



# 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.

## Before Testing

All tasks in the Before Testing section of the checklist should be reviewed at the beginning of the school year and again in the months before summative testing begins in the spring.

- ☐ 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.
- ☐ Read the [Accommodations and Accessibility Guide](#).
- ☐ Read the [Assessment Security Guide](#).
- ☐ Watch the Test Security Module provided by WDE.
- ☐ Review the [Allowable Resources Guidelines](#) (found in Accommodations and Accessibility Guide).
- ☐ Read and sign the [Assessment Security Agreement](#).
- ☐ Complete a [Test Security and Statewide Assessment Administration Procedures Manual](#) for your building processes and procedures.
- ☐ Provide [Test Security Training](#) to school staff.
- ☐ Use or include information from the [WDE Test Security Training Slide Deck Template](#).
- ☐ Require staff to review the [Assessment Security Guide](#) and watch the Test Security Module.
- ☐ Require staff to sign the [Test Security Agreement](#).
- ☐ Review the TA checklist with TAs.
- ☐ Ensure that all testing devices have the Secure Browser installed.
- ☐ Read the test administration manuals.
- ☐ Create testing schedules and plan for testing spaces that are quiet and allow for students to be comfortable and engaged.
- ☐ Notify teachers and parents of scheduled testing calendar.
- ☐ 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.
- ☐ Update your building [Test Security and Statewide Assessment Administration Procedures Manual](#) with current year's documents and schedules so everything is in one place.

### During Testing

- ☐ Monitor test administrations and enforce guidelines found in the [Assessment Security Guide](#) and other state testing manuals.
- ☐ Use the [Quality Assurance Checklist for Secure Testing](#) when monitoring secure test environments.
- ☐ Maintain test security at all times for online and paper test administration, including storage, distribution, administration, collection, and return of materials.
- ☐ Report any security breaches to the DTC immediately.
- ☐ 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 Test Administrator list from TIDE and make corrections for fall upload.
- ☐ Export Invalidation and Non-Participation codes for reference during District Data Validation.

### Resources

[Wyoming Assessment Portal](#)  
[Accommodations and Accessibility Webpage](#)  
[Assessment Blueprints & Rubrics Webpage](#)  
[Assessment Calendar](#)  
[Cut Scores Webpage](#)  
[Assessment Security and Monitoring Webpage](#)  
[WY-ALT Webpage](#)  
[WY-TOPP Webpage](#)