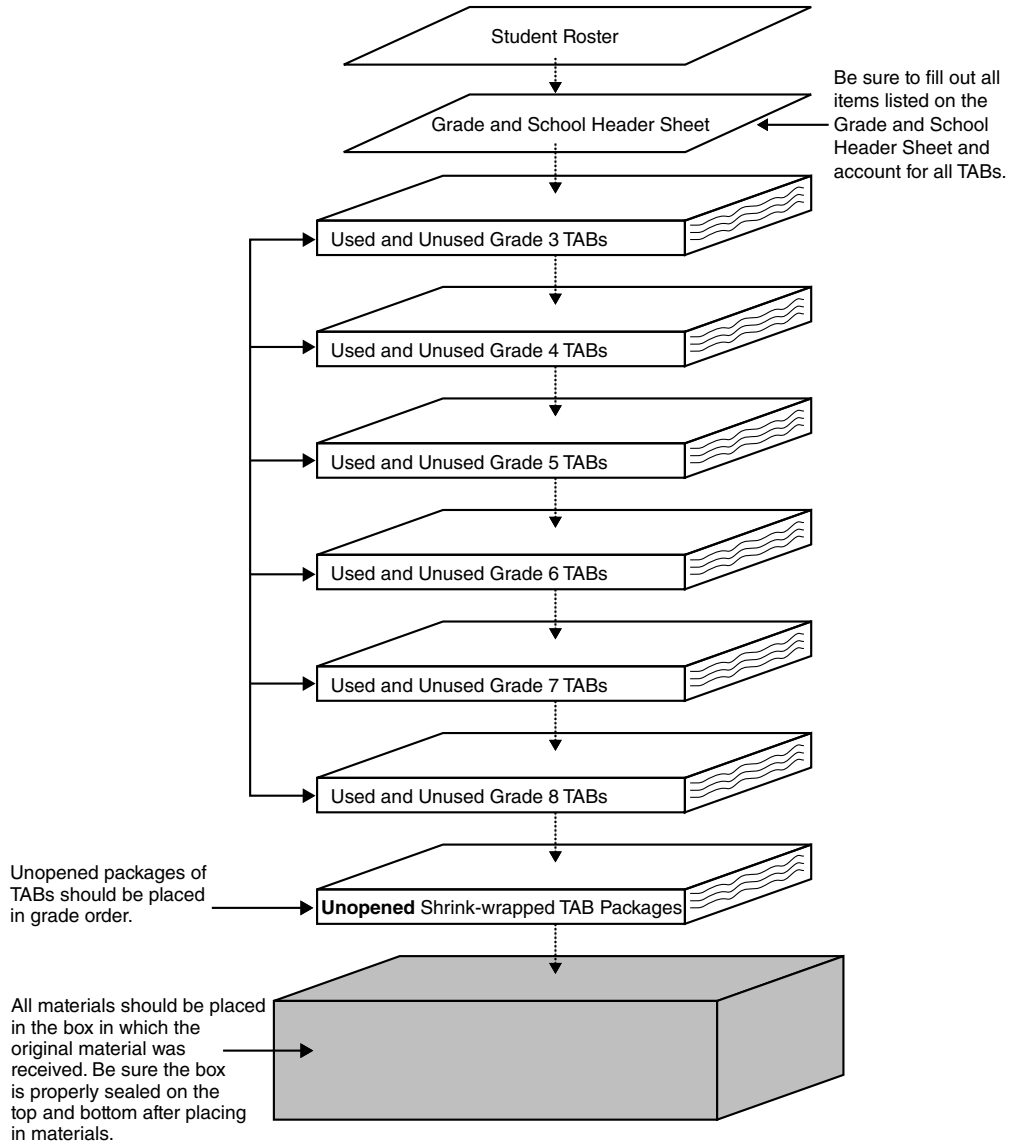
Open Packages and Used Test Booklets:

- Place the **UNOPENED** test/answer booklets on the bottom of the shipping box sorted by grade
- Sort all **OPENED** test/answer booklets by grade and stack with the highest grade on bottom
- Place the **OPENED** test/answer booklets on top of the unopened test booklets
- Place the completed header on top of the test/answer booklets in Box 1
- Place the Student Roster on the very top of the box contents in Box 1
- Securely tape the **top** and **bottom** of all packages

IMPORTANT!

All packages must be shipped no later than May 10, 2013.

SAWS 2013 RETURN INSTRUCTIONS



IMPORTANT!

All packages must be shipped no later than May 10, 2013.

SAWS 2013 RETURN INSTRUCTIONS

B. Sort and Package Materials for Return (continued)


- Fill out **ALL 3** Steps on the provided return label
NOTE: Center on the label refers to building code
 - √ Label box count 1 of X, 2 of X, etc.
 - √ Write the building name
 - √ Write the building code
 - √ **DO NOT** photocopy return labels. Contact ETS if you need additional labels or have any questions regarding your materials.

SHIP TO: RS RETURNS 200 WILLOW DRIVE EWING NJ 08638		5 LBS RS
NJ 086 0-04		00187
UPS 2ND DAY AIR		2
TRACKING #: 1Z 022 6R9 87 6911 0008		
BILLING: P/P DESC: RS RETURNS RETURN SERVICE		
STEP 1 - BOX _____ OF _____ 2091000		
STEP 2 - CTR NAME: _____		
STEP 3 - CENTER #: _____		

C. Shipping Materials to ETS

- Ship the materials by following one of the methods below
 - √ Arrange for a UPS pickup during regular courier service pickups at your school
 - √ Call 1-800-PICK-UPS (1-800-742-5877) to schedule a pickup
 - √ **DO NOT** use any courier other than UPS. Doing so may cause a delay in scoring.

D. Not To Be Returned Materials

- Retain the **Building Coordinator Manual** for future reference
- Confidentially destroy all remaining materials (not required) 

IMPORTANT!

All packages must be shipped no later than May 10, 2013.

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