



# 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.
- Read the Accommodations and Accessibility Guide.

## 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 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.
- Submit Exceptional Accommodations requests, in the SAER System, 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 security 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 1 year after the summative assessment window 1 years (paper or digital).
  - Export TA User Files from TIDE and make corrections for fall upload.
  - Maintain test security while collecting, storing, or shredding materials.
- \*Remember test security protocols live beyond the assessment windows.

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

- Export student completion reports and/or rosters from TIDE to prepare for summer data validation.

### **Resources**

[Wyoming Assessment Portal](#)

[Wyoming Department of Education State Assessment Webpage](#)

[Wyoming Department of Education WY-TOPP Webpage](#)

[Wyoming Department of Education WY-ALT Webpage](#)

[Wyoming Department of Education Test Security Webpage](#)

[Wyoming Department of Education Accommodations and Accessibility Webpage](#)