



## Spring 2015 Wyoming Alternate Assessment (Wy-ALT)

### Data Entry Interface (DEI) Frequently Asked Questions

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**1. How do I get a user account for the Data Entry Interface?**

Building Coordinators are responsible for creating user accounts for personnel who will enter scores for the Wy-ALT. If you do not yet have a Test Administrator (TA) or Second Scorer (SS) user account, contact your Building Coordinator. It is important to note that in order for a user to enter scores for a student, the user and the student must be associated with the same school. Be sure that your user account is associated with each school in which you are testing students.

A TA or SS must be added to every school where they will be administering the test. Only Wy-ALT personnel who attended one of the January face-to-face trainings will be certified to enter scores in the Data Entry Interface. Users that have attended training are designated by a 'Y' in the 'TA Certified' field in TIDE. If you attended training and do not see a Y in that field, please contact the Wy-ALT Help Desk at [wyalhelpdesk@air.org](mailto:wyalhelpdesk@air.org) and they will work to verify you were in attendance.

**2. How do I navigate and enter student scores into the Data Entry Interface?**

A brief video [tutorial](#) is available on the [Wyoming Alternate Assessment Portal](#). All personnel entering scores into the Data Entry Interface should review this tutorial before accessing the Data Entry Interface. Additionally, step-by-step directions can be found in the *Data Entry Interface User Guide*.

**3. Do I need to start data entry on Task 1?**

Only students who start the assessment at Task 1 require data entry for Task 1. If a student starts on Task 3 or Task 6, use the "Questions" drop-down in the DEI to navigate to the student's starting task. Please follow the instructions provided in the *Data Entry Interface User Guide* on page 16 for navigating the assessment.

**4. Do I need to enter scores for every task and item?**

Test Administrators must enter scores for every item administered to the student. It is unlikely that a student will be administered every task and item; therefore, it is unlikely that Test Administrators will enter a score for every item in the DEI. Second raters must enter scores for every item administered to the student. Please follow the instructions provided in the *Data Entry Interface User Guide* on page 16 for navigating the assessment.

**5. What is the minimum number of tasks required in order to submit a test in the DEI?**

The minimum number of tasks required depends on the student's starting point. Follow the instructions in the [Directions for Administration Manual](#) to determine the student's starting and concluding tasks (pages 30-34). A student's test must have scores entered for every item in at least one of the following blocks: Tasks 1-5, Tasks 3-9, or Tasks 6-12. If a test meets these minimum requirements, the test can be submitted.

**6. Can I enter scores for tasks that exceed the minimum number of required tasks?**

For all tests, scores can be entered for tasks beyond one of the minimally required blocks. For example, a student may have been administered Tasks 3-11. Scores for all items administered to the student should be entered into the DEI. Because the student in this example was not administered Tasks 1, 2 or 12, the items in these tasks should remain blank.

**7. I entered scores for items or tasks that I did not administer. How do I remove these scores?**

If you accidentally enter data for items that were *not* administered to the student, use the *Item Response Reset* tool to erase data entry. The tool can be used by clicking the context menu icon and selecting “Item Response Reset.” Instructions can be found in the *Data Entry Interface User Guide* on page 14 for using this tool.

**8. Can I administer additional tasks to my student?**

Test Administrators should follow the instructions in the [Directions for Administration Manual](#) for starting and concluding assessments. These rules are designed to maximize a student’s opportunity to demonstrate what he/she knows and can do while minimizing the testing time for the student and teacher. Administering tasks beyond what is prescribed can create an unwarranted testing burden on a student. If a student responds to the minimum number of tasks based on his/her starting task, and the student does not score **six** or more points on the concluding task, the test administrator should not proceed with administering additional tasks in attempt to contribute additional points to the student’s score. Wy-ALT scores factor in the difficulty of items and are not calculated as the raw number of points achieved over the number of points administered.

**9. How can I view my student’s scale score and performance level?**

Test Administrators will see a student’s scale score and performance level upon submitting a test in the Data Entry Interface. No scores are provided for second scorer tests.

In addition, test progress and submission can be tracked in the Online Reporting System, also available via the [Wyoming Alternate Assessment Portal](#). All personnel can view student participation data in the Plan and Manage Testing task of the reporting site. For instructions on accessing and navigating the Online Reporting System, please see the *Online Report System User Guide*.

If you have any questions, call the Help Desk at 1-888-897-8024 or [wyalhelpdesk@air.org](mailto:wyalhelpdesk@air.org).