



# Wyoming State Assessment System District Test Coordinator Checklist

*This checklist is based on the processes and procedures found in the Assessment Security Guide and testing manuals found at [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 Building Coordinators (BC) via TIDE. Note: There should be one designated BC plus a backup per building.
- Attend DTC/BC Training provided by WDE and disseminate information to staff.
- Review the BC checklist with all BCs.
- Read and sign the Test Security Agreement.

## **Before Testing**

- Read the Assessment Security Guide.
- Watch the Test Security Module provided by WDE
- Collect school testing schedules for the WY-TOPP summative tests.
- For any students served by a facility that is outside of the student's district of residence, ensure that lines of communication between the district of residence and the district of service (or service agency) are clear.
- Ensure all personnel involved in the assessment, whether directly or indirectly, are adequately trained in proper test administration and test security.
- Ensure all BCs review the Test Security Agreement with all staff.

## **During Testing**

- Monitor testing practices and enforce guidelines found in the Assessment Security Guide and other state testing manuals.
- Maintain test security protocols.
- Report any test irregularities or invalidations to WDE.

## **After Testing**

- Download TIDE BC User files and make necessary changes for Fall upload.
- Maintain test security while collecting materials and wrapping up in the testing window.  
\*Remember test security protocols live beyond the assessment windows.

## **Resources**

[Wyoming Assessment Portal](#)

[TIDE User Guide](#)

[Test Security Agreement](#)

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

[BC Checklist](#)

[Assessment Security Guide](#)

[Assessment Best Practices](#)

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