



Wyoming Department of Education

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MEMORANDUM NO. 2011-159

TO: School District Superintendents
Special Education Directors
Accredited Institution Directors
Principals
District PAWS Coordinators

FROM: Jude Serrano, Assessment Project Manager
Assessment Division

DATE: December 13, 2011

SUBJECT: 2012 PAWS-ALT Administration Training

IMPORTANT-TIME SENSITIVE INFORMATION

The Wyoming Department of Education (WDE) is providing required administration and scoring trainings for all qualified personnel who will serve as Test Administrators and/or Second Scorers for the 2012 Proficiency Assessments for Wyoming Students – Alternate (PAWS-ALT). Completion of training requirements ensures the accurate administration of the PAWS-ALT providing meaningful results of student academic achievement. This year's training consists of two phases: **Phase I PAWS-ALT Webinar Trainings and Phase II PAWS-ALT Online Trainings.**

PHASE I: WEBINAR TRAINING FOR PAWS-ALT TEST ADMINISTRATORS

Phase I training requires the attendance of **PAWS-ALT Test Administrators** at one of the two training webinars specified below.

- **Session 1:** Tuesday, January 10, 2012, 2:00 pm - 3:30 pm
Register at <http://www.zoomerang.com/Survey/WEB22E4CNMM359>
- **Session 2:** Wednesday, January 18, 2012, 3:00 pm - 4:30 pm
Register at <http://www.zoomerang.com/Survey/WEB22E4CTQM68R>

To Access the Audio Conference:	To Access the Web Conference:
Dial In Number: 877-230-4432	Go to the log in page:
Conference ID: 9972700	http://questarai.sonexis.net/Login/ParticipantLogIn.asp
PIN: Not Required	Conference ID: 9972700
Password: 12345	PIN: Not Required
	Password: 12345

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**PHASE II: ONLINE TRAINING FOR
PAWS-ALT TEST ADMINISTRATORS AND SECOND SCORERS**

The PAWS-ALT Online Training Website will be available **December 16, 2011**, and can be accessed by visiting <http://wy.k12test.com>. The Online Training Website provides training and proficiency activities for Test Administrators and Second Scorers to enable them to administer and/or score the PAWS-ALT as Qualified Assessors. Certificates of completion of the Online Training will be sent electronically from the WDE to all Test Administrators and Second Scorers who meet requirements to serve as Qualified Assessors. Verification of proficiency on the Online Training must be presented to a building administrator.

- Information for accessing, registering, training, and completing either proficiency/refresher test(s) are contained within the attachment, **The 2012 PAWS-ALT Online Training Website Crib Sheet.**

Test Administrators Online Training for 2012

The requirements are differentiated for 2012 Test Administrators based on record of prior PAWS-ALT test administration experience as recorded by WDE.

- A first or second year Test Administrator is required to pass the *Student Performance Events Proficiency Test* with a **minimum** score of 80% to become a Qualified Assessor.
- A third year Test Administrator is **only** required to pass the *Refresher Test* with a minimum score of 80% to become a Qualified Assessor.

Second Scorers Online Training for 2012

A Second Scorer is only required to pass the *Student Performance Events Proficiency Test* with a minimum score of 80% to become a Qualified Assessor.

Registration for Phase II Online Training is required via Zoomerang at <http://www.zoomerang.com/Survey/WEB22DX6XDFV5V>.

If you have any questions, please contact Jude Serrano at jude.serrano@wyo.gov or (307) 777-8568.

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Attachment

**PHASE II:
THE 2012 PAWS-ALT
ONLINE TRAINING WEBSITE**

Training and Proficiency Crib Sheet



<http://wy.ziptrain.com>

INTRODUCTION

Test Administrators and Second Scorers are to complete specific training requirements before administering and/or scoring the **2012 Proficiency Assessments for Wyoming Students – Alternate, (PAWS-ALT)**, Wyoming’s alternate assessment for students with the most significant cognitive disabilities. Documentation of participation in Wyoming’s alternate assessment is found on a student’s Individualized Education Program and a request for an alternate assessment has been made on the WDE667 found on the WDE website in the [Data Collection Suite](#).

The online training site opens on December 16, 2011.

TRAINING REQUIREMENTS

Training requirements are differentiated for Test Administrators:

- A first or second year Test Administrator is required to pass the *Student Performance Events Proficiency Tests* with a minimum score of 80% to become a Qualified Assessor.
- A third year Test Administrator is **only** required to pass the *Refresher Test* with a minimum score of 80% to become a Qualified Assessor.

Training requirements are the same for all Second Scorers:

- All Second Scorers are required to pass the *Student Performance Events Proficiency Test* with a minimum score of 80% to become a Qualified Assessor.

This Crib Sheet provides the critical information needed to access, register, train, and complete proficiency tests or the refresher test to meet training requirements for the 2012 PAWS-ALT administration including:

1. **Account Registration**
2. **Welcome Page**
3. **Training**
4. **Proficiency and Refresher Test(s)**
5. **PAWS-ALT Resources and Professional Materials**

1. SYSTEM REQUIREMENTS AND ACCOUNT REGISTRATION

a. Wyoming PAWS-ALT Requirements

To best access and complete all of the training, your computer and network connection (Internet connection) should be current (within the last few years). You will need an up-to-date version of a common web browser such as:

Windows	Chrome, Firefox, Internet Explorer
Mac	Chrome, Firefox, Safari
Linux	Firefox

The following settings and additional software are also required.

- Javascript Enabled and browser set to accept cookies
- PDF File Viewer (Adobe Acrobat)
- Adobe Flash Player

Users can interact with this training system from their school, over a laptop, or from A home desktop computer. Please contact your school or district technical support if you have specific questions regarding applicability of your hardware, software, or network connection.

Prior to logging on to the PAWS-ALT Training website you must complete the following registration: <http://www.zoomerang.com/Survey/WEB22DX6XDFV5V>

**Note: There is a separate registration required to access the Phase I: Webinar Training for PAWS-ALT Test Administrator, refer to the appropriate SUPS memo.*

- b. Using your web browser, navigate to <http://wy.ziptrain.com> and select the “[register](#)” link .

Wyoming

Welcome Wyoming Teachers!

Welcome. If you were a Qualified Assessor or Qualified Trainer last year, please log in with your email address and password. If you are a new user to the site, you must register as a new user. An overview of the registration process and different components of this website are available [here](#).

This website provides training and Proficiency and Refresher Tests for Assessors in Training (both Test Administrators and Second Scorers) to administer the PAWS-ALT. 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 Wyoming Department of Education maintains a [website](#) with important, updated information regarding this assessment.

Login

Email:

Password:

[Register](#) [Forgot Password?](#)

[Home](#) - [About](#) - [Contact](#) - [Trainer List](#) - [Requirements](#) - [More Info](#)

Powered by [ZipTrain](#)

- c. Fill-in your email address, password, first and last name, your school district, and school and click on *register*:

Wyoming

Registration

Email:

New Password:

Retype Password:

First Name:

Last Name:

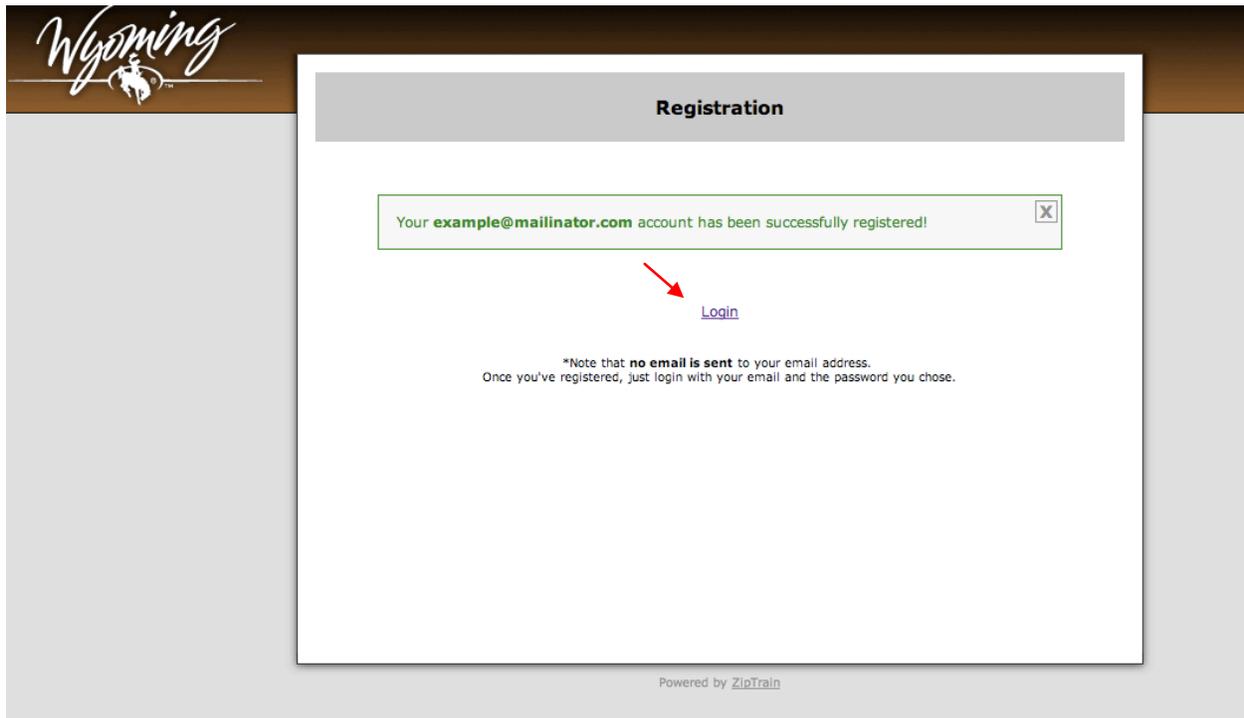
Your District:

Your School:

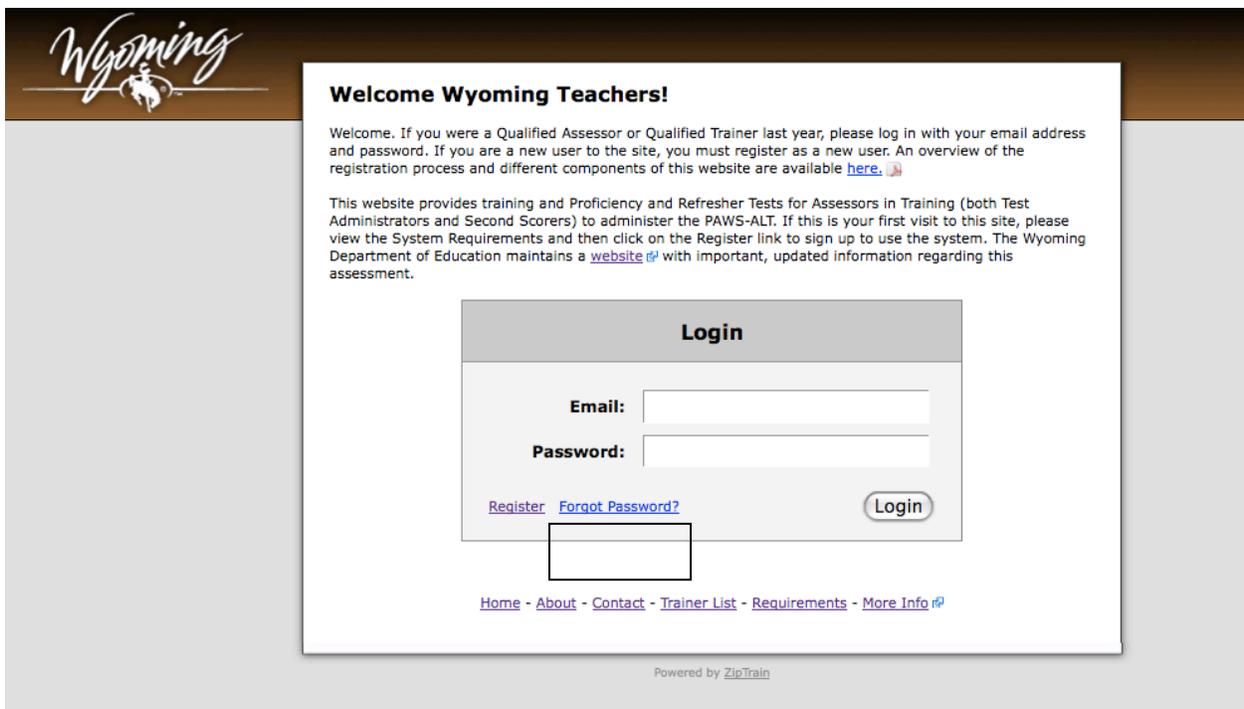
*Note that **no email is sent** to your email address.
Once you've registered, just login with your email and the password you chose.

Powered by [ZipTrain](#)

- d. You will see a confirmation screen when your Registration is complete. To continue from this screen click Login:



Note: If you forget your password, it can be reset by selecting "Reset Password."

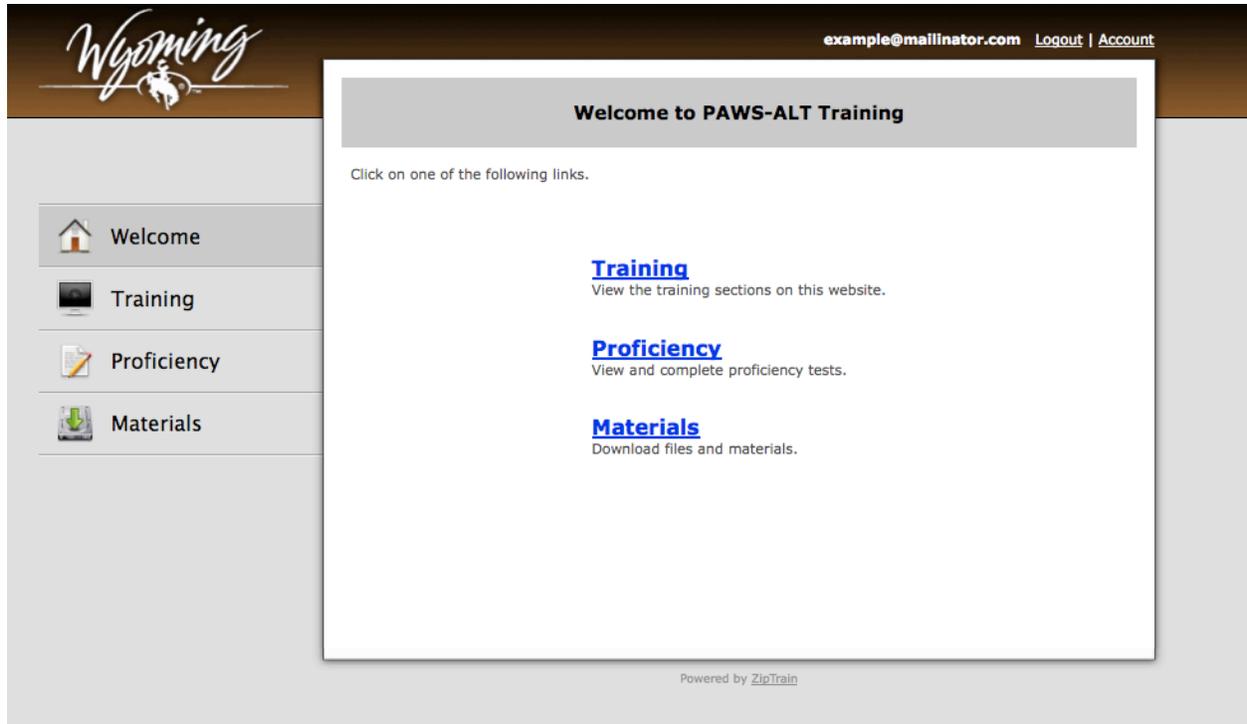


Now you are a registered user with a familiar password

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

2. WELCOME PAGE

When you “log in,” you will be directed to the welcome page. The welcome page contains links to training, proficiency, materials, and account information.



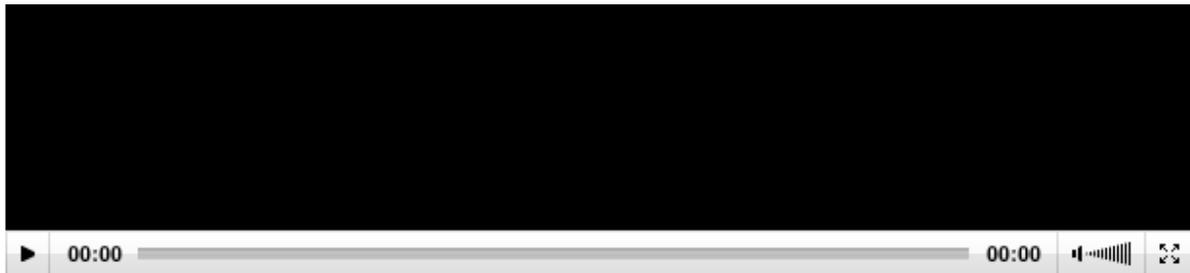
To begin training, click on the Training link highlighted in blue or the Training tab near the top left. You will be redirected to the main training p

3. TRAINING

This page contains trainings for the 2012 PAWS-ALT including *The Overview*, *The Student Performance Events (SPE)*, and *Administration Examples*. The *Overview* and the *SPE Training* contain slide shows with voiceovers, and administration examples. The *Administration Examples* contain videos of the SPE being administered to students with significant cognitive disabilities.

Examples are provided in reading, mathematics, and science. It is recommended that all Test Administrators complete all training components in order to be best prepared to complete the respective, required Proficiency or Refresher Test(s). It is recommended that all Second Scorers complete *The Overview*, *The Student Performance Events (SPE)*, and *Administration Examples* trainings in order to be best prepared to complete the required SPE Proficiency Test.

As training is completed, users may click the “Completed” box at the bottom of each training page. This adds a 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.



[360](#) [480](#) [720](#)

[Scoring Protocol](#) 

[Stimulus Materials](#) 



a. Complete Training

To track which training components have been completed, the “Completed” box may be selected and a check mark will appear under the Status column of the main training page. The next task can be accessed either by clicking on the green arrow at the bottom right hand side of the screen, or click the “Training” link to return to the main Training page. Alternately, a previous task can be accessed by either clicking on the green arrow at the bottom left hand side of the screen, or click the “Training” link to return to the main Training page.

The screenshot shows a web interface for training. At the top left is the Wyoming logo. At the top right, the email 'example@mailinator.com' and links for 'Logout' and 'Account' are visible. A left sidebar contains navigation links: 'Welcome', 'Training', 'Proficiency', and 'Materials'. The main content area is titled 'Training > Reading Example 1' and contains two bullet points: '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 prior to administration. The student is required to begin at the first level of each item, but be prepared to provide each additional level of support.' Below the text is a video player with a play button and a progress bar showing 00:00. Under the video are links for '360', '480', and '720' resolution. Below the video are links for 'Scoring Protocol' and 'Stimulus Materials'. At the bottom of the content area is a 'Completed' button with a checkmark icon. Green arrows are located at the top and bottom of the content area for navigation.

As stated above, the Administration Examples of the Student Performance Events contain videos of sample item administration. Each video is 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 “SPE Administration Examples” tab under the [Download .pdf of All Testing Materials](#) 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 accessed separately for each example, by clicking on the links next to each video. After viewing each video, select the “Completed” box to indicate training for that page has been completed. The next task may be selected by clicking on the green arrow at the bottom right hand side of the screen, or click the “Training” link to return to the main Training page.

4. CHECK YOUR UNDERSTANDING

a. Proficiency and Refresher Tests

When all training has been completed in one or more areas, the Proficiency Tests or Refresher Test may be taken. A first or second year Test Administrator must pass the *Initial SPE* in order to become a Qualified Assessor. A third year Test Administrator must only pass the *Refresher SPE – assessors with 3 + years of experience* to become a Qualified Assessor. Each Second Scorer must pass the *Initial SPE* to become a Qualified Assessor. Test Administrators who fulfill requirements as a Qualified Assessor are also then qualified as a Second Scorer. **Reminder:** It is important to select the appropriate proficiency test(s).

As a Second Scorer who is an Assessor in Training, **you are only required to complete the *Initial SPE Proficiency Test*.**

As tests are completed, the system tracks progress by adding the number of attempts, or indicate 'Pass' to the right of the proficiency trial.

The screenshot shows a web interface for Wyoming's Proficiency Assessment. The header includes the Wyoming logo and user information (example@mailinator.com, Logout, Account). The left sidebar has a navigation menu with 'Proficiency' highlighted. The main content area is titled 'Proficiency' and contains the following text:

Test Administrators and Second Scorers are to complete specific training requirements before administering and/or scoring the Proficiency Assessments for Wyoming Students - Alternate, (PAWS-ALT), to become Qualified Assessors.

Training requirements are differentiated for Test Administrators:

- A first or second year Test Administrator is required to pass the Initial Student Performance Events Proficiency with a minimum score of 80% to become a Qualified Assessor.
- A third year Test Administrator is only required to pass the Refresher SPE Proficiency with a minimum score of 80% to become a Qualified Assessor.

Training requirements are the same for all Second Scorers:

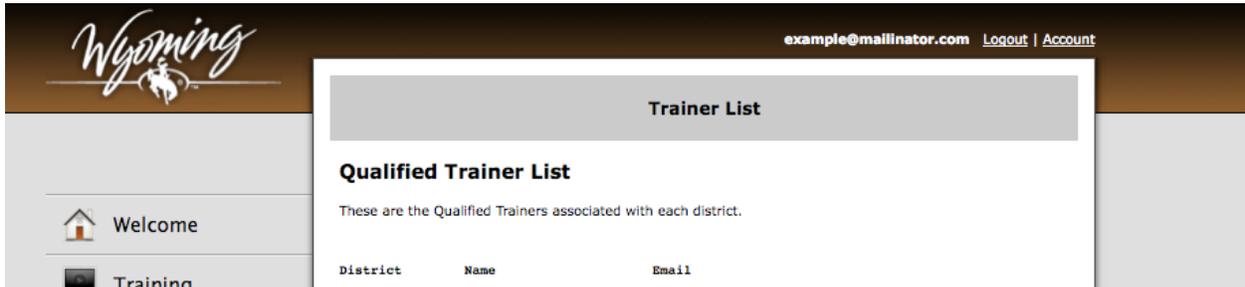
- All Second Scorers are required to pass the Initial Student Performance Events Proficiency with a minimum score of 80% to become a Qualified Assessor.

An Assessor in Training must pass the required test(s) with 80% accuracy in order to become a Qualified Assessor. If the test is not passed after the first attempt, retests are available. However, if after a second attempt the test is not passed, the Assessor in Training needs to contact the assigned Qualified Trainer (see Assigned Qualified Trainer List on the login page) and have them "reset" the test. When the required tests are passed, a green check mark will appear in the Status column next to that test. Click on one of the areas below to get started.

Buttons for 'Initial SPE' (Attempt 1) and 'Refresher SPE - assessors with 3+ years experience' are visible at the bottom of the content area. The footer indicates 'Powered by ZipTrain'.

If the required test(s) 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. A Qualified Trainer can also provide information to support your completion of the training requirements. To contact your assigned Qualified Trainer by email, click on the Qualified Trainer link on the Home Page. A Qualified Trainer List will indicate the Qualified Trainer associated with your district who you can contact immediately by clicking on his or her provided email address.

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.



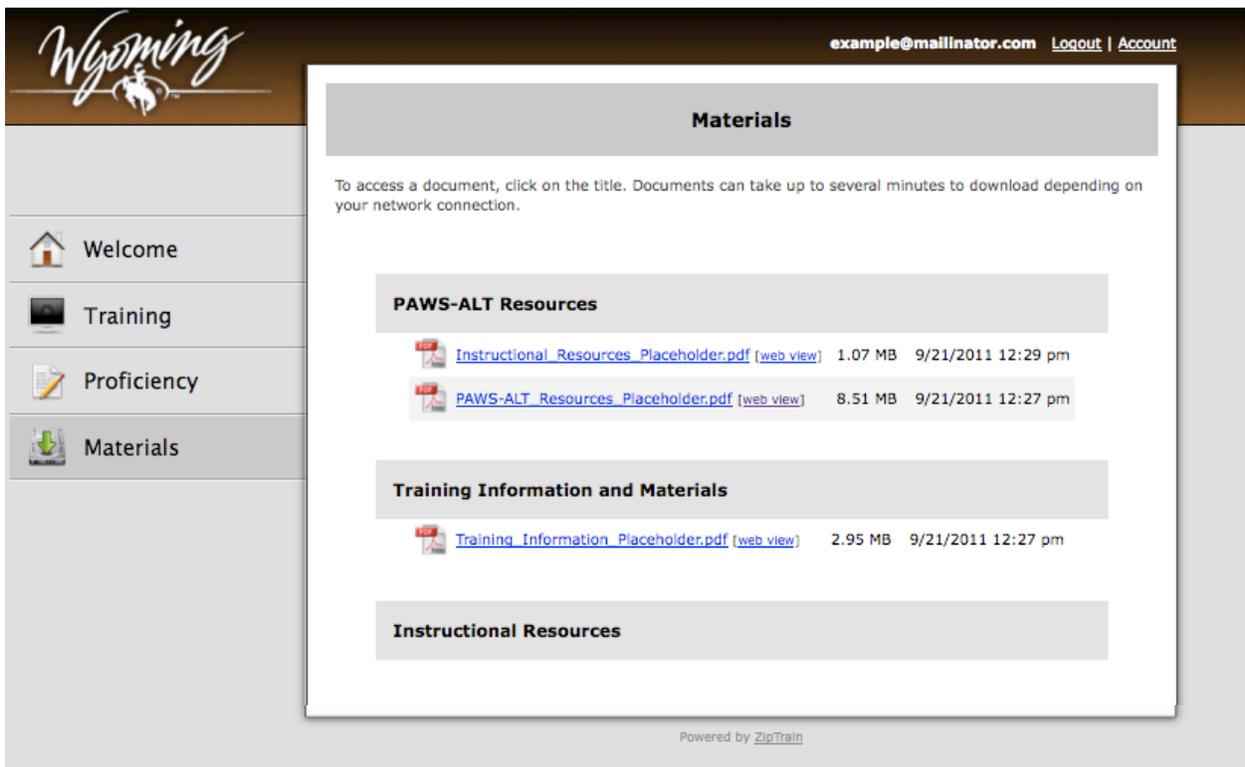
b. Proficiency Gained

Once all required proficiency test(s) 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 *Student Performance Events Proficiency Test* has been passed, the Second Scorer has become a Qualified Assessor. A Certificate of Successful Completion will be electronically sent to the Second Scorer. A copy of the certificate is to be provided to and placed on record with your building administrator.

5. PAWS-ALT RESOURCES AND PROFESSIONAL MATERIALS

Resources and materials related to the PAWS-ALT assessment system will be available for download under the **Materials** tab.



6. CONTACT INFORMATION

If you have challenges navigating the website, please contact:

Sevrina Tindal

Dillard Research Associates Helpdesk

Phone: 1-800-838-3163

Fax: 1-815-717-9683

sevrina@dillardresearchassociates.com

If you need assistance with the system requirements, contact your District Technical Coordinator for assistance.

If you have questions about the PAWS-ALT training requirements, please contact Jude Serrano, Assessment Project Manager, at jude.serrano@wyo.gov or (307) 777-8568.

Thank you for completing the 2012 PAWS-ALT Online Training.