



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
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MEMORANDUM NO. 2010-040

TO: School District Superintendents
School Principals
District Tech Directors
District PAWS Coordinators
Building PAWS Coordinators

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

DATE: February 24, 2010

SUBJECT: Proficiency Assessments for Wyoming Students-Proctor Caching

IMPORTANT INFORMATION REGARDING PROCTOR CACHING OF TEST SESSIONS

Please see the attached correspondence from Pearson regarding the Proctor Caching of PAWS test sessions for the PAWS 2010 administration. A second correspondence regarding proctor caching will come directly to you from Pearson on March 1, 2010.

The purpose of the Pearson correspondence is to assist districts in understanding the steps that need to occur to cache the test sessions for the PAWS 2010 administration.

Greg Lundvall sent a set of short cut directions to District Tech Directors on February 19, 2010. If your tech director did not receive this email, please contact Greg at greg@h-dllc.com.

LW:al

Attachment



Frosyne Mensendick
Territory Vice President, State Services
Assessments & Information

Pearson

2510 North Dodge Street
Iowa City, IA 52245

Wednesday - February 24, 2010

Dear Superintendents, District PAWS Coordinators, Principals and Building PAWS Coordinators:

Several questions have been submitted to Pearson Customer Service regarding the set-up of Proctor Caching on PearsonAccess. Proctor Caching for PAWS 2010 will occur in three steps:

1. Setting the system up to cache
2. Caching the tutorial tests
3. Caching the 2010 PAWS test sessions

Communication has been provided to district tech directors regarding the steps that need to take place to set-up the system for caching. Currently, only the tutorial tests for all grade levels are available on PearsonAccess for Proctor Caching. The actual PAWS test forms are not yet published to Pearson Access for the purpose of caching. Pearson is completing final quality checks on each form and content area before publishing. Once these quality checks are completed we will send another notification that proctor caching of the test forms can be accomplished.

Please continue the set-up work to be ready to complete Proctor Caching.

Note: On Monday, March 1, 2010 Pearson will be communicating the following:

- When caching of the 2010 PAWS test sessions can begin.
- The "how to" instructions for a "School-level Proctor Cache" process which will ease the caching process for districts.

Please stay tuned and thank you for your continued support as we gear up for the next PAWS test administration.

Sincerely,

A handwritten signature in black ink that reads "Frosyne Mensendick". The signature is written in a cursive, flowing style.

Frosyne Mensendick