



# Wyoming Department of Education

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## MEMORANDUM NO. 2008 – 028

**TO:** School District Superintendents

**FROM:** Lesley Wangberg  
Director of State Assessment  
Standards, Assessment and Accountability Unit

**DATE:** February 22, 2008 *LW*

**SUBJECT:** THE 2008 PAWS TEST ADMINISTRATION AND THE  
ACCOMMODATIONS ONLINE TRAININGS

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### **TIME SENSITIVE**

**The Wyoming Department of Education (WDE) is providing two training sessions to address the administration protocol for the 2008 PAWS.** These trainings are for: 1) PAWS Test Administration, and 2) PAWS Accommodations. For viewing these training sessions, Adobe Flash Player will need to be downloaded (if you need assistance, please contact Melissa Irvine at [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us)). These trainings will address the certification requirements of test administrators/proctors/access assistants regarding the 2008 PAWS. Please disseminate this information to the appropriate personnel within your district.

### **The Process of Certification aims to develop an understanding of:**

- the technical requirements of the assessment;
- the new PAWS online platform;
- the ethical assessment administration standards; and
- the effective administration of standard accommodations by test administrators and access assistants.

### **Where and When Trainings are Available:**

The PAWS Test Administration and the Accommodations Online Trainings will be available beginning the week of **February 25<sup>th</sup> 2008** on the WDE website at [www.k12.wy.us](http://www.k12.wy.us); click and follow the PAWS link to the Training and Certification link. These are two separate trainings.

School District Superintendents  
Memo No. 2008-028  
PAWS Administration Trainings  
February 22, 2008  
Page 2

### **Who Should Participate in the Trainings?**

- All test administrators and proctors must participate in the 2008 PAWS Administration Training.
- Test administrators and access assistants who administer standard accommodations must also participate in the 2008 Accommodations Training.

WDE requires that the building principal, or the District or Building PAWS Coordinator attends and collects certification forms. The certification forms must be maintained by each building principal. Certification forms are available to print from the PAWS Training and Certification link at [www.k12.wy.us](http://www.k12.wy.us).

If you have any questions, please contact Melissa Irvine at [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us).

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