Assessment Best Practices

Before Testing:
- Embed online testing strategies as authentically as possible each year, especially wherever useful in instruction.
- Integrate keyboarding into regular practice, wherever possible.
- Practice the use of online tools (such as the calculators) that are available for student use.
- Introduce students to the testing format so they know what types of questions to expect and are familiar with the system.
- Model how to read and address constructed response questions (e.g., how to use tools and read and reread for clarity).
- Have a clear plan for disseminating student login information (i.e., student user names and passwords).
- Make sure all applications and systems are set up prior to testing.
- Test out the system wherever possible to manage issues early.
- Take down or cover any content that may provide added advantages on the assessment, such as: word walls, timelines, and number lines.
- Become familiar with the [Test Administrator User Guide.](#)
- Become familiar with the [Test Administration Manual.](#)
- Encourage students to get a good night's rest and eat a good breakfast.
- Encourage students to take the test seriously as the data will support learning improvements.

During Testing:
- Allow for multiple opportunities to practice the test in similar formats.
- Test earlier in the day to allow time for test administration and for those who may take longer to complete a content area; this is also when students are more alert and may be more engaged and successful.
- Do not break up individual tests as students build upon knowledge as they progress.
- Test early during the window, where possible, to allow for the resolution of concerns and for make-up testing.
- Have scratch paper and pencils available for use; students may want to work out math problems or map out their writing; this is allowable, but materials must be collected and securely destroyed at the end of testing.
- Keep usernames and passwords secure; just like scratch paper, this is to be collected and securely destroyed at the end of testing.
- Actively monitor the testing environment during testing to make sure students are on task.

- Try to limit internet and intranet usage throughout the building during testing.
- Ensure students have enough room to work without distractions.
- Deliver interim and summative assessments in the same test setting whenever possible.
- Ensure that test security measures are followed, including discussing test questions and handling secure test materials.

After Testing:
- Review results with students.
- Dispose of scratch paper and any testing tickets securely.

WY-TOPP Technology Best Practices
- Ensure the Secure browser is updated on all devises used for testing.
- Communicate information to district/school staff. Don't assume that everyone is already "in the loop"
- Advise staff that usernames/password are considered Personally Identifiable Information (PII) and should be treated as such.
- Devise a district/school-level contingency/communication plan and share with staff.
- Ensure that URLS/IP Addresses have been whitelisted/allowed in web content filters and firewalls.
- Limit *non-instructional* streaming services during the test window or ask users to curtail *non-instructional* use.
- Advise schools and classrooms/labs/users to stagger the testing schedule to prevent a bandwidth "tempest".
- Consider "throttling down" non-instructional networks (e.g., guest wireless/VLANs) during testing.
- Contact the Wyoming Help Desk to report any issues.