



Wyoming Department of Education

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MEMORANDUM NO. 2012-017

TO: School District Superintendents
District and Building PAWS Coordinators
Principals
Accredited Institution Directors
Directors of Private Residential Treatment Facilities

FROM: Jude Serrano, Assessment Project Manager
Assessment Division

DATE: February 6, 2012

SUBJECT: 2012 PAWS Test Administration Information

IMPORTANT - TIME SENSITIVE INFORMATION

The 2012 Proficiency Assessments for Wyoming Students (PAWS) test administration window will be March 5 – March 30, 2012. In order for PAWS to be a valid measure of each student's skills, it must be administered in a standardized manner. For this reason, the Wyoming Department of Education requires that all staff members who will administer PAWS, as well as any individual who will handle and distribute test materials, complete training on the PAWS administration and security procedures. Additionally, those staff members who will be administering the 2012 PAWS Standard Accommodations must also complete the accommodation training.

Located on **PearsonAccess** under the **SUPPORT** tab, Resource Categories, Training is the link to the following training module:

- Test Administrator's Responsibilities and Duties

Also located on **PearsonAccess** under the **SUPPORT** tab, Resource Categories, Training is the link to the following standard accommodations training:

- 2012 Online PAWS Standard Accommodations Training

Verification of completion of this training by staff is to be provided to the building principal using the 2012 Test Administrator Training Verification Form found at the WDE website below:
http://edu.wyoming.gov/Programs/statewide_assessment_system/paws/paws_training.aspx

If you have questions, please contact Jude Serrano and 307-777-8568 or jude.serrano@wyo.gov.

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