



# Wyoming Department of Education

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## MEMORANDUM NO. 2009- 018

**TO:** School District Superintendents  
District PAWS Coordinators  
District Curriculum Directors  
Building PAWS Coordinators  
Principals

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

**DATE:** February 6, 2009

**SUBJECT:** 2009 PAWS Activities Important Dates

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### Information to Share

The 2009 PAWS Assessment window is March 11-April 15. There are many activities that occur prior to and following the assessment window. The attached chart details the upcoming 2009 PAWS Activities, with a brief description of the activity and the associated dates for each activity. Included at the end of the chart are contact numbers for the District or Building PAWS Coordinators' use for questions regarding test materials and the online platform. Please keep this chart for your reference throughout the year.

Please contact Melissa Irvine at 307-777-8568 or [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us) if you have any questions.

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Attachment

## Proficiency Assessments for Wyoming Students 2009 Calendar of Important Dates

PAWS Activity	Description of PAWS Activity	Date
Test Administrator Online Training	This required online training for all PAWS Test Administrators will be located on the PAWS page on the Wyoming Department of Education website <a href="http://www.k12.wy.us">www.k12.wy.us</a> along with the Test Administrator Training Verification Form to be signed by all Test Administrators upon completion of the training	February 20, 2009
Confirmation Window	District PAWS Coordinators will sign-on to the online testing platform to add new students, move students, promote students, enter accommodations and send <i>Welcome Emails</i> to Building PAWS Coordinators and PAWS Test Administrators	February 23, 2009- April 15, 2009
Test Materials in Schools	PAWS testing materials arrive in schools and Building PAWS Coordinators will: <ul style="list-style-type: none"> <li>• Inventory test materials</li> <li>• Sort test materials for distribution to Test Administrators</li> <li>• Order any additional testing materials needed</li> </ul>	February 25, 2009
Exemption Requests Due	Districts submit exemption requests to WDE	March 1, 2009
Confirmation Window	The promote feature of the online platform closes	March 10, 2009
Test Administration Window	The five week PAWS test administration window is open	March 11-April 15, 2009

<b>PAWS Activity</b>	<b>Description of PAWS Activity</b>	<b>Date</b>
Preliminary Online Reports	Multiple Choice raw scores are available on the online platform for Test Administrators to view their students' results	April 6-July 5, 2009
PAWS Materials Packing Day	PAWS Building Coordinators will ensure that: <ul style="list-style-type: none"> <li>• Test materials are inventoried</li> <li>• Test materials are sorted into scoreable (with Scoring Service Identification Sheets {SSID} sheets) and nonscoreable boxes</li> <li>• Master File sheets are completed and placed in box #1</li> <li>• Boxes are labeled and ready for pickup by K2 Logistics</li> </ul>	April 16, 2009
PAWS Materials Picked up in Schools by K2 Logistics	A representative of K2 Logistics will pick up PAWS test materials from each school	April 17 or 20, 2009
Last Day for PAWS Test Materials to Arrive at Pearson for Scoring	PAWS test materials arriving after this date will not be scored for AYP	April 24, 2009
Final Online Score Reports	Multiple choice and constructed response raw scores, writing raw scores and Traffic Signal results are available on the online platform	July 6, 2009
Final District Student Data Files	The District Student Data File will be posted to the Secure File Transfer Protocol Site (secure FTP site)	August 10, 2009
PDF Reports (district summaries and school rosters)	The District and School Summary reports will be posted to the Secure File Transfer Protocol Site (secure FTP site)	August 10, 2009
Paper Reports	Two copies of the student report, along with an	August 17, 2009

<b>PAWS Activity</b>	<b>Description of PAWS Activity</b>	<b>Date</b>
	Interpretive Guide, will be delivered to the district office. One copy of the student report and Interpretive Guide is to be sent to the student's home and the other is to be placed in the student's file.	

For assistance before, during, or after the PAWS assessment window please use the numbers below:

**Pearson Support for PAWS**

- Pearson's Customer Support Center at (800)763-2306
  - Assists with ordering additional test materials
  - Assists with difficulties with shipping
- Pearson's e-Support at (800)586-1107
  - Assists with online testing platform questions
- Pearson Scoring Hotline
  - Assists with all scoring inquiries

Please contact Melissa Irvine at 307-777-8568 or [mirvin@educ.state.wy.us](mailto:mirvin@educ.state.wy.us) if you have assessment policy questions.