



WDE Assessment Updates

Volume 3, Issue 1

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IMPORTANT: Exemptions for the 2014-15 School Year

Earlier this fall, we announced via this newsletter that all assessment exemptions were being eliminated. After careful consideration and review of historical data, it's been decided that the only exemptions that will be eliminated are those for students who are medically fragile. The three other exemption categories will remain in place. This means that WDE will be accepting exemption requests in the following three categories:

- ◆ Students who are expelled but still receiving services from the district
- ◆ Students who are served in out of state placements, and
- ◆ Students who are ELs who have been in US schools for less than a year (students must participate in the ACCESS in order to receive the exemption, and they are still required to participate in math and science (if applicable))

Attached to this newsletter is the updated WDE673 form. In order to ensure confidentiality of these sensitive materials, please note that the submission process has changed from prior years. The ONLY method for submission of the WDE673 form and associated documentation is via the Wyoming Transcript Center. Faxes and mail are NOT acceptable methods of submission.

At least one person in each district has rights to upload files and/or documents to the Wyoming Transcript Center. In most districts, this person is the WISE Coordinator. Please check in your district to determine who has the appropriate rights. Once logged in to the Wyoming Transcript Center, you should see this screen:

Institution	%	Total
ST JOSEPHS CHILDRENS HOME, TORRINGTON, WY	100	1

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IMPORTANT: Exemptions for the 2014-15 School Year (Continued)

To upload an exemption request for a student, first scan and save each request, including associated documentation, as a single .pdf file. Do not upload multiple .pdfs for a single request. Use the following naming convention when saving and submitting a request: districtname_studentWISERID (e.g. Laramie1_87654321.pdf). Then, log into the Transcript Center, and click on Send Documents. At the next screen, click on Upload, then Choose File, and Send to WDE Administration.

If your WISE Coordinator does not see the Documents section of the Transcript Center after logging in, s/he will need to contact Elizabeth Foster, Data Collection Specialist at the WDE, who can adjust roles in the Transcript Center (Elizabeth.foster@wyo.gov or 307-777-7009).

Exemption requests will be accepted and processed through the 15th day of the testing window (March 20 for students in grades 3-8 on PAWS); for students in high school grades, exemption requests will be accepted and processed through May 8. Note the change in dates from last week’s newsletter; given student mobility, we have extended the submission dates into each assessment window.

ACT Test Accessibility and Accommodations System

Please remember, the ACT deadline to submit accommodations requests is **January 23, 2015**.

For more information and additional training resources, visit <http://www.act.org/aap/wyoming/act.html>.

Wy-ALT Online Management System, TIDE—Pre-ID Window Closes January 9th!

The Wy-ALT Online Management system, called TIDE, is now open. In TIDE, a Building Coordinator can see the students (according to the 684) who are expected to take the Wy-ALT in their building and the students who need a second scorer. The Building Coordinator can also assign roles to others (such as test administrators and second scorers) and add students. To access TIDE visit: <http://wyoassessment.org/building-coordinators/>

TIDE’s initial pre-ID window closes on January 9th. Although the system itself is easy to navigate and the [TIDE User Guide](#) is available, our vendor has also provided a video [walk-through of TIDE](#) for reference.

Wy-ALT Training Window begins January 6th!

Please remember the Wy-ALT training window begins on Tuesday, January 6th. Test Administrators and Second Scorers are REQUIRED to attend one of the sessions. Registration begins at 8:30 a.m. and the training will begin at 9:00 a.m. and end at 4:00 pm. If you have any questions, please contact the Wy-ALT Helpdesk at wyalhelpdesk@air.org or at 1-888-897-8024.

Training Date	Location
Tuesday, January 6, 2015	Cheyenne
Thursday, January 8, 2015	Gillette
Monday, January 12, 2015	Jackson
Tuesday, January 13, 2015	Riverton
Thursday, January 15, 2015	Green River
Friday, January 30, 2015	Casper



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2015 NAEP Update—Preparing for Assessment via the Online MyNAEP System

The “Prepare for Assessment” section of the MyNAEP online system is now active. Each step within Prepare for Assessment has a brief 3-5 minute video tutorial, describing how to get your school ready for NAEP.

Here are links to the Prepare for Assessment tutorials:

- [Prepare for Assessment \(an overview\)](#)
- [Update List of Sampled Students](#)
- [Include Students](#)
- [Manage Questionnaires](#)
- [Notify Parents](#)

Before the end of 2014, we strongly recommend that building coordinators log-on to the online MyNAEP system at www.MyNAEP.com and begin reviewing/updating their student-level information as described in the “Update List of Students” and “Include Students” tutorials.

Additionally, NAEP representatives are calling building coordinators in December to establish contact and discuss next steps and timelines. Your NAEP representative is THE go-to person and #1 point-of-contact for school staff and all preparations for NAEP in your building.

These are important discussions, so if your building coordinator has not yet had that initial phone conversation with their NAEP representative, we strongly advise that they return the NAEP Representative’s phone call as soon as possible. Please contact Will Donkersgoed at [\(307\) 777-5133](tel:3077775133) or william.donkersgoed@wyo.gov with general questions regarding the 2015 NAEP in Wyoming.

COMING SOON! Submit Current Roster of Students for 2015 NAEP

Beginning in January, NAEP building coordinators need to upload a current listing of student names and birth dates via the online MyNAEP system. This is a critical step within MyNAEP’s “Prepare for Assessment” section.

Be advised that building coordinators will need to execute this upload within five school days once school resumes following the Holiday break. Here’s a link to a brief video tutorial describing the submission process:

[Submit Current Roster](#)

Please note, the Submit Current Roster step in MyNAEP’s “Prepare for Assessment” is currently inactive but will go live January 2nd.

For now NAEP building coordinators are advised to review the Submit Roster tutorial, and if needed, consult with data staff in their school or district about obtaining a student list file from their school’s student information system.

NAEP building coordinators should direct all questions and technical assistance needs regarding the list upload to the NAEP HelpDesk at [\(800\) 283-6237](tel:8002836237), 8 am-5:30 pm EST or NAEPhelp@westat.com. For general questions regarding the 2015 NAEP in Wyoming, please contact Will Donkersgoed at [\(307\) 777-5133](tel:3077775133) or william.donkersgoed@wyo.gov.

PAWS/SAWS Building Coordinator Training—Register Now!

Educational Testing Service (ETS) and the Wyoming Department of Education will be hosting four Building Coordinator Training sessions at two locations to review the responsibilities of the Building Test Coordinator for the 2015 PAWS/SAWS administrations.

Tuesday, January 27th—AFTON

Location: 150 S. Washington St.
Afton, WY 83110

Session 1: 9:00 am—11:00 am

Session 2: 2:00 pm—4:00 pm

Thursday, January 29th—CASPER

Location: 125 College Drive
Casper, WY 82601

Session 1: 9:00 am—11:00 am

Session 2: 2:00 pm—4:00 pm

To register visit:

<http://goo.gl/forms/NG5xYVRuKm>

PAWS/SAWS Manuals—Now Available

The Educational Testing Service (ETS) has now posted the PAWS Directions for Administration 2015, the SAWS Directions for Administration 2015 and the PAWS & SAWS Building Coordinator Manual 2015.

To view these manuals, visit <http://wyedu.ets.org/administration/index.html>

PAWS/SAWS Test Order Management System (TOMS) Webinar

The Educational Testing Service (ETS) hosted a webinar about TOMS for all building Coordinators to review TOMS, the demographic collection database to be used for the 2015 PAWS and SAWS Administration. In this training, ETS reviewed the current TOMS system.

Miss the training? Visit the link below for the training's recording.

<https://www.youtube.com/watch?v=xWJlxNqNrus>

December 10 Professional Development Materials NOW Available

Sixty-five educators joined the WDE Standards and Assessment teams in Casper on December 10th for a full day of professional development oriented to accessing and using assessment resources to support instruction. We are pleased to announce that the materials from the session (including handouts and ppts) are now available on a new Assessment Resources website.

Click on this link <http://edu.wyoming.gov/educators/assessment/resources/> and then go to Assessment Professional Development Materials.

In January, we'll post videos of each section of the training as well. Some of the comments from the participants of the December 10th event include the following:

- ◆ A lot of good, useful information and resources.
- ◆ The presenters were quick and to the point. ----Very useful information!!!
- ◆ This is one of the best professional developments WDE has put on during the school year

We hope you find the materials useful in your districts!

Important Dates

Jan. 6-15, 30— Alternate Assessment Administration Training

Jan. 19— ACCESS for ELLs Testing Window Opens

Jan. 27 & 29 — PAWS/SAWS Building Coordinator Training

Feb./Mar. — ALT Standards Professional Development

Feb. 23— ACCESS for ELLs Testing Window Opens

Feb. 23— Wy-ALT Testing Window Opens

-Word of the Week-**Summative Assessments**

Summative assessments are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period—typically at the end of a project, unit, course, semester, program, or school year—and they typically result in a grade for a student.