Statewide Assessment
Building Coordinator Training
2015 PAWS & SAWS
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

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID window closes</td>
<td>January 26, 2015</td>
</tr>
<tr>
<td>Materials received in schools</td>
<td>February 23, 2015</td>
</tr>
<tr>
<td>Test administration window opens</td>
<td>March 2, 2015</td>
</tr>
<tr>
<td>Test administration window closes*</td>
<td>March 27, 2015</td>
</tr>
<tr>
<td>Last day to ship materials to ETS</td>
<td>April 1, 2015</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID window closes</td>
<td>January 26, 2015</td>
</tr>
<tr>
<td>Materials received in schools</td>
<td>April 6, 2015</td>
</tr>
<tr>
<td>Test administration window opens</td>
<td>April 13, 2015</td>
</tr>
<tr>
<td>Test administration window closes*</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>Last day to ship materials to ETS</td>
<td>May 6, 2015</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>SUPPLEMENTAL ORDER WINDOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAWS</td>
<td>February 2 – March 16</td>
</tr>
<tr>
<td>SAWS</td>
<td>March 25 – April 20</td>
</tr>
</tbody>
</table>
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
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**

**Destination:**
ABC Unified
54321 Alpine Rd.
Casper, WY 45978
USA

**Origin:**
Distribution Center
PO Box 77435
225 Phillips Blvd.
Ewing, NJ 08628
USA

<table>
<thead>
<tr>
<th>Program Name</th>
<th>ID Number</th>
<th>Test Date/Type</th>
<th>Shipment Type/MM YYYY</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAWS</td>
<td>1301050</td>
<td></td>
<td></td>
<td>102013</td>
</tr>
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</table>

| WY PWO08017 | 10007303  |

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Item Description</th>
<th>QTY</th>
<th>Serial No. Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>776156</td>
<td>WY PAWS TB MATH GRADES</td>
<td>5</td>
<td>S210100031 - S210100350</td>
</tr>
<tr>
<td>776157</td>
<td>WY PAWS TB SCIENCE GRADE A</td>
<td>5</td>
<td>S210100036 - S210100140</td>
</tr>
<tr>
<td>776158</td>
<td>WY PAWS TB READING GRADE B</td>
<td>5</td>
<td>S210100026 - S210100030</td>
</tr>
<tr>
<td>776080</td>
<td>WY PAWS AV RETURN ENV (50)</td>
<td>5</td>
<td>S210100086 - S211100080</td>
</tr>
<tr>
<td>776442</td>
<td>WY PAWS UPS GROUND RETURN LABEL</td>
<td>5</td>
<td>S210100036 - S210100035</td>
</tr>
<tr>
<td>776174</td>
<td>WY PAWS ANSWER DEC OR &amp; G</td>
<td>5</td>
<td>S210100036 - S210100035</td>
</tr>
<tr>
<td>776172</td>
<td>WY PAWS BC KIT</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>776190</td>
<td>WY PAWS EF A</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

| 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
Security Agreement Form

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 test 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.
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
ARMOURFULL
SHERRISE

DOB: 20040621
Grade: 03
Gender: F
Admin: 2014 SAWS E2E
School ID: 0721001

School Name: Ft. Washakie Elementary
District Name: Ft. Washakie School District
WisER ID: 98911019
Questions before we move on?
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)

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 scoreable test materials back to ETS. Customer Support will contact Wyoming program management and appropriate action will be taken.

| School/Building: | School Code: □□□□□□□□ |
| Building Coordinator Name: | Date of Report: |
| Building Coordinator Telephone: | Email: |
| PAWS Administration | SAWS Administration |

### Check All That Apply

See Section 4.2 for examples.

- [ ] Testing Irregularity
- [ ] Inappropriate Test Preparation
- [ ] Security Breach

<table>
<thead>
<tr>
<th>Test Disruption</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Power Outage</td>
</tr>
<tr>
<td>- Fire Alarm</td>
</tr>
<tr>
<td>- Construction</td>
</tr>
<tr>
<td>- Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Involved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students Involved:</td>
</tr>
</tbody>
</table>

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.

This form may be photocopied.
Any more questions?
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 3-6)

<table>
<thead>
<tr>
<th>1. SCHOOL/BUILDING NAME:</th>
<th>2. BUILDING CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT NAME:</td>
<td>TOTAL LOCATIONS</td>
</tr>
</tbody>
</table>

### Grades/Subjects Tested

#### Reading

<table>
<thead>
<tr>
<th>Grade</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Mathematics

<table>
<thead>
<tr>
<th>Grade</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Science

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

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 for the word BUILDING CODE, indicate the building code and grid the corresponding bubbles.

3. In the row of boxes under the word GRADES/SUBJECTS TESTED, indicate the total count of documents being returned. Underneath write and grid the total count of documents being returned by the subject or student tested, with the code provided in the section before the actual number (e.g., 999-999).

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

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

---

FOR USE WITH GRADES 3-5 Scorable Books Only

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100881-00881 - 11/11/2014 - Printed in USA

775175

D0031 1 3 5 4
PAWS Grades 6-8 Header

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

1. SCHOOL/BUILDING NAME ____________________________
   DISTRICT NAME ____________________________

2. GRADES/SUBJECTS TESTED
   Reading
   Grade 6 | Grade 7 | Grade 8
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0

   Mathematics
   Grade 6 | Grade 7 | Grade 8
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0

   Science
   Grade 6 | Grade 7 | Grade 8
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0
   0 | 0 | 0

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 100. If your count is a single digit number, fill in the zeros before the actual number (e.g., 007, etc.).
4. Print your name and grade as the person completing this form.
5. Write and grid the total number of scorable documents being returned.

FOR USE WITH GRADES 6–8 ANSWER DOCUMENTS ONLY
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**

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>UPS Material Pickup (Must be shipped by)</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2-27</td>
<td>April 1</td>
</tr>
</tbody>
</table>

**PLEASE REVIEW THE RETURN INSTRUCTIONS CAREFULLY**

**ERRORS IN PACKING CAUSE DELAYS IN PROCESSING SCORE REPORTS**

**PAWS Building Coordinator Responsibilities**

### TO BE RETURNED

- 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)
- 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 stickers)

**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 Scoreable Test Booklets (Grades 3rd) or the BLUE School Header for Scoreable Answer Documents (Grades 6-9)

   - Box 1, verify Preprinted School Building Name
   - Box 1, verify Preprinted District Name
   - Box 2, verify Preprinted Building Code Number
   - Box 3, write and grid the total number of Scoreable 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)
   - Box 5, write and grid the total number of Scoreable Test Booklets or Answer Documents for the entire school
   - Box 4, sign your name and date

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 twice with the tape provided
   ✓ Place provided "SC" green label on the side of the box
   ✓ Place the provided UPS 2nd Day Air return label with ONE (1) ORANGE STRIPE on the carton(s)

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, you must contact Wyoming Customer Support at 1-877-327-9415.
   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

1) Sort To Be Scored Answer Documents (Grades 6-8)
   - Completed Blue School Header
   - Scorable Grade 9 Answer Documents
   - Place Header and Scorable Answer Documents in the Answer Document Return Envelope
   - Scorable Grade 7 Answer Documents
   - Continue to next envelope if more than one is needed.

2) Sort To Be Scored Test Booklets (Grades 3-5)
   - Completed Red School Header
   - Stack Scorable Test Booklets with the highest grade at the bottom
   - Scorable Grade 1 Test Booklets
   - Scorable Grade 4 Test Booklets
   - Scorable Grade 5 Test Booklets

IMPORTANT!
DO NOT mix the SCORABLE and NON-SCORABLE material.
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
   Marked shipping label

   Place the green SC label to
   side of the carton containing
   scorable materials.

   Place the completed UPS
   2nd Day Air label as indicated.
   Rate the tracking number
   for your records.

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

IMPORTANT!
DO NOT mix the SCORABLE and NON-SCORABLE material.
PAWS Return Instructions

PAWS 2015
RETURN INSTRUCTIONS

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.

1. Place the UNOPENED Text Books (Grades 1-3) on the bottom of the shipping cartons sorted by grade and subject.
2. Sort all UNUSED Text Books (Grades 3-6) by grade and subject (highest grade on the bottom) and place on top of the unopened Text Books.
3. Sort USED Text Books (Grades 3-6) by grade and subject (highest grade on the bottom) and place on top of the unused Text Books.
4. Securely tape the top and bottom seams of the carton(s) at least two times with the tape provided.
5. Place the provided UPS Ground return label with TWO (2) ORANGE STRIPES on the carton(s) containing the Not To Be Scored Material.
6. Fill out ALL THREE steps on the provided UPS Ground return label:
   - STEP 1: Label box correctly, i.e., “Box 1 of 1,” “Box 2 of 1,” etc.
   - STEP 2: Write the School Name
   - STEP 3: Write the School Code
7. DO NOT photocopy return labels. Contact Wyoming Customer Support at 1-877-327-6415 if you need additional labels.
8. 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)
Follow the method by selecting one of the methods below:

- Arrange for a UPS pick-up during regular courier service pick-up at your school
- Call 1-800-762-6877 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 1-877-327-6415.
PAWS Return Instructions

PAWS 2015
RETURN INSTRUCTIONS

PACKAGING NOT TO BE SCORED MATERIALS DIAGRAM

1) Sort Not To Be Scored Test Booklets

**USED** Test Booklets
(Grades 6–8)
- Reading Grade 6
- Mathematics Grade 6
- Reading Grade 7
- Mathematics Grade 7

**UNUSED** Test Booklets
(Grades 3–8)
- Reading Grade 3
- Mathematics Grade 3
- Reading Grade 4
- Mathematics Grade 4
- Science Grade 4

**UNOPENED** Shrinkwrapped Test Booklets (Grades 3–8)
- Reading Grade 3
- Mathematics Grade 3
- Reading Grade 4
- Mathematics Grade 4
- Science Grade 4

IMPORTANT!
DO NOT mix the SCORABLE and NON-SCORABLE material.
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 ordering.

3) Labeling Boxes for Return
Place the completed UPS Ground label on outside of box.

Note the tracking number for your records.

IMPORTANT!
DO NOT mix the SCORABLE and NON-SCORABLE material.
# SAWS Grades 3, 5 & 7 Header

## Student Assessment of Writing Skills

### Grades and School Header Sheets

<table>
<thead>
<tr>
<th>SCHOOL/BUILDING NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT NAME</td>
</tr>
</tbody>
</table>

### Grades Tested

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 5</th>
<th>Grade 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Building Code

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Scorable Documents

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

---

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 "0002" if your count is a single digit number, fill in the zeros before the actual number (i.e., 0002, 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.**
SAWS Return Instructions

SAWS 2015
RETURN INSTRUCTIONS
(Important Timeframes for Returning Materials for Students)

<table>
<thead>
<tr>
<th>Testing Window</th>
<th>UPS Material Pickup</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15-May 1</td>
<td>May 6</td>
</tr>
</tbody>
</table>

PLEASE REVIEW THE RETURN INSTRUCTIONS CAREFULLY
ERRORS IN PACKING CAUSE DELAYS IN PROCESSING SOCIAL REPORTS

TO BE RETURNED

☐ Completed School Work (5)
☐ Used Test Books

NOT TO BE RETURNED

☐ PACE/SAWS Building Coordinator’s Manual
☐ Return Instructions
☐ Extra UPS Return Labels
☐ Directions for Administration (DFA)
☐ Unused School Materials
☐ Unused Pre-ID Labels
☐ Savings Guides
☐ Student Roster

NOT TO BE RETURNED

☐ Used Test Books
☐ Savings Guides
☐ Inactivity Report Form

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 2, write and grid the total number of Test Books to be scored by grade. Do not leave any grade box blank — grid "000" for 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

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 district 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.

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 1-800-874-8887 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

SAWS 2015
RETURN INSTRUCTIONS
PACKAGING MATERIALS DIAGRAM

1) Sort Test Books to be scored
Completed Return Header for student Test Books only be scored.

2) Using the supplied Belly Band, bundle all scored and unscored Test Books at the bottom of the box.

3) Labelling Boxes for Return: Complete Shipping Box

Place completed UPS label or DHL label on the top of the box. Note that shipping number will be posted on your records.

IMPORTANT!
Batch Scored materials separately from materials that are not to be scored. Belly band all materials Not to be Scored and place them at the bottom of the return box.
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

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to testing</td>
<td>District Coordinator</td>
</tr>
<tr>
<td>During testing</td>
<td>Building Coordinator</td>
</tr>
<tr>
<td>After testing</td>
<td>Proctors and Test Administrators</td>
</tr>
<tr>
<td></td>
<td>Anyone who handles the tests</td>
</tr>
</tbody>
</table>
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

## 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.

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

## 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.

## Telephone assistance from WDE to the DTC

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

## 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
    • http://www.wyedu.ets.org/
    • https://wy-toms.caltesting.org/mt/login.htm

  – UPS
    • 800-742-5877

• WDE
  – 307-777-5296
Final Q & A