



# Wyoming State Assessment System Building Coordinator Checklist

*This checklist is based on the processes and procedures found in the Assessment Security Guide and testing manuals found on [wyoassessment.org](http://wyoassessment.org). It is not a comprehensive list of requirements and does not replace previously established assessment policy. Rather, it simply serves as a list of reminders in order to help reduce the most common issues that arise before, during, and after testing. This checklist should be used for WY-ALT and all WY-TOPP assessments: Interims, Modulares, and Summatives.*

## **Beginning of the School Year**

- Complete the necessary steps for TIDE password reset.
- Add new system access for TAs/ALT-TAs/Proctors via TIDE.
- Attend DTC/BC Training provided by WDE and disseminate information to staff.
- Review the TA checklist with TAs.
- Read and sign the Test Security Agreement.
- Provide Test Security Training to school staff.
- Ensure school staff sign the Test Security Agreement.

## **Before Testing**

- Ensure that all testing devices have the Secure Browser installed.
- Read the test administration manuals and the Assessment Security Guide.
- Watch the Test Security Module provided by WDE.
- Review the Test Security Agreement with all staff.
- Review the Allowable Resources Guidelines.
- Create testing schedules for the WY-TOPP tests, and plan for testing spaces that are quiet and allow for students to be comfortable and engaged.
- File Test Exemptions, for the summative assessment, in the SAER System per the test exemption guidelines, if applicable.
- Order paper materials for the summative assessment, if applicable.
- Verify that students have been assigned the appropriate accommodations in TIDE.
- If WY-ALT testing, ensure all ALT-TAs who are administering the WY-ALT have met the training requirements.

### **During Testing**

- Monitor test administrations and enforce guidelines found in the Assessment Security Guide and other state testing manuals.
- Maintain test security at all times for online and paper test administration, including storage, distribution, administration, collection, and return of materials.
- Report immediately any test breaches to the DTC.
- On a daily basis, collect any scratch paper, test tickets, and other non-scorable secure materials from the TAs.

### **After Testing**

- Package and return any scorable materials, if applicable.
- Store Test Security Agreements for 2 years (paper or digital).
- Download the school's TA User Files from TIDE.
- Maintain test security while collecting materials and wrapping up in the testing window.  
\*Remember test security protocols live beyond the assessment windows.

### **End of the School Year**

- Download student rosters from TIDE and make corrections for fall upload.

### **Resources**

[Wyoming Assessment Portal](#)

[TIDE User Guide](#)

[Test Security Agreement](#)

[DTC/BC Training Public Access Folder](#)

[TA Checklist](#)

[Assessment Security Guide](#)

[Assessment Best Practices](#)

[Acceptable Use WY-TOPP Modular and Interim Assessment Items](#)

[SAER Guidelines](#)

[WY-TOPP/WY-ALT Guidance for Accessibility and Accommodations](#)

[Online](#) and [Paper](#) Testing Allowable Resources Guidelines