

# Statewide Assessment Building Coordinator Training 2015 PAWS & SAWS



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# AGENDA

- Introduction
- What's New in 2015
- Test Schedule
- Before, During and After testing
- Test Security
- Questions?

# Introduction

- ETS Staff
  - Lauren Hebert, Program Manager
  - Rebecca Rabin-Reed, Program Manager
- WDE Staff
  - Deb Lindsey – Director, Assessment
  - Jessica Steinbrenner – Assessment Supervisor
  - Michelle Carroll – Assessment Consultant
  - Emily Brantz – Assessment Consultant
- Handouts
- Logistics
- Q & A

# What's new for 2015?

- PAWS & SAWS
  - ALT testing handled by different vendor
  - Return instructions improved
- PAWS
  - No formula sheets allowed
- SAWS
  - No significant changes

# PAWS Test Schedule

EVENT	DATE
Pre-ID window closes	January 26, 2015
Materials received in schools	February 23, 2015
Test administration window opens	March 2, 2015
Test administration window closes*	March 27, 2015
Last day to ship materials to ETS	April 1, 2015

\*Note: Adequate time must be provided for make-up administrations. Make-up administrations must be completed by the end of the Test Administration window.

# SAWS Test Schedule

EVENT	DATE
Pre-ID window closes	January 26, 2015
Materials received in schools	April 6, 2015
Test administration window opens	April 13, 2015
Test administration window closes*	May 1, 2015
Last day to ship materials to ETS	May 6, 2015

\*Note: Adequate time must be provided for make-up administrations. Make-up administrations must be completed by the end of the Test Administration window.



# Supplemental Orders

- Call Wyoming Customer Support for any additional orders needed
  - 1-877-327-9415
  - [Wyoming-support@ets.org](mailto:Wyoming-support@ets.org)

PROGRAM	SUPPLEMENTAL ORDER WINDOW
PAWS	February 2 – March 16
SAWS	March 25 – April 20

# Building Coordinator (BC) Responsibilities

## Before Testing

- Complete Test Administrator Training (PAWS & SAWS)
  - All students within TOMS receive a 2015 Pre-ID Label
  - Make sure ample time is scheduled before testing to affix the labels to each document
  - Complete demographic information for students for whom you did not receive a Pre-ID label for
  - Inventory all materials
  - Review Directions For Administration (DFA) for both PAWS & SAWS with Test Administrators



# Before Testing review

Review Shipping Notice once received

•Sample Shipping Notice will arrive with all of the Test material in the first carton

SHIPPING NOTICE				
<b>Destination:</b> Elma Brown St. Stephen's Indian District 125 Mission Rd. St. Stephens WY 82524 USA			<b>Origin:</b> Distribution Center PO Box 77435 225 Phillips Blvd. Ewing NJ 08628 USA	
Phone No: 307-856-4147		E1 Order #: 2550914		
<b>Program Name:</b> PAWS <b>ID Number:</b> 0740000 <b>Test Date / Type:</b> <b>Shipment Type / MMYYYY:</b> Initial 032014				
<b>Order Number:</b> WYP0008075 <b>Drop Shipment Recipient ID:</b>				
Box ID	Item ID	Item Description	QTY	Serial No. Range
7713672	776157	WY PAWS T/B READING GRADE 6	5	S209874173 - S209874177
7713672	776158	WY PAWS T/B MATH GRADE 6	5	S209889673 - S209889677
7713672	776167	WY PAWS T/B SCIENCE GRADE 8	5	S209913033 - S209913037
7713673	776171	WY PAWS ANSWER DOC GR 6-8	10	
7713672	776165	WY PAWS T/B READING GRADE 8	5	S209932673 - S209932677
7713672	776166	WY PAWS T/B MATH GRADE 8	5	S209922973 - S209922977
7713673	776172	WY PAWS BC KIT	1	
7713673	776180	WY PAWS DFA	1	
			-	

# Before Testing review

- Sample Box Content slip
- This will be provided in each box of test materials
- Inventory **your** boxes against these sheets

## BOX CONTENTS

Box ID: 10007303

**Destination:**  
Building Coord

ABC Unified  
54321 Alpine Rd.  
Casper, WY 82401  
USA



**Origin:**  
Distribution Center  
P.O. Box 77435  
225 Phillips Blvd.  
Ewing NJ 08628  
USA

Phone No: -

E1 Order: 1841280

Program Name: **PAWS**  
ID Number: **1301050**  
Test Date / Type:  
Shipment Type / MMYYYY: **Initial 102013**

Order Number: **WYP0008017** Box ID: **10007303**  
Drop Shipment Recipient ID:

Item ID	Item Description	QTY	Serial No. Range
776166	WY PAWS T/B MATH GRADE 8	5	S210100031 - S210100035
776167	WY PAWS T/B SCIENCE GRADE 8	5	S210100136 - S210100140
776165	WY PAWS T/B READING GRADE 8	5	S210100026 - S210100030
776668	WY PAWS A/S RETURN ENV(SC)	1	
776442	WY PAWS UPS GROUND RETURN LABEL	5	S211100086 - S211100090
776171	WY PAWS ANSWER DOC GR 6-8	10	S210100086 - S210100095
776172	WY PAWS BC KIT	1	
776180	WY PAWS DFA	1	
Total Quantity:		33	

# Security Agreement Form

- Sample Security Agreement form from the PAWS Directions for Administration manual

- Make sure each person handling test materials signs and returns this form for both PAWS and SAWS
- Agreement is good for 12 months



## I. TEST ADMINISTRATOR SECURITY AGREEMENT

### Test Administrator Security Agreement

I acknowledge that I will have access to the PAWS and SAWS test and test materials for the purpose of administering the test. I understand that these materials are highly secure and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the tests to any other person through verbal, written, or any other means of communication.
2. I will not copy any part of the tests or test materials.
3. I will keep the tests secure until the tests are actually distributed to pupils.
4. I will limit access to the test and test material by test examinees to the actual testing periods when they are taking the tests.
5. I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages, or other test items independently or with pupils or any other person before, during, or following testing.
7. I will return all test materials to the designated building coordinator daily upon completion of testing.
8. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manuals prepared by the testing contractor.
9. I will administer the test in accordance with the directions for test administration and test administration manual prepared by the testing contractor.
10. I have been trained to administer the tests.
11. I understand the consequences of not following the above security agreement requirements.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

School \_\_\_\_\_

District \_\_\_\_\_

Date \_\_\_\_\_

This form is to be kept as a testing record and does not need to be sent to ETS or WDE.

This form may be photocopied.

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# Before Testing

- Call Wyoming Customer Support if more materials are needed
  - WY Customer Support 877-327-9415
  - Reminder 10% material overage is provided for all sites

# Before Testing

- Distribute materials to test administrators
- Work with test administrators to make sure the testing environment is without distraction
- Work with test administrators to ensure students needing accommodations are provided
- Ensure testing sections are administered in order (Prescribed sections within a given subject)

# Special Forms

- PAWS
  - Large Print
  - English Audio – Math and Science
  - Audio Spanish – Math and Science
  - Braille
- SAWS
  - Large Print
  - Audio Spanish - only
  - Braille

# Special Forms cont.

- PAWS

- Student responses **must** be transferred to the Student TAB and/or answer document in order to be scored, no exceptions
- Mark appropriate special form on student demographic page of Student TAB and or answer document

- SAWS

- Responses must be in English
- Essays must be written in a scannable Student Test and Answer Book (TAB); scratch paper will not be scored but must be returned



# Before Testing

- Pre-ID Labels
  - Labels are provided based on what is in TOMS when the demographic update window closes
  - Labels will be shipped to your site in a separate shipment than test materials
  - Labels per student are included in shipment
    - 4 PAWS
    - 2 SAWS
  - A Pre-ID roster will be provided with the Pre-ID label shipment (not provided for Special Forms shipments)

# Before Testing

- Answer Documents
  - All students testing PAWS grades 6 – 8 receive an answer document. A single answer document for each student is used for all PAWS subjects
  - Remind Test Administrators that the answer document “travels” with the students and all responses for all subjects are recorded in the one document which is returned for scoring

# Before Testing

- Student Test and Answer Book (TAB)
  - All students testing PAWS grade 3-5 and all students grades 3, 5 & 7 testing SAWS receive a Student TAB
- Distribute materials to testing rooms
  - For security purposes make sure to inventory materials and determine the locations they are going to and coming back from

# PAWS Grade 6 – 8 Answer Document

Pre-ID label  
goes here



## SAMPLE PRE-ID LABEL



Wyoming TOMS  
ARMOURALL

SHERRISE

V



TOMSWY0000032595

School Name: Ft. Washakie Elementary  
District Name: Ft. Washakie School District  
WISER ID: 98911019

DOB: 20040621

Grade: 03

Gender: F

Admin: 2014 SAWS E2E

School ID: 0721001

Directions: Complete Box 1 for all students. The student's name in Box 1 MUST match the student's name in the Pre-ID label. No substitutions are permitted. Complete all other boxes if the student does not have a Pre-ID label. If this student uses a special form, you must complete Box 8. Use ONLY a No. 2 pencil.

1 Student Name		Name of School	
Teacher			

Place Pre-ID Label Here.

2 Last Name	First Name	MI	3 WISER ID
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <p>0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> </div> <div style="width: 33%;"> <p>0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> </div> <div style="width: 33%;"> <p>0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> </div> </div>			<p>0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p>

4 Gender	5 Grade
<input type="radio"/> Female <input type="radio"/> Male	<input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8

6 Date of Birth	7 Race/Ethnicity																																							
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Dec	12	12																																						

8 This student used the special form gridded below. Fill in only one circle.
<input type="radio"/> Braille <input type="radio"/> Large Print <input type="radio"/> English Audio <input type="radio"/> Spanish Audio

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791524

PAGE 1

☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T ☐ U ☐ V ☐ W ☐ X ☐ Y ☐ Z

Q29901

# PAWS Grades 3-5 Student TAB

## SAWS Grades 3, 5 & 7

**Directions:** Complete Box 1 for all students. The student's name in Box 1 MUST match the student's name on the Pre-ID label. No substitutions are permitted. Complete all other boxes if the student does not have a Pre-ID label. If this student uses a special form you must complete Box 7. Use ONLY a No. 2 pencil.

**1 Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **School** \_\_\_\_\_  
**Teacher** \_\_\_\_\_

**2 Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **MI** \_\_\_\_\_

**SCHOOL USE ONLY**  
 Place Pre-ID label here.

**3 WISER ID**

**4 Gender**  
☐ Female  
☐ Male

**5 Date of Birth**  
 Month: ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec  
 Day: ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29 ☐ 30 ☐ 31  
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**6 Race/Ethnicity**  
 Grid the group or groups with which the student most closely identifies. Mark all that apply.  
☐ Black or African American  
☐ Native American (American Indian or Alaska Native)  
☐ Asian  
☐ Hispanic or Latino  
☐ Pacific Islander  
☐ White

**7 This student used the special form gridded below. Fill in only one circle.**  
☐ Braille ☐ Large Print ☐ English Audio ☐ Spanish Audio

To be completed by Test Administrators only. Please indicate on the previous page the accommodations the student received while taking the assessment.

Pre-ID label goes here



# Questions before we move on?



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# During Testing

# Building Coordinator Responsibilities

## During Testing

- Note and document any possible testing Irregularities on the Irregularity Report form (IRR)
  - Notify the District Coordinator as soon as possible of the irregularity
  - The District Coordinator will contact ETS for further instruction if needed



# During testing

- Irregularities can include but are not limited to:
  - Allowing students materials that are not included with the approved IEP or 504 plan
  - Student cheating and/or copying the test
  - Inappropriate Test Preparation
  - Security Breaches

# During Testing

- Maintain security
  - Keep test materials within the testing room
- If a student becomes ill
  - Schedule a make-up session during the testing window
  - A new Student TAB or answer document will need to be given to the student. Be sure to transfer any responses to the new, maintaining same form used
  - Destroy on site and note any contaminated materials (please do not return to ETS)

# Irregularity Report Form (IRR)

H. IRREGULARITY REPORT FORM													
<p>In the event of a security breach, an Irregularity Report (IRR) must be completed. It is the responsibility of the Building Coordinator to immediately contact the Wyoming Customer Support Center. They will instruct the Building Coordinator to fax the completed IRR form to the Support Center, and/or to include the IRR in the shipment of scorable test materials back to ETS. Customer Support will contact Wyoming program management and appropriate action will be taken.</p>													
School/Building: _____	School Code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
Building Coordinator Name: _____	Date of Report: _____												
Building Coordinator Telephone: _____	Email: _____												
PAWS Administration _____	SAWS Administration _____												
<p>Check <input type="checkbox"/> That Apply</p> <p>See Section 4.2 for examples.</p> <table border="1"><tbody><tr><td><input type="checkbox"/> Testing Irregularity</td><td>Test Disruption</td><td rowspan="5">Grade Involved: _____ Number of Students Involved: _____</td></tr><tr><td><input type="checkbox"/> Inappropriate Test Preparation</td><td><input type="checkbox"/> Power Outage</td></tr><tr><td><input type="checkbox"/> Security Breach</td><td><input type="checkbox"/> Fire Alarm</td></tr><tr><td></td><td><input type="checkbox"/> Construction</td></tr><tr><td></td><td><input type="checkbox"/> Other</td></tr></tbody></table>			<input type="checkbox"/> Testing Irregularity	Test Disruption	Grade Involved: _____ Number of Students Involved: _____	<input type="checkbox"/> Inappropriate Test Preparation	<input type="checkbox"/> Power Outage	<input type="checkbox"/> Security Breach	<input type="checkbox"/> Fire Alarm		<input type="checkbox"/> Construction		<input type="checkbox"/> Other
<input type="checkbox"/> Testing Irregularity	Test Disruption	Grade Involved: _____ Number of Students Involved: _____											
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<input type="checkbox"/> Security Breach	<input type="checkbox"/> Fire Alarm												
	<input type="checkbox"/> Construction												
	<input type="checkbox"/> Other												
<p>Briefly describe the irregularity. DO NOT include the names of staff members or students involved. Include details of how the incident was verified and any actions taken locally.</p>													
<p>This form may be photocopied.</p>													

# Any more questions?



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# After Testing



# Building Coordinator Responsibilities

## After Testing

- Check the demographic information for all of the students who were not Pre-ID'd
- Destroy Pre-ID labels for the students who are no longer enrolled in the school where the materials were shipped. Unused labels should not be returned to ETS
- Make sure the appropriate grade-level assessment has been administered
- Remove any graph/grid paper and/or PAWS scratch paper that may have been left in the books. The graph/grid paper and/or PAWS scratch paper may be destroyed on site

# After Testing

- Collect and account for all test materials from Test Administrators immediately after testing is complete
- For students who received accommodations during testing, ensure that the appropriate boxes for each subject on the answer document or in the Student TAB for each subject area has been completed
- Be sure that the appropriate Box has been completed on the Student TAB or answer document for students who took special forms (PAWS answer document Box 8, PAWS & SAWS TAB Box 7). **Failure to complete this information may result in the test being scored incorrectly**

# PAWS Grades 3-5 Header

## Proficiency Assessment of Wyoming Students School and Grade Header Sheets (Grades 3-5)

**1. SCHOOL/BUILDING NAME** \_\_\_\_\_  
**DISTRICT NAME** \_\_\_\_\_

**3. GRADES/SUBJECTS TESTED**

	Grade 3	Grade 4	Grade 5																																																																																										
<b>Reading</b>	<table border="1"> <tr><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td></tr> </table>	0	0	0	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6	6	7	7	7	8	8	8	9	9	9	<table border="1"> <tr><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td></tr> </table>	0	0	0	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6	6	7	7	7	8	8	8	9	9	9	<table border="1"> <tr><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td></tr> </table>	0	0	0	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6	6	7	7	7	8	8	8	9	9	9
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**2. BUILDING CODE**

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

**5. TOTAL SCORABLE DOCUMENTS**

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

**4.** The Building Coordinator should complete this form.  
 Name \_\_\_\_\_  
 Date \_\_\_\_\_

### Instructions—

Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.

1. Write the SCHOOL/BUILDING NAME and the DISTRICT NAME on the lines provided.

2. In the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles.

3. In the row of boxes next to the words GRADES/SUBJECTS TESTED, indicate the TOTAL count of documents being returned. Underneath write and grid the total count of documents being returned for each grade by the subject. If no students tested, grid "000." If your count is a single digit number, fill in the zeros before the actual number (i.e., 005, etc.).

4. Print your name and date as the person completing this form.

5. Write and grid the total number of scorable documents being returned.

FOR USE WITH GRADES 3-5 SCORABLE BOOKS ONLY.

100811-100811 • TF1113E1S • Printed in U.S.A.

776175

Q0051

1 2 3 4





**Proficiency Assessment of Wyoming Students**  
School and Grade Header Sheets (Grades 6–8)

 **DEPARTMENT OF EDUCATION**

# Return Packaging

- Packing materials to return
  - PAWS
    - Scorable
    - Non-Scorable
  - SAWS
    - One shipment
    - Non-scorable material banded and placed at bottom of the return box

# PAWS Return Instructions

## PAWS 2015

### RETURN INSTRUCTIONS

Important Timelines for Returning Materials for Students

Testing Window	UPS Material Pickup (Must be shipped by)
March 2–27	April 1

PLEASE REVIEW THE RETURN INSTRUCTIONS CAREFULLY

ERRORS IN PACKING CAUSE DELAYS IN  
PROCESSING SCORE REPORTS

### PAWS Building Coordinator Responsibilities

#### TO BE RETURNED

##### TO BE SCORED

- ☐ Completed School Header(s)
- ☐ Used Test Booklets (Grades 3–5)
- ☐ Used Answer Documents (Grades 6–8)
- ☐ Irregularity Report Form

##### NOT TO BE SCORED

- ☐ Unused Test Booklets (Grades 3–5)
- ☐ Used and Unused Test Booklets (Grades 6–8)

#### NOT TO BE RETURNED

- ☐ Unused School Header(s)
- ☐ Unused Answer Document(s)
- ☐ PAWS/SAWS Building Coordinator Manual
- ☐ Return Instructions
- ☐ Extra UPS Return Labels
- ☐ Directions for Administration (DFA)
- ☐ Student Roster
- ☐ Scratch Paper
- ☐ Unused Pre-ID Labels
- ☐ Extra SC (green labels)



**Destroy all  
material on site**

### **IMPORTANT!**

**All packages should be shipped the next business day after regular and make-up testing has been completed, but no later than April 1, 2015.**

# PAWS Return Instructions

## PAWS 2015 RETURN INSTRUCTIONS

### A. Prepare To Be Scored Material for Return

1. Complete the RED School Header for **Scorable Test Booklets (Grades 3–5)** or the BLUE School Header for **Scorable Answer Documents (Grades 6–8)**

- ☐ In Box 1, verify Preprinted School/Building Name
- ☐ In Box 1, verify Preprinted District Name
- ☐ In Box 2, verify Preprinted Building Code Number
- ☐ In Box 3, write and grid the total number of **Scorable** Test Booklets or Answer Documents being returned, per grade, per subject (**Do Not** leave any grade/subject box blank — grid “000” if no students tested)
- ☐ In Box 5, write and grid the total number of **Scorable** Test Booklets or Answer Documents for the entire school
- ☐ In Box 6, sign your name and date

This is a form for Scorable Test Booklets (Grades 3-5). It includes a header section for school information (Box 1) and a grid for recording the number of booklets returned per grade and subject (Box 3). There is also a section for the total number of booklets for the entire school (Box 5) and a signature line (Box 6).This is a form for Scorable Answer Documents (Grades 6-8). It includes a header section for school information (Box 1) and a grid for recording the number of answer documents returned per grade and subject (Box 3). There is also a section for the total number of answer documents for the entire school (Box 5) and a signature line (Box 6).

### IMPORTANT!

Do not mix **To Be Scored** and **Not To Be Scored** materials. They must be packaged separately. Schools should not package materials with another school's materials.

# PAWS Return Instructions

## PAWS 2015 RETURN INSTRUCTIONS

### A. Prepare To Be Scored Material for Return (continued)

2. Package **all To Be Scored material** in the original cartons — see diagram on the next page.

- ✓ Sort the **Scorable Test Booklets** by grade on the bottom
- ✓ Place sorted **Scorable Test Booklets** in the box (highest grade on the bottom). Place the completed School Header on top of the Test Booklets.
- ✓ Sort the **Scorable Answer Documents** by grade (highest grade on the bottom)
- ✓ Place sorted **Scorable Answer Documents** in the White, Answer Document Return Envelope provided with the completed School Header on top. Return Envelope should be placed at the top of the return carton.
- ✓ Securely tape the **top and bottom** seams of the carton(s) at least two times with the tape provided
- ✓ Place provided "SC" green label on the side of the box
- ✓ Place the provided UPS 2<sup>nd</sup> Day Air return label with **ONE (1) ORANGE STRIPE** on the carton(s)

The diagram shows a UPS shipping label with an orange stripe at the bottom. The label includes the following information: "SHIP TO: NJ 086 0-04", "UPS 2ND DAY AIR", "2", "STEP 1 - BOX 2730002", "STEP 1 - SCHOOL #", and "STEP 1 - SCHOOL #". An arrow points from the text "ONE (1) ORANGE STRIPE" in the instructions to the orange stripe on the label.

3. Fill out **ALL THREE** steps on the provided UPS 2nd Day Air return label.

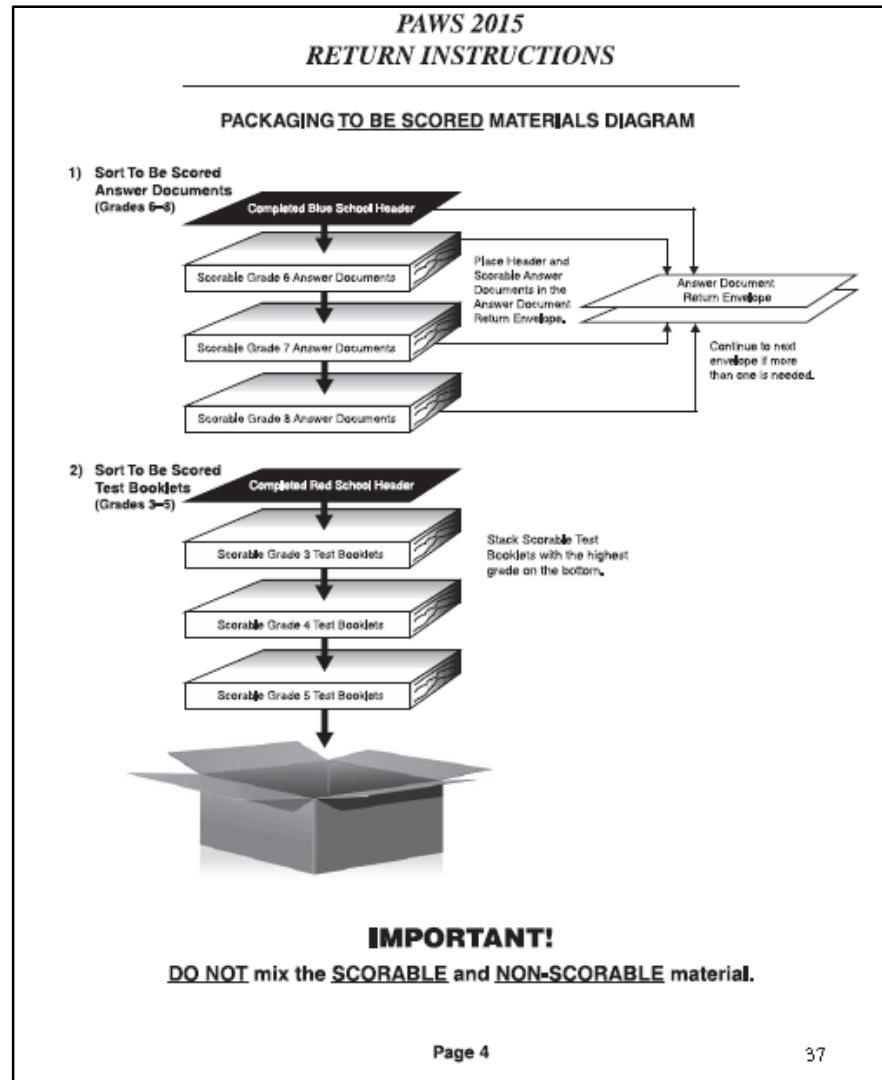
- ✓ STEP 1: Label box count, i.e., "Box 1 of 3", "Box 2 of 3", etc.
- ✓ STEP 2: Write the School Name
- ✓ STEP 3: Write the School Code
- ✓ **DO NOT** photocopy return labels or School Headers. Contact Wyoming Customer Support at 1-877-327-9415 if you need additional labels or school headers.
- ✓ Be sure to note the UPS tracking number(s) for your records.

**NOTE: ALL MATERIAL SHOULD BE SHIPPED IN THE ORIGINAL SHIPPING CARTON(S)**

### IMPORTANT!

If you do not have the original shipping carton(s), you must contact Wyoming Customer Support at 1-877-327-9415.

# PAWS Return Instructions



# PAWS Return Instructions

## PAWS 2015 RETURN INSTRUCTIONS

### PACKAGING TO BE SCORED MATERIALS DIAGRAM (continued)

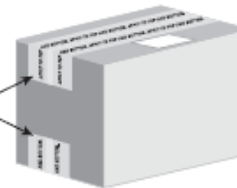
#### 3) Boxing Scorable Test Booklets and Answer Documents

Fill carton to capacity and  
continue to next carton if more  
than one is needed.



#### 4) Labeling Boxes for Return Prelabeled Shipping Box

Seal top and bottom  
seams of carton(s)  
at least two times  
with tape provided.



Place the green SC label to  
side of the carton containing  
scorable material.  
Place the completed UPS  
2nd Day Air label as indicated.  
Note the tracking number  
for your records.



UPS Return Label

### IMPORTANT!

**DO NOT** mix the SCORABLE and NON-SCORABLE material.


# PAWS Return Instructions

**PAWS 2015**  
**RETURN INSTRUCTIONS**

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**B. Prepare Not To Be Scored Material for Return**  
 Package all Not To Be Scored material in the original cartons provided — see diagram on the next page.

- ☐ Place the **UNOPENED Test Booklets (Grades 3–8)** on the bottom of the shipping carton(s) sorted by grade and subject
- ☐ Sort all **UNUSED Test Booklets (Grades 3–8)** by grade and subject (highest grade on the bottom) and place on top of the unopened Test Booklets
- ☐ Sort **USED Test Booklets (Grades 6–8)** by grade and subject (highest grade on the bottom) and place on top of the unused Test Booklets
- ☐ Securely tape the **top and bottom** seams of the carton(s) at least two times with the tape provided
- ☐ Place the provided **UPS Ground** return label with **TWO (2) ORANGE STRIPES** on the carton(s) containing the **Not To Be Scored Material** →
- ☐ Fill out **ALL THREE** steps on the provided UPS Ground return label
  - ✓ STEP 1: Label box count, i.e., "Box 1 of 3," "Box 2 of 3," etc.
  - ✓ STEP 2: Write the School Name
  - ✓ STEP 3: Write the School Code
  - ✓ **DO NOT** photocopy return labels. Contact Wyoming Customer Support at 1-877-327-9415 if you need additional labels.
  - ✓ Be sure to note the UPS tracking number(s) for your records.



**C. Shipping Material to ETS (To Be Scored and Not To Be Scored)**

- ☐ Ship the material by following one of the methods below
  - ✓ Arrange for a UPS pick-up during regular courier service pick-ups at your school
  - ✓ Call 1-800-742-5877 to schedule a pick-up
  - ✓ **DO NOT** use any courier other than UPS. Doing so may cause a delay in scoring.

**IMPORTANT!**

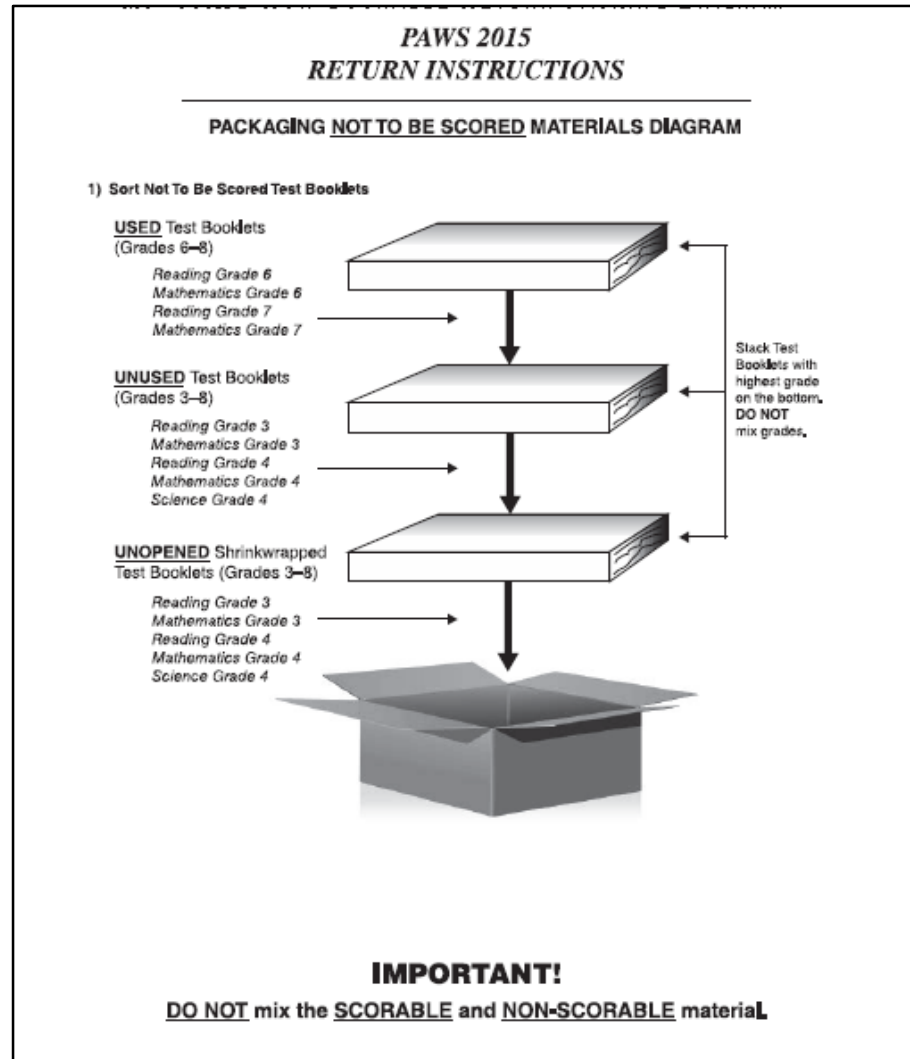
**If you do not have the original shipping carton(s),  
you must contact Wyoming Customer Support at 1-877-327-9415.**

Page 6

39



# PAWS Return Instructions



# PAWS Return Instructions

## PAWS 2015 RETURN INSTRUCTIONS

### PACKAGING NOT TO BE SCORED MATERIALS DIAGRAM (continued)

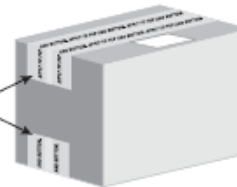
#### 2) Boxing Non-Scoreable Materials

All material should be placed in the original carton(s).

Fill carton to capacity and continue to next carton if more than one is needed.



Seal top and bottom seams of carton(s) at least two times with tape provided.



#### 3) Labeling Boxes for Return



Place the completed UPS Ground label as indicated. Note the tracking number for your records.



UPS Return Label

### IMPORTANT!

DO NOT mix the SCORABLE and NON-SCORABLE material.

# SAWS Grades 3, 5 & 7 Header

**Student Assessment of Writing Skills**  
 Grade and School Header Sheets

**1. SCHOOL/BUILDING NAME** \_\_\_\_\_  
**DISTRICT NAME** \_\_\_\_\_

**3. GRADES TESTED**

**Grade 3**  

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

**Grade 5**  

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

**Grade 7**  

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

**2. BUILDING CODE**

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

**5. TOTAL SCORABLE DOCUMENTS**

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

**4.** The Building Test Coordinator should complete this form.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**Instructions—**

**Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.**

1. Write the SCHOOL/BUILDING NAME and the DISTRICT NAME on the lines provided.

2. In the row of boxes under the words BUILDING CODE, indicate the Building Code and grid the corresponding bubbles.

3. In the row of boxes under the words GRADES TESTED, indicate the TOTAL count of documents being returned. Underneath write and grid the total count of documents being returned for each grade. If no students tested, grid "000." If your count is a single digit number, fill in the zeros before the actual number (i.e., 005, etc.).

4. Print your name and date as the person completing this form.

5. Write and grid the total number of documents being returned.

**FOR USE FOR SAWS SCORABLE BOOKS ONLY.**

100896-36768 • TF1113E1.5 • Printed in U.S.A.

776365

00050-1    1    2    3    4

0	1	2	3	4	5	6	7	8	9
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# SAWS Return Instructions

## *SAWS 2015* **RETURN INSTRUCTIONS**

*Important Timelines for Returning Materials for Students*

Testing Window	UPS Material Pickup (Must be shipped by)
April 13–May 1	May 6

PLEASE REVIEW THE RETURN INSTRUCTIONS CAREFULLY

*ERRORS IN PACKING CAUSE DELAYS IN  
PROCESSING SCORE REPORTS*

### **TO BE RETURNED**

#### TO BE SCORED

- ☐ Completed School Header(s)
- ☐ Used Test Books

#### NOT TO BE SCORED

- ☐ Unused Test Books
- ☐ Scratch/Draft Paper
- ☐ Irregularity Report Form

### **NOT TO BE RETURNED**

- ☐ PAWS/SAWS Building Coordinator's Manual
- ☐ Return Instructions
- ☐ Extra UPS Return Labels
- ☐ Directions for Administration (DFA)
- ☐ Unused School Header(s)
- ☐ Unused Pre-ID Labels
- ☐ Scoring Guides
- ☐ Student Roster



Destroy all  
material on site

### **IMPORTANT!**

All packages should be shipped the next business day after regular and standard testing has been completed, but no later than May 6, 2015.



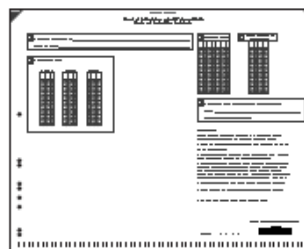
# SAWS Return Instructions

## *SAWS 2015 RETURN INSTRUCTIONS*

### ***A. Prepare Material for Return***

#### **1. Complete the School Header for Test Books to be scored**

- ☐ In Box 1, verify Preprinted School/Building Name
- ☐ In Box 1, verify Preprinted District Name
- ☐ In Box 2, verify Preprinted Building Code Number
- ☐ In Box 3, write and grid the total number of Test Books to be scored by grade. Do Not leave any grade box blank — grid '000' if no students tested
- ☐ In Box 5, write and grid the total number of Test Books TO BE SCORED for the entire school
- ☐ In Box 4, sign your name and date

A diagram of a test book header form. It shows a grid-like structure with numbered boxes. Box 1 is at the top left, containing preprinted text. Box 2 is below Box 1. Box 3 is to the right of Box 2. Box 4 is at the bottom right, containing a signature line and date. Box 5 is to the left of Box 4. The form is titled 'SAWS 2015' and 'RETURN INSTRUCTIONS'.

### ***B. Sort and Package Materials for Return***

NOTE: ALL MATERIAL SHOULD BE SHIPPED IN THE ORIGINAL SHIPPING CARTON(S)

- ☐ Place the UNOPENED Test Books on the bottom of the shipping carton
- ☐ Band together all opened NOT TO BE SCORED Test Books using the provided belly bands and place on top of the unopened Test Books
- ☐ Include all draft/scratch paper within the non-scoreable materials
- ☐ Sort all Test Books TO BE SCORED by grade (highest grade on the bottom)
- ☐ Place the completed header on top of the Test Books
- ☐ Securely tape the top and bottom seams of all cartons at least two times with the provided tape

## **IMPORTANT!**

**All materials NOT TO BE SCORED, should be banded together and placed at the bottom of the provided return cartons.**

# SAWS Return Instructions

## *SAWS 2015 RETURN INSTRUCTIONS*

### **C. Sort and Package Materials for Return (continued)**

- ☐ Place the provided UPS 2nd Day Air return label with ONE (1) ORANGE STRIPE on the package(s) – 1 per package
- ☐ Fill out ALL THREE steps on the provided UPS 2nd Day Air return label
  - ✓ STEP 1: Label box count, i.e., "Box 1 of 3", "Box 2 of 3", etc.
  - ✓ STEP 2: Write the School Name
  - ✓ STEP 3: Write the School Code
  - ✓ DO NOT photocopy return labels or school headers. Contact Wyoming Customer Support at 1-877-327-9415 if you need additional labels or school headers.
  - ✓ Use appropriate UPS return label.

SAWS 2015  
RETURN INSTRUCTIONS

STEP 1: Label box count, i.e., "Box 1 of 3", "Box 2 of 3", etc.  
STEP 2: Write the School Name  
STEP 3: Write the School Code

DO NOT photocopy return labels or school headers. Contact Wyoming Customer Support at 1-877-327-9415 if you need additional labels or school headers.

Use appropriate UPS return label.

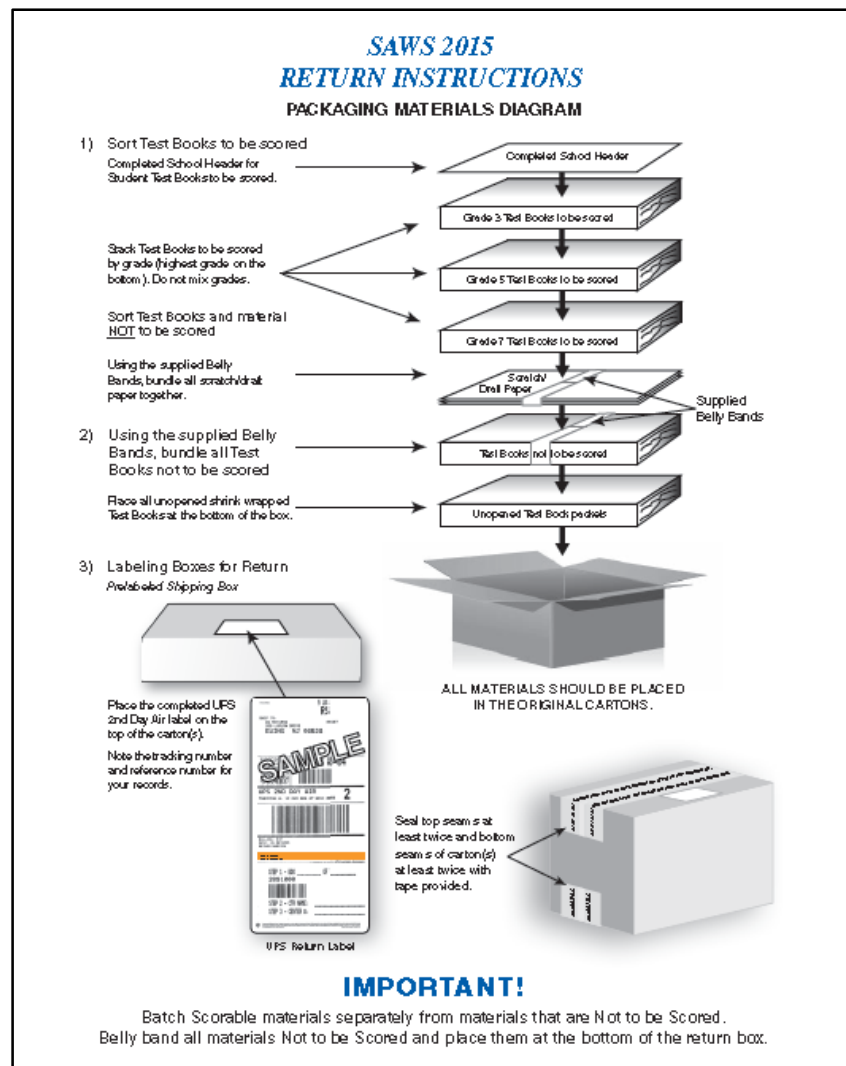
### **D. Shipping Material to ETS**

- ☐ Ship the material by following one of the methods below
  - ✓ Arrange for a UPS pick-up during regular courier service pick-ups at your school
  - ✓ Call 1-800-742-5877 to schedule a pick-up
  - ✓ DO NOT use any courier other than UPS. Doing so may cause a delay in scoring.

## **IMPORTANT!**

If you do not have the original shipping carton(s), you must contact Wyoming Customer Support at 1-877-327-9415.

# SAWS Return Instructions



# Returning Materials

- PAWS
  - Scorable and Non-Scorable have different shipments and different UPS return labels
    - **One** orange line = Materials **TO** be scored
    - **Two** orange lines = materials **NOT** to be scored





# Returning Materials

- SAWS
  - One shipment
    - Materials NOT to be scored should be banded together and placed at the bottom of the return box
    - Materials to be scored placed on top and under the appropriate header

# Test Security

# Test Security

- The primary goal of PAWS and SAWS test security is to protect the integrity of the assessments by
  - Securing the test materials at all times
  - Ensuring appropriate preparation for and administration of the test

# Test Security Breaches

- Inferences cannot be drawn about student performance
- Items may be unusable in future tests, resulting in additional costs for item development
- Students gain an unfair advantage
- Violates public trust
- Invalidation of scores may result in missing AYP and will mean parents won't get results for their children

# Test Security

## *WHEN*

- Prior to testing
- During testing
- After testing

## *WHO*

- District Coordinator
- Building Coordinator
- Proctors and Test Administrators
- Anyone who handles the tests

# Test Security

## Reporting

- Test security violations / irregularities must be reported to Wyoming Customer Support: **877-327-9415**
- Districts may be contacted to assist in investigation
- Districts may select consequences as related to personnel contracts / issues

# Test Security

1

## **INITIAL REPORT ALLEGING A SPECIFIC VIOLATION**

A test security violation is reported and received by ETS from any individual or school or district alleging that a specific breach in test security has occurred in an individual district or testing site.

2

## **ETS REVIEW**

ETS to review breach. If determined to be outstanding ETS will send to WDE for review .

3

## **INITIAL WDE REVIEW OF POTENTIAL TEST SECURITY IRREGULARITY**

The WDE Internal Test Security Review Team reviews all reports brought to the team to determine how best to resolve the allegation by analyzing the severity of the alleged breach of test security and the scope of potential harm the breach may bring to the integrity of assessment results.

4

Telephone assistance from WDE to the DTC .

5

Letter from WDE Assessment Director re: findings. May invalidate scores.

6

Districts may choose additional consequences related to personnel contracts / local context.

# Test Security

## Erasure Analysis

- WDE has initiated reviews of erasure data in all schools statewide
- Where very high erasure rates are associated with very high year-to-year test score gains, WDE will contact the district Superintendent for follow up on internal procedures for test preparation and administration



# Home School Students

- It is a district choice whether to test home school students.
- Home school students who do test **MUST** test in their district of residence. **DO NOT** test a home school student who is not a resident in your district.
- If you do test home school students, your district is responsible for mailing the ISRs to the parents.
- Scores of home school students will not be counted in AYP calculations.

# Addendum

- PAWS & SAWS Building Coordinator Manual
  - Page 6 instructs sites to Delete students from TOMS.
    - There is no delete function in TOMS.
    - Leave student as is, and do not return the student's Pre-ID label to ETS

# Resources

- **ETS**

- Wyoming Customer Support

- **877-327-9415** (7:30 am – 6 pm MT)
    - [Wyoming-support@ets.org](mailto:Wyoming-support@ets.org)
    - <http://www.wyedu.ets.org/>
    - <https://wy-toms.caltesting.org/mt/login.htm>

- UPS

- 800-742-5877

- **WDE**

- 307-777-5296

# Final Q & A



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