



# Wyoming Department of Education

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## MEMORANDUM NO. 2012-053

**TO:** School District Superintendents  
District Assessment Coordinators  
Building Test Coordinators  
School Principals  
Technology Directors  
Special Education Directors

**FROM:** Jude Serrano, Assessment Project Manager  
Assessment Division

**DATE:** March 26, 2012

**SUBJECT:** Statewide Assessment of Student Writing (SASW) Pilot Test  
Pre-Administration Training

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### IMPORTANT INFORMATION

The test administration window for the Statewide Assessment of Student Writing (SASW) Pilot Test is **May 8-10, 2012**.

A Pre-Administration Training Webinar for the 2012 SASW pilot test must be completed by district test coordinators, building test coordinators and test administrators. The webinar will provide important information for the administration of the SASW 2012 pilot test, as well as important tasks and dates.

Participants will need to register for **one** of the following webinars below at:  
<http://www.formstack.com/forms/?1187640-LP5IDnfTue>.

<b>WEBINAR #1</b> Thursday, April 12, 2012 2:00 pm-3:30 pm	<b>WEBINAR #2</b> Tuesday, April 17, 2012 3:00 pm-4:30 pm
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Your registration confirmation will be sent from [Wyoming-Support@ets.org](mailto:Wyoming-Support@ets.org). Please provide this to your technology directors to prevent delivery into your spam folder.

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If it is not possible to attend one of the webinars above, a recording of the initial webinar will be available by **April 18, 2012** for independent viewing. The link to the recorded webinar will be found on the Wyoming Department of Education (WDE) SASW webpage at:

[http://edu.wyoming.gov/Programs/statewide\\_assessment\\_system/Statewide\\_Assessment\\_of\\_Student\\_Writing.aspx](http://edu.wyoming.gov/Programs/statewide_assessment_system/Statewide_Assessment_of_Student_Writing.aspx).

When you have completed the pre-administration training inform your principal. Your principal will have you sign the **SASW Training Verification Form** for his or her records which he or she can find on the WDE SASW page.

**Further details regarding how to access the webinar will be provided by e-mail from Educational Testing Service (ETS) prior to the first webinar on April 12, 2012.** This information will be sent to registered participants only. Please add [RRabin-Reed@ets.org](mailto:RRabin-Reed@ets.org) to your e-mail list to prevent the message from accidentally being placed in your spam folder. Please **do not** send messages to this email.

Information regarding the SASW can also be found on the WDE SASW webpage. This includes the *combined* **Building Test Coordinator's Manual & Directions for Administration** document which will be posted no later than **April 12, 2012**.

Should you have any questions regarding the Statewide Assessment of Student Writing (SASW) please contact Jude Serrano at (307) 777-8568 or email at [jude.serrano@wyo.gov](mailto:jude.serrano@wyo.gov).

JS:rw