



Wyoming Department of Education

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MEMORANDUM NO. 2009-061

TO: School District Superintendents
Principals
Special Education Directors
Institution and Private School Directors
Building PAWS Coordinators

FROM: Charlene Turner, Director of Alternate Assessment
Standards and Assessment Unit

DATE: April 3, 2009

SUBJECT: 2009 PAWS-ALT Administration Updates II

IMPORTANT – TIME SENSITIVE INFORMATION

On Wednesday, April 15, 2009, the administration window closes for the PAWS-ALT - Wyoming's alternate assessment for students with the most significant cognitive disabilities. All alternate assessments must be completed to include the Portfolio of Student Work (PSW) and the Student Performance Events (SPE).

With the administration window nearing its close, there are 3 activities related to the PAWS-ALT which require your participation and knowledge, which are:

- 1) Verification of completed training requirements by the school principal;
- 2) Completion of the PSW Validation Form by the Test Administrator with sign-off by the school principal; and
- 3) UPS automatic pick-up of PAWS-ALT test materials at the school.

The attachment outlines the specifics of each of these activities. The 2009 PAWS-ALT Test Coordinator's Manual provides specific directions for the Building Test Coordinator to retrieve, assemble and return test materials to Questar's Scoring Center.

Please contact Charlene Turner at cturne@educ.state.wy.us or (307) 777-7322 if you have questions.

CT:al

Attachment

April 3, 2009

Dear Building Principals,

Good day. With the arrival of month of April, we are entering the last 2 ½ weeks of the PAWS-ALT administration window. With the administration window nearing its close, there are 3 activities related to the PAWS-ALT which require your participation and knowledge. They are 1) Verification of completed training requirements; 2) Completion of the PSW Validation Form; and 3) Knowledge of the UPS schedule for pick-up of PAWS-ALT test materials at your school. Details of each of these activities are described below.

1) Obtain verification of completion of Phase I and Phase II training requirements for Test Administrators and Phase II training for Second Scorers.

A summary of the training requirements are described in two Superintendent's Memorandums ([Memo. No. 2008-144: Administration and Scoring Trainings for the 2009 Proficiency Assessments for Wyoming Students – Alternate \(PAWS-ALT\)](#) [Memo. No. 2008-179: Phase II Required Training for Test Administrators and Second Scorers - 2009 PAWS-ALT](#)) and in The 2009 Complete Guide to the Administration of the PAWS-ALT are provided below:

○ **Training Requirements for Test Administrators**

▪ **Phase I Training Requirements**

Phase I training is completed by Test Administrators through attendance at one of four regional trainings that was provided by the Wyoming Department of Education and Questar Assessment, Inc. This first phase provided information related to standard administration procedures, accurate scoring of the teacher-scored component (Student Performance Events), and required procedures for compiling and submitting the Portfolio of Student Work. Successful completion of Phase I training requires:

- Attendance at one of four regional administration and scoring trainings;
- Certificate of completion of the PAWS-ALT Phase I Training provided by the WDE following the training; and
- **Verification of completion of Phase I Training presented to the building principal.**

▪ **Phase II Training Requirements**

Phase II training is completed by Test Administrators to self-assess their own readiness to administer and score the PAWS-ALT. It is designed as a support as well as a certification method. Successful completion of Phase II requires:

- Completion of the Phase II Online Training before administering or scoring the PAWS- ALT;

- Successfully passing the proficiency tests for the Overview, Portfolio of Student Work (PSW) and Student Performance Events (SPE) sections;
- Receipt of certificate of completion of the PAWS-ALT Phase II Training to be provided by WDE; and
- **Verification of proficiency on Phase II training presented to the building administrator.**

To learn more about the PAWS-ALT online training, please visit <http://wy.k12test.com>. You are encouraged to logon to the website to better familiarize yourself with the training opportunities.

○ **Training Requirements for Second Scorers**

▪ **Phase II Training Requirements**

Because Second Scorers do not participate in the administration of the Portfolio of Student Work portion of the PAWS-ALT, they are not required to complete Phase I training, nor do they have to complete the portion of the online Phase II training and proficiency that is specific to the PSW. They are, however, required to complete training and demonstrate proficiency on the Overview and Student Performance Event sections of the online training. Successful completion of Phase II Second Scorer certification required:

- completion of the Phase II Online Training before the opening of the PAWS-ALT administration window on February 2, 2009;
- successfully passing the proficiency tests for the Overview, and Student Performance Events (SPE) sections;
- receipt of a certificate of completion of the PAWS-ALT Phase II training to be provided by the WDE; and
- **verification of proficiency on Phase II training presented to the building administrator.**

2) Completion of the PSW Validation Form

The Validation Form must be completed and included in each student's PSW binder. The form can be downloaded from the WDE website at www.k12.wy.us under the PAWS-ALT link at [PAWS-ALT Administration Forms](#) . Hard copies of these forms can also be found and photocopied from Appendix E of the teacher's guide. The Validation Form must be completed and signed by both the Test Administrator submitting the PSW and the building administrator. This is a required form that authenticates the work of the student and certifies that all training, testing, and security protocols have been followed. The signed form must be placed behind Divider One—Student Information—in the student's PSW binder. The Test Administrator verifies that the Validation Form is filled out completely and has been signed by the person submitting the portfolio and by the building administrator. This is an important step as the signatures validate the contents of the portfolio.

3) UPS schedule for pick-up of 2009 PAWS-ALT test materials at your school

Test Administrators are to submit the completed PSW binder, including both the completed purple Test Administrator and green Second Scorer Student Demographic Data Page/SPE Score Sheets and testing materials to the PAWS Building Test Coordinator by April 16, 2009 to be returned to **Questar Assessment, Inc.** via the **pre-scheduled UPS shipment on April 17, 2009**. The Building PAWS Coordinator is asked to locate the original cartons in which the materials were received and affix the Return Service Labels that were included in the PAWS-ALT shipment received in January.

Thank you for your support of these important activities. Please contact me at cturne@educ.state.wy.us or (307) 777-7322 if you have questions or if I may be of assistance.

Respectfully,

Charlene Turner