



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction

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## MEMORANDUM NO. 2012-043

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

**FROM:** Paul Williams, Director of Assessment  
Assessment Division

**DATE:** March 5, 2012

**SUBJECT:** 2012 Proficiency Assessment for Wyoming Students

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### IMPORTANT INFORMATION

The test administration window for the 2012 Proficiency Assessments for Wyoming Students (PAWS) is March 5 – March 30, 2012. On behalf of Superintendent Hill, the Department congratulates all school district personnel and the students of Wyoming on another successful year of instruction and learning. We are confident your hard work will yield positive results on this year's PAWS.

By now, all schools should have received their testing materials. If any school is missing materials or has any other issues relating to test materials, please call Pearson Customer Support at 1-877-847-2920.

Wyoming districts and schools can view a draft of the test materials pick-up schedule on PearsonAccess. Questions about the pick-up schedule should be directed to Pearson Customer Support at 1-877-847-2920.

Wyoming Department of Education (WDE) encourages Building PAWS Coordinators to review the Building PAWS Coordinator's Manual (BPCM) to clearly identify responsibilities. In addition, Test Administrators should become familiar with the Directions for Administration (DFA). Both documents can be found on the WDE website or PearsonAccess.

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Please be sure that Building PAWS Coordinators collect signatures from test administrators on the Test Administrator Training Verification Form found at [http://edu.wyoming.gov/Libraries/Assessments/2012\\_Test\\_Administrator\\_Training\\_Verification.sflb.ashx](http://edu.wyoming.gov/Libraries/Assessments/2012_Test_Administrator_Training_Verification.sflb.ashx)

We look forward to a smooth and successful administration of this year's PAWS. Please be sure to contact Pearson at the above number, or the WDE assessment team at the numbers below if you have concerns or questions.

Jude Serrano at 307-777-8568 or [jude.serrano@wyo.gov](mailto:jude.serrano@wyo.gov).

Tammy Schroeder at 307-777-3618 or [tammy.schroeder@wyo.gov](mailto:tammy.schroeder@wyo.gov).

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