



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. 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

- Export TIDE BC User files and make necessary changes for Fall upload.
 - Maintain test security while collecting, storing, or shredding materials.
- *Remember test security protocols live beyond the assessment windows.

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](#)