WDE

Wyoming State Assessment System Test Administrator Checklist

This checklist is based on the processes and procedures found in the Assessment Security Guide and testing manuals found at **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, Modulars, and Summatives.*

Beginning of the School Year

☐ Complete the necessary steps for TIDE password reset.

☐ Read and sign the Test Security Agreement.

☐ Provide students the opportunity to walk through the Training Tests on the Wyoming Assessment Portal to familiarize themselves with the testing set up and tools.

Before Testing

☐ Read the test administration manuals and the *Assessment Security Guide*.

☐ Watch the *Test Security Module* provided by WDE.

☐ Review the Test Security Agreement signed at the beginning of the year.

☐ Review the *Allowable Resources Guidelines*.

☐ Participate in the WY-ALT Training provided by WDE. *(WY-ALT TAs only)*

☐ Complete the online *Test Administrator Certification* course.

☐ Participate in test security and administration trainings provided by the BC and/or DTC.

☐ Confirm that students' accommodations and designated supports have been accurately entered into TIDE.

☐ Prepare the room for testing by taking down or covering any content on the walls and removing or erasing any content on the whiteboards/chalkboards.

☐ Be sure to approach testing in a calm manner and attempt to remove/reduce student stresses.

During Testing

☐ Complete the LCI for each student before administering the WY-ALT. *(WY-ALT TAs only)*

☐ Check out necessary testing materials through the BC, if applicable.

☐ Confirm students' accommodations and designated supports are showing for their assessment. Do not test until accommodations and supports are correct.

☐ Read the test directions verbatim.

☐ Monitor testing practices and enforce guidelines found in the Assessment Security Guide and other state testing manuals.

☐ Monitor student progress through the TA system and gently check in on a student who appears to not be progressing on in the test.

☐ Maintain test security at all times for online and paper test administration, including storage, distribution, administration, and collection of materials.

☐ On a daily basis, return any scratch paper, test tickets, and other non-scorable secure materials to the Building Coordinator to be shredded.

After Testing

☐ Check that all students who are eligible have completed all grade level assessments.

☐ Report any potential improprieties to the BC immediately.

☐ Return scorable materials to the BC for inventory and shipment, if applicable.

☐ 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

Assessment Security Guide

Assessment Best Practices

Acceptable Use WY-TOPP Modular and Interim Assessment Items

Online and **Paper** Testing Allowable Resources Guidelines

Training Tests