



# Wyoming Department of Education

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## MEMORANDUM NO. 2010-178

**TO:** School District Superintendents  
Special Education Directors  
Accredited Institution Directors  
Principals  
Building PAWS Coordinators

**FROM:** Charlene Turner, Director of Alternate Assessment  
Standards and Assessment Division 

**DATE:** October 8, 2010

**SUBJECT:** 2011 Proficiency Assessments for Wyoming Students – Alternate (PAWS-ALT) Training Requirements and Updates

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### **IMPORTANT – TIME SENSITIVE INFORMATION**

Training requirements for the 2011 Proficiency Assessments for Wyoming Students – Alternate (PAWS-ALT) include **Phase I Regional Training** and **Phase II Online Training**. Training requirements are differentiated for Test Administrators and Second Scorers who are involved with the administration and scoring of the assessment. It is required that all Test Administrators and Second Scorers complete the appropriate training before the testing window opens on Monday, January 31, 2011. Additionally, two **PAWS-ALT New Teacher Webinars** will be offered. The 2011 requirements and details of the **PAWS-ALT New Teacher Webinars** are listed below:

- **Phase I Regional Training for PAWS-ALT Test Administrators** are being offered October 26 – 29, 2010 at four locations across the state. For details, please refer to [Memo. No. 2010-162: 2011 PAWS-ALT Administration and Scoring Trainings](#). Certificates of completion of **Phase I Regional Training** will be sent electronically by the WDE to all persons who attend the training. Verification of completion of **Phase I Regional Training** must be presented to a building administrator.
- **Phase II online training for PAWS-ALT Test Administrators and Second Scorers** will be available on Friday, November 19, 2010. It is completed via the PAWS-ALT Online Training website at <http://wy.k12test.com>, which provides training and proficiency activities for Test Administrators and Second Scorers to enable them to administer and/or score the PAWS-ALT as Qualified Assessors. Certificates of completion of **Phase II Online Training** will be sent electronically by the WDE to all Test Administrators and Second Scorers who meet requirements to serve as Qualified Assessors. Verification of proficiency on **Phase II Online Training** must be presented to a building administrator.

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- Information for accessing, registering, training, and completing either proficiency/refresher test(s) are contained within the attachment, **The 2011 PAWS-ALT Online Training Website Crib Sheet.**
- **Phase II training** requirements are differentiated for **2011 Test Administrators** based on record of prior PAWS-ALT test administration experience as recorded by the WDE.
  - **2011 Test Administrators:**
    - A first or second year Test Administrator is required to pass **both** the online *Portfolio of Student Work* and the *Student Performance Events Proficiency Tests* with a minimum score of 80% to become a Qualified Assessor.
    - A third year Test Administrator is **only** required to pass the *Refresher Test* with a minimum score of 80% to become a Qualified Assessor.
- **Phase II training** requirements for **2011 Second Scorers** is as follows:
  - A Second Scorer is only required to pass the *Student Performance Events Proficiency Test* with a minimum score of 80% to become a Qualified Assessor.
- **PAWS-ALT New Teacher Webinars**
  - Attendance at two, consecutive “new teacher” webinars is extended to first year and previous PAWS-ALT Test Administrators.
    - Part 1: Tuesday, October 19, 2010, from 3:00 – 4:15
    - Part 2: Thursday, October 21, 2010, from 3:00 – 4:15
  - **TO ACCESS THE AUDIO CONFERENCE:**
    - **Dial In Number:** 877-230-4432 / 603-657-9518
    - **Conference ID:** 9972700
    - **PIN:** Not Required
    - **Password:** 0285
  - **TO ACCESS THE WEB CONFERENCE:**
    - **Go to the log in page:**  
<http://questarai.sonexis.net/Login/ParticipantLogIn.asp>
    - **Conference ID:** 9972700
    - **PIN:** Not Required
    - **Password:** 0285

Please contact Charlene Turner at [cturne@educ.state.wy.us](mailto:cturne@educ.state.wy.us) or (307) 721-1926, if you have questions.

CT: al

Attachment

# THE 2011 PAWS-ALT ONLINE TRAINING WEBSITE

## Training and Proficiency Crib Sheet

<http://wy.k12test.com>



Test Administrators and Second Scorers are to complete specific training requirements before administering and/or scoring the **2011 Proficiency Assessments for Wyoming Students – Alternate, (PAWS-ALT)**, Wyoming’s alternate assessment for students with the most significant cognitive disabilities. Documentation of participation in Wyoming’s alternate assessment is found on a student’s Individualized Education Program and a request for an alternate assessment has been made on the WDE667 found at [Forms Inventory](#). The online training site opens on **Friday, November 19, 2010**.

Training requirements are differentiated for Test Administrators:

- A first or second year Test Administrator is required to pass the *Portfolio of Student Work and the Student Performance Events Proficiency Tests* with a minimum score of 80% to become a Qualified Assessor.
- A third year Test Administrator is **only** required to pass the *Refresher Test* with a minimum score of 80% to become a Qualified Assessor.

Training requirements are the same for all Second Scorers:

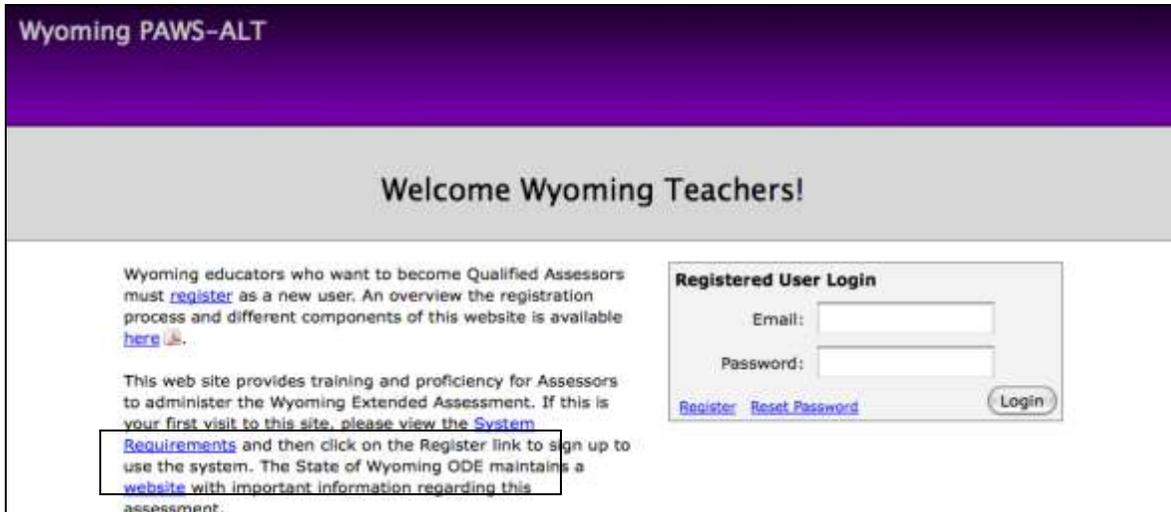
- All Second Scorers are required to pass the *Student Performance Events Proficiency Test* with a minimum score of 80% to become a Qualified Assessor.

This Crib Sheet provides the critical information to access, register, train, and complete proficiency tests or the refresher test to meet training requirements for the 2011 PAWS-ALT administration including:

1. **System Requirements and Account Registration**
2. **Home Page**
3. **Training**
4. **Check Your Understanding (Proficiency and Refresher Test(s))**
5. **PAWS-ALT Resources and Professional Materials**

# 1. System Requirements and Account Registration

a. Navigate to the address <http://wy.k12test.com> and select System Requirements.



b. Wyoming PAWS-ALT System Requirements

<b>Windows 2000 / XP :</b>	Internet Explorer 6.0+ or Firefox 1.5+
<b>Mac OS X :</b>	Safari 2+, or Firefox 1.5+

The following settings and additional software are also required.

- Javascript Enabled
- PDF File Viewer (Adobe Acrobat)
- Adobe Flash Player

**Note:** Links to free downloads for Acrobat and Flash are available on the website requirements page: <http://wy.k12test.com/info/requirements.php>. This webpage will be updated to always display the current system requirements. Please contact your District Technical Director if needed.



- c. Select the “[register](#)” link at the bottom of the Systems Requirements page (see above) or on the Welcome page (see below) (<http://wy.k12test.com>).

Wyoming PAWS-ALT

## Welcome Wyoming Teachers!

Wyoming educators who want to become Qualified Assessors must [register](#) as a new user. An overview the registration process and different components of this website is available [here](#).

This web site provides training and proficiency for Assessors to administer the Wyoming Extended Assessment. If this is your first visit to this site, please view the [System Requirements](#) and then click on the Register link to sign up to use the system. The State of Wyoming ODE maintains a [website](#) with important information regarding this assessment.

**Registered User Login**

Email:

Password:

[Register](#) [Reset Password](#)

- d. Fill-in your email address to start the registration process:

Wyoming PAWS-ALT

In order to register on this Wyoming Extended Assessment website, we first need to confirm we have a working email address for you. Please enter your email address below, then click Send Confirmation.

Email:

*If you **do not** receive an email from the system in 10 minutes, please verify that your account can accept email from [wy@k12test.com](mailto:wy@k12test.com). If you believe your email address was entered in error, simply return to the registration page and re-enter it, or check your Spam or Junk Mail folder to see if the email got caught there.*

For system security, a confirmation email will be sent to the email address entered during registration. The email has a link to a confirmation screen. Either click on the link in the email, or copy and paste the link into a new browser window to continue the registration process.

**e. You will be taken to the Registration page:**

At the registration page, you will be asked to create a password and register information about yourself. This will include specifying if you are registering as a Test Administrator or Second Scorer.

**Wyoming PAWS-ALT**

## User Registration

Thank you for confirming your email address. To complete the registration process, please fill out the form below, and then click Register at the bottom. All fields are required.

Account Information

Email: **sjinor@yahoo.com**

Pick a Password:

Retype Password:

Assessor Type:  Test Administrator  
 Second Scorer

Personal Information

First Name:

Last Name:

Phone:

Street Address:

City:

State: Other ▾

Zip:

District and School Information

Your District: Click to Select ▾

Your School:

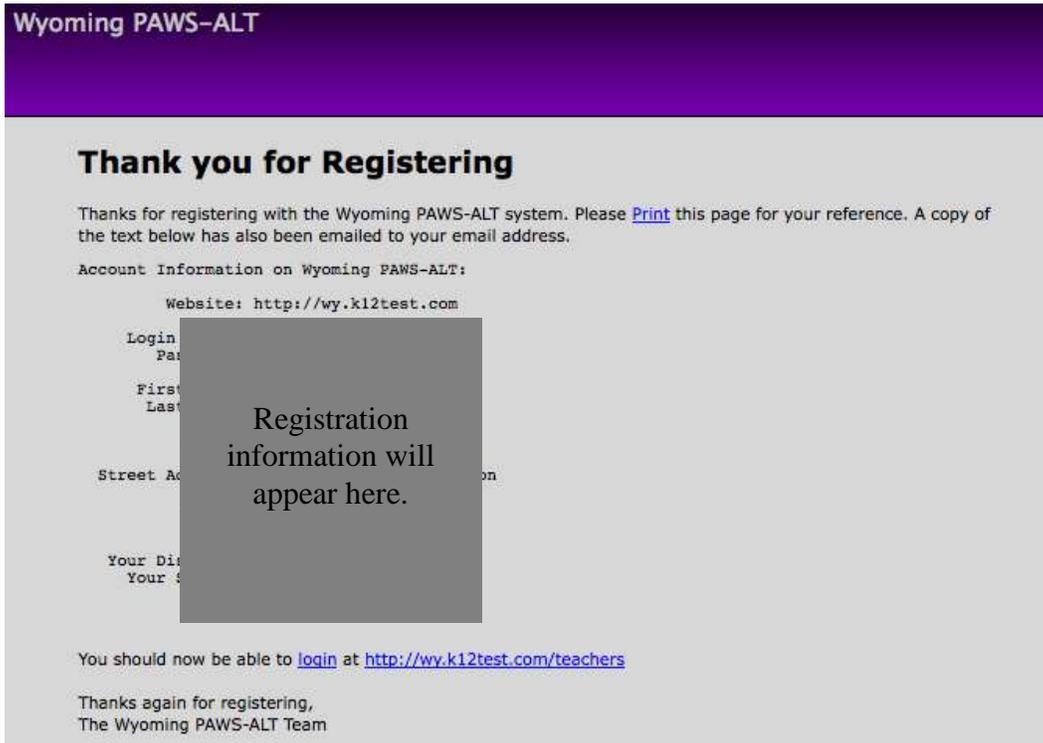
By selecting the agreement checkbox below as a user of the Wyoming Extended Assessment Training and Proficiency Website you agree to the following:

1) Use of the Wyoming Extended Assessment Training and Proficiency Online System is limited to authorized educators.

2) All materials on the Wyoming Extended Assessment Training and Proficiency Online System (text, videos, and files) are only

I agree to the above

When you are finished, you will see a confirmation screen:



**Note:** If you forget your password, it can be reset from the **Home Page** by selecting "Reset Password."



Now you are a registered user with a familiar password

- **USERNAME** = [email.address@web.provider.com](#)
- **PASSWORD** = your personal password

## 2. Home Page

When you “log in” with your own username and password, you will be directed to the main page. The main page contains links to training, proficiency, and account information.



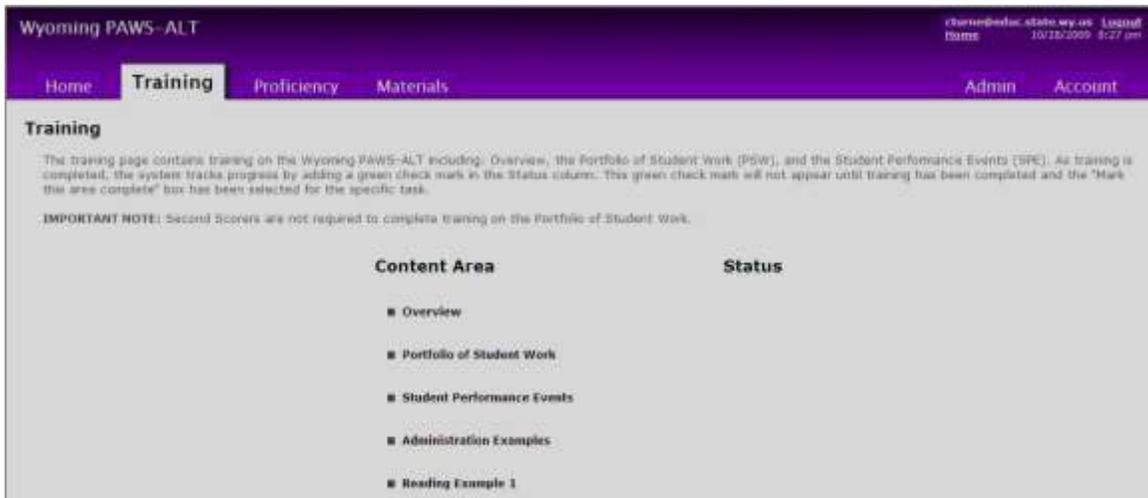
To begin training, click on the Training link highlighted in blue or the Training tab at the top left of the web page. You will be redirected to the main training page.

## 3. Training

This page contains trainings for the 2011 PAWS-ALT including *The Overview*, *The Portfolio of Student Work (PSW)*, *The PSW: Alignment and Evidence Requirements*, *The Student Performance Events (SPE)*, and *Administration Examples*. The *Overview*, both PSW trainings, and SPE Training PowerPoints contain slides, administration examples, and voiceovers. The *Administration Examples* contain videos of the SPE being administered to students with significant cognitive disabilities.

Examples are provided in reading, writing, mathematics, and science. It is recommended that all Test Administrators complete all training components in order to be best prepared to complete the respective, required Proficiency or Refresher Test(s). It is recommended that all Second Scorers complete *The Overview*, *The Student Performance Events (SPE)*, and *Administration Examples* trainings in order to be best prepared to complete the required SPE Proficiency Test.

As training is completed, users may click the “Mark this area complete” box at the bottom of each training page. This adds a green check mark to the status column on the main training page, and can help users to keep track of how much training they have completed. You are not required to check these boxes before going onto the proficiency tests.



a. Complete Training

To track which training components have been completed, the “Mark as Complete” box may be selected and a green check mark will appear under the Status column of the main training page. The next task can be accessed either by clicking “Next” on the right hand side of the screen, or click the “Training” link to return to the main Training page.



As stated above, the Administration Examples of the Student Performance Events contain videos of sample item administration. Each video is followed by explanation of the administration. A collection of all **Scoring Protocols** and **Stimulus Materials** used for the item administration are available for download under the “Administration

Examples” link. It is recommended that users download and print a copy of this .pdf, and use it both during training and the proficiency tests. However, the Scoring Protocol and Stimulus Materials may be opened separately for each example, by clicking on the links next to each video. After viewing each video, select the “Mark this area complete” box to indicate training for that page has been completed. The next task may be selected by clicking on “Next” on the right hand side of the screen, or the Training link to return to the main Training page.



#### 4. Check Your Understanding

##### a. Proficiency and Refresher Tests

When all training has been completed in one or more areas, the Proficiency Tests or Refresher Test may be taken. A first or second year Test Administrator must pass the *Portfolio of Student Work* and *Student Performance Events Proficiency Tests* in order to become a Qualified Assessor. A third year Test Administrator must only pass the *Refresher Test* to become a Qualified Assessor. Each Second Scorer must only pass the *Student Performance Events Proficiency Test* to become a Qualified Assessor. Test Administrators who fulfill requirements as a Qualified Assessor are also then qualified as a Second Scorer.

As a Test Administrator who is an Assessor in Training, the system will automatically direct you to either the Proficiency Tests or the Refresher Test when you select the

Proficiency page based on the years of administration of the PAWS-ALT obtained from the information you provided when you registered on Zoomerang for the 2011 PAWS-ALT Regional Training. If you did not register before the regional trainings, please register at the link below before logging on to the PAWS-ALT Online Training website:

<http://www.zoomerang.com/Survey/WEB22B69CL6FTJ>

As a Second Scorer who is an Assessor in Training, you will be directed to a proficiency page displaying both the *Portfolio of Student Work* and the *Student Performance Events Proficiency Tests*. Please note the specific Second Scorer instructions on this page – **you are only required to complete the Student Performance Events Proficiency Test**. You are **not** required to register at the Zoomerang link indicated above.

As tests are completed, the system tracks progress by adding a green check mark in the Status column. If a proficiency test has been attempted but not passed, it will be marked in the Attempts column.

Wyoming PAWS-ALT cherry@dohe.state.wy.us  
Home 11/1/2009 8:40 am

Home Training **Proficiency** Materials Admin Acco

### Proficiency Tests

Below are three proficiency tests. You must pass each test in order to become a Qualified Assessor. If you do not pass on your first attempt, there are a second set of questions available. However, if you do not pass a second time, you will need to contact your Qualified Trainer and have them "reset" the test for you. When you have passed a proficiency test, a green check mark will appear in the status column next to that test. Click on one of the areas below to get started.

**IMPORTANT NOTE:** Second Scorers are not required to complete the PSW Proficiency Test. If you are a Second Scorer, please complete both the Overview and SPE Proficiency Tests. All other users must complete all three tests.

Proficiency Tests	Attempts	Status
SPE Proficiency Test	2 Attempts	✓
Portfolio Proficiency Test	1 Attempt	✓

Wyoming PAWS-ALT qa\_refresh Logout  
Home 11/1/2009 8:40 am

Home Training **Proficiency** Account

### Proficiency Tests

Below is the proficiency refresher for Returning QAs and QTs. You must pass this test with a score of at least 80% to retain your status of QA or QT. If you do not pass on your first attempt, there is a second set of questions available. However, if you do not pass a second time, you will need to contact your QT and have them "reset" the test for you.

Proficiency Tests	Attempts	Status
Refresher Test	0 Attempts	

If the required test(s) are not passed after two attempts, Test Administrators and Second Scorers will need to contact their Qualified Trainer in order to “reset” the test before another attempt is possible. A Qualified Trainer can also provide information to support your completion of the training requirements. To contact your assigned Qualified Trainer by email, click on the Qualified Trainer link on the Home Page. A Qualified Trainer List will indicate the Qualified Trainer associated with your district who you can contact immediately by clicking on his or her provided email address.

Some Test Administrators and Second Scorers test immediately after training on a specific task while others work through all of the training and then complete all of the tests. This is a personal preference; the system allows both.



**IMPORTANT NOTE:** Second Scorers are **NOT** required to complete the *Portfolio of Student Work Proficiency Test*. After Second Scorer Assessors in Training have completed and passed the *Student Performance Events Proficiency Test*, they will need to alert their Qualified Trainer so that their account status can be upgraded.

**b. Proficiency Gained**

Once all required proficiency test(s) have been passed, the Test Administrator has become a Qualified Assessor. A Certificate of Successful Completion will be electronically sent to the Test Administrator.

Once the *Student Performance Events Proficiency Test* has been passed, the Second Scorer has become a Qualified Assessor. A Certificate of Successful Completion will be electronically sent to the Second Scorer. A copy of the certificate is to be provided to and placed on record with your building administrator.

## 5. PAWS-ALT Resources and Professional Materials

Resources and materials related to the PAWS-ALT assessment system will be available for download under the **Materials** tab.



If you have challenges navigating the website, please contact:

**Sevrina Tindal**

Dillard Research Associates Helpdesk

Phone: 1-800-838-3163

Fax: 1-815-717-9683

[sevrina@dillardresearchassociates.com](mailto:sevrina@dillardresearchassociates.com)

If you need assistance with the system requirements, contact your District Technical Coordinator for assistance.

If you have questions about the PAWS-ALT training requirements, please contact Charlene Turner, Director of Alternate Assessment, at [cturne@educ.state.wy.us](mailto:cturne@educ.state.wy.us).

*Thank you for completing the 2011 PAWS-ALT Online Training.*