



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 179

TO: School District Superintendents
Special Education Directors
Principals
Building PAWS Coordinators

FROM: Charlene Turner, Director of Alternate Assessment
Bill Herrera, Assistant Director of Assessment
Standards and Assessment Unit

DATE: December 5, 2008

SUBJECT: **Phase II** Required Training for Test Administrators and Second Scorers
2009 Proficiency Assessments for Wyoming Students – Alternate
(PAWS-ALT)

CT
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The Wyoming Department of Education is providing required administration and scoring trainings for all qualified personnel who will serve as Test Administrators and/or Second Scorers for the 2009 Proficiency Assessments for Wyoming Students – Alternate (PAWS-ALT). Completion of training requirements further promotes a valid and reliable administration of the PAWS-ALT. Training consists of **Phase I and Phase II** components. The **Phase I** training is *only* required of Test Administrators and was provided during the week of November 3 – 7, 2008.

The **Phase II** training is required of *both* **Test Administrators** and **Second Scorers**. Online training requirements can be found at <http://wy.k12test.com/> (PAWS-ALT Online Training website). The website contains administration information, video exemplars, and administration proficiency qualifying sets. **Test Administrators** and **Second Scorers** must pass specific Proficiency Tests in order to be qualified to administer and/or score the PAWS-ALT.

Users have two opportunities to pass the Proficiency Tests. If the required Proficiency Tests are not successfully completed after two attempts, users will need to contact their *Qualified Trainer* to receive additional training and to “reset” their user account before further attempts are possible. *Qualified Trainers* are identified on the website (*Qualified Trainers List*) and will be available from **January 5 – February 13, 2009**. Requirements and directions are defined on the attached PAWS-ALT Online Training website Crib Sheet. Please contact Charlene Turner at cturne@educ.state.wy.us or 777-7322 if you have questions.

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The PAWS-ALT Online Training Website Online Training and Proficiency Crib Sheet

<http://wy.k12test.com>

1. System Requirements and Account Registration

Becoming “Proficient” as an assessor requires accessing a website to view training materials and complete proficiency examinations.

A. Log into the address <http://wy.k12test.com> and select System Requirements

Wyoming PAWS-ALT

Welcome Wyoming Teachers!

Wyoming educators who want to become Qualified Assessors must [register](#) as a new user. An overview the registration process and different components of this website is available [here](#).

This web site provides training and proficiency for Assessors to administer the Wyoming Extended Assessment. If this is your first visit to this site, please view the [System Requirements](#) and then click on the Register link to sign up to use the system. The State of Wyoming ODE maintains a [website](#) with important information regarding this assessment.

Registered User Login

Email:

Password:

[Register](#) [Reset Password](#)

[About](#) - [Contact](#) - [Requirements](#) - [More Info](#) - [Login](#) - [Register](#)

Wyoming PAWS-ALT System Requirements

Windows 2000 / XP :

Internet Explorer 6.0+ or Firefox 1.5+

Mac OS X :

Safari 2+, or Firefox 1.5+

The following settings and additional software are also required. Note: Links to free downloads for Acrobat and Flash are available on the website requirements page:

<http://wy.k12test.com/info/requirements.php>

This webpage will be updated to always display the current system requirements.

- Javascript Enabled
- PDF File Viewer (Adobe Acrobat)
- Adobe Flash Player

System Requirements

Windows 2000 / XP : Internet Explorer 6.0+ or [Firefox](#) 1.5+
Mac OS X : Safari 2+ or [Firefox](#) 1.5+

- Javascript Enabled
- [PDF File Viewer](#) (Adobe Acrobat)
- [Adobe Flash Player](#)

[About](#) - [Contact](#) - [Requirements](#) - [More Info](#) - [Login](#) - [Register](#)

B. Select the “[register](#)” link at the bottom of the Systems Requirements page (see above) or on the Welcome page (see below) (<http://wy.k12test.com>).

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Registered User Login

Email:

Password:

[Register](#)

[Reset Password](#)

[About](#) - [Contact](#) - [Requirements](#) - [More Info](#) - [Login](#) - [Register](#)

C. Fill-in your email address to start the registration process:

Wyoming PAWS-ALT

In order to register on this Wyoming Extended Assessment website, we first need to confirm we have a working email address for you. Please enter your email address below, then click Send Confirmation.

Email:

If you do not receive an email from the system in 10 minutes, please verify that your account can accept email from wy@k12test.com. If you believe your email address was entered in error, simply return to the registration page and re-enter it.

For system security, a confirmation email will be sent to the email address entered during registration. The email has a link to a confirmation screen. Either click on the link in the email, or copy and paste the link into a new browser window to continue the registration process.

D. You will be taken to the Registration page:

At the registration page, you will be asked to create a password and register information about yourself. This will include specifying if you are registering as a Test Administrator, Second Scorer or Visitor.

Wyoming PAWS-ALT

User Registration

Thank you for confirming your email address. To complete the registration process, please fill out the form below, and then click Register at the bottom. All fields are required.

Account Information

Email: **stindal@gladstone.uoregon.edu**

Pick a Password:

Retype Password:

Personal Information

First Name:

Last Name:

Phone:

Street Address:

City:

State: Other

Zip:

District and School Information

Your District:

Your School:

(Selectable once you pick a District)

By selecting the agreement checkbox below as a user of the Wyoming Extended Assessment Training and Proficiency Website you agree to the following:

- 1) Use of the Wyoming Extended Assessment Training and Proficiency Online System is limited to authorized educators.
- 2) All materials on the Wyoming Extended Assessment Training and Proficiency Online System (text, videos, and files) are only to be distributed by the System Administrators. Users may not copy, email, or otherwise distribute any of the materials.
- 3) Usage may be revoked at any time as warranted by the Wyoming

I agree to the above

Register

When you are finished, you will see a confirmation screen:

Wyoming PAWS-ALT

Thank you for Registering

Thanks for registering with the Wyoming PAWS-ALT system. Please [Print](#) this page for your reference. A copy of the text below has also been emailed to your email address.

Account Information on Wyoming PAWS-ALT:

Website: <http://wydev.k12test.com>

Login Email:
Password:

First Name:
Last Name:

Phone:

Street Address:
City:
State:
Zip:

Your District:
Your School:

Registration information will appear here.

You should now be able to [login](#) at <http://wydev.k12test.com/teachers>

Thanks again for registering,
The Wyoming PAWS-ALT Team

Note: If you forget your password, it can be reset from the Home Page by selecting “Reset Password.”

Wyoming PAWS-ALT

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Registered User Login

Email:

Password:

[Register](#) [Reset Password](#)

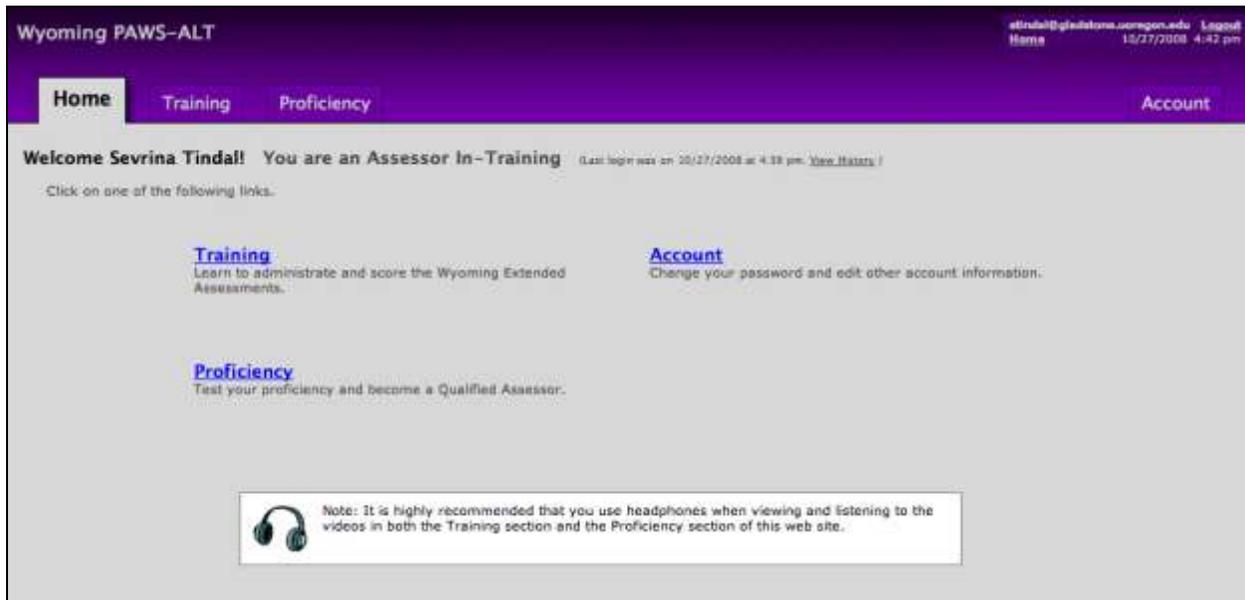
[About](#) - [Contact](#) - [Requirements](#) - [More Info](#) - [Login](#) - [Register](#)

Now you are a registered user with a familiar password

- USERNAME = [email.address@web.provider.com](#)
- PASSWORD = your personal password

2. Main Page

When you “log in” with your own username and password, you will be directed to the main page. The main page contains links to training, proficiency, and account information.



To begin training, click on the Training link highlighted in blue, or the Training tab at the top left of the web page. You will be redirected to the main training page.

3. Begin Training

The training page contains training on the Wyoming PAWS-ALT including: The Overview, The Portfolio of Student Work (PSW), and The Student Performance Events (SPE). Test Administrators are to complete **all** training components in order to be best prepared to complete the respective, required Proficiency Tests. Second Scorers are to minimally complete The Overview and The Student Performance Events (SPE) in order to be best prepared to complete the respective, required Proficiency Tests. As training is completed, users may click the “Mark this area complete” box at the bottom of each training page. This adds a green check mark to the status column on the main training page, and can help users to keep track of how much training they have completed. You are not required to check these boxes before going onto the proficiency tests.

Wyoming PAWS-ALT stindal@gladstone.uoregon.edu Logout
Home 10/31/2008 4:12 pm

Home **Training** Proficiency Account

Training

This multimedia training module provides training on the administration of the assessments and a self-assessment for proficiency assessments for the State of Wyoming's 2007-2008 Extended Assessments. The training and proficiency cover the subjects of Reading, Math, Writing, and Science. You must complete the training section first before proceeding to the proficiency exam. Click on a Content Area below.

Content Area	Status
■ Overview	✓
■ Portfolio of Student Work	
■ Compiling the Portfolio of Student Work	
■ Student Performance Events	
■ Administration Examples	
■ Reading Example 1	
■ Reading Example 2	
■ Reading Example 3	
■ Writing Example 1	
■ Writing Example 2	
■ Writing Example 3	
■ Mathematics Example 1	
■ Mathematics Example 2	
■ Mathematics Example 3	
■ Science Example 1	
■ Science Example 2	
■ Training Complete	

4. Complete Training

The Overview, Portfolio of Student Work, and Student Performance Events training components contain videos. To track which training components have been completed, the “Mark as Complete” box may be selected and a green check mark will appear under the Status column of the main training page. The next task can be accessed either by clicking “Next” on the right hand side of the screen, or click the “Training” link to return to the main Training page.

Wyoming PAWS-ALT stindal@gladstone.uoregon.edu Logout
Home 10/27/2008 4:55 pm

Home Training Proficiency Account

Training > Overview

Overview Next ➔

PAWS-ALT
PROFICIENCY ASSESSMENTS FOR WYOMING STUDENTS -
ALTERNATE

Introduction

00:00 | 09:22

FULL SCREEN

Mark this area complete Next ➔

The Administration Examples of the Student Performance Events contain videos of sample item administration followed by explanation of the administration. A collection of all Scoring Protocols and Stimulus Materials used for the item administration are available for download under the “Administration Examples” link. It is recommended that users download and print a copy of this .pdf, and use it both during training and the proficiency tests. However, the Scoring Protocol and Stimulus Materials may be opened separately for each example, by clicking on the links next to each video. After viewing each video, select the “Mark this area complete” box to indicate training for that page has been completed. The next task may be selected by clicking on “Next” on the right hand side of the screen, or the Training link to return to the main Training page.

The screenshot displays the Wyoming PAWS-ALT Training interface. At the top, the header includes the site name 'Wyoming PAWS-ALT', a user email 'stindal@gladstone.uoregon.edu', and a 'Logout Home' link with the date and time '10/27/2008 4:57 pm'. Below the header is a navigation bar with 'Home', 'Training' (selected), 'Proficiency', and 'Account' tabs. The main content area is titled 'Training > Reading Example 1'. It features 'Previous' and 'Next' navigation buttons. A list of instructions is provided: 'All reading comprehension items require the Test Administrator to read the story aloud to the student. Be prepared to read all stories.' and 'Thoroughly read through ALL levels of assistance. The student is required to begin at the first level of each item, but be prepared to provide each additional level of support.' A video player is centered, showing a blue screen with the text 'Proper Administration' and 'Reading Item 2'. Below the video player are playback controls, including a progress bar showing '00:01' of '01:58' and a 'FULL SCREEN' button. Below the video player are two links: 'Scoring Protocol' and 'Stimulus Materials'. At the bottom of the page, there are 'Previous' and 'Next' navigation buttons, and a yellow button labeled 'Mark this area complete'.

5. Evaluate your proficiency

When all training has been completed in one or more areas, the proficiency tests may be taken. Each of three proficiency tests must be passed by a Test Administrator in order to become a Qualified Assessor. The Overview and The Student Performance Events proficiency tests must be passed by a Second Scorer in order to become a Qualified Scorer. As proficiency tests are completed, the system tracks progress by adding a green check mark in the Status column. If a proficiency test has been attempted but not passed, it will be marked in the Attempts column. If the required Proficiency Tests are not passed after two attempts, Test Administrators and Second Scorers will need to contact their Qualified Trainer in order to “reset” the test before another attempt is possible. **Qualified Trainers will be available from January 5 – February 13, 2009.**

Some Test Administrators and Second Scorers test immediately after training on a specific task while others work through all of the training and then complete all of the tests. This is a personal preference; the system allows both.

IMPORTANT NOTE: Second Scorers are **NOT** required to complete the Portfolio of Student Work proficiency test.

Wyoming PAWS-ALT atindal@uoregon.edu Logout
Home 10/28/2008 12:11 pm

Home Training **Proficiency** Materials Admin Account

Proficiency Tests

Below are five proficiency tests. You must pass each test in order to become a Qualified Assessor. If you do not pass on your first attempt, there are a second set of questions available. However, if you do not pass a second time, you will need to contact your QT and have them "reset" the test for you. When you have passed a proficiency tests, a green check mark will appear in the status column next to that test. Click on one of the areas below to get started.

IMPORTANT NOTE: Second Scorers are not required to complete the PSW Proficiency Test. If you are a Second Scorer, please complete both the Overview and SPE Proficiency Tests. All other users must complete all three tests.

Proficiency Tests	Attempts	Status
Overview Proficiency Test	1 Attempt	
SPE Proficiency Test	1 Attempt	✓
Portfolio Proficiency Test	0 Attempts	

6. Proficiency Gained

Once all Proficiency Tests have been passed, the **Test Administrator** has become a Qualified Assessor. A Certificate of Successful Completion will be electronically sent to the Test Administrator. Once the Overview and Student Performance Events proficiency tests have been passed, **the Second Scorer** has become a Qualified Scorer. A Certificate of Successful Completion will be electronically sent to the Second Scorer. A copy of certificate is to be provided to and placed on record to your building administrator.

7. Materials

The Materials tab is where any assisting materials will be available for download.



The Wyoming Department of Education is excited to bring this training opportunity to you. We hope that you enjoy and benefit from your completion of the components of the PAWS-ALT online training website.

Thank you.