



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.

Before Testing

- ☐ 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.
- ☐ 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 the [Accommodations and Accessibility Guide](#)*).
- ☐ Read and sign the [Assessment Security Agreement](#).
- ☐ Determine and communicate district processes and policies that BCs will need to know to complete their [Test Security and Statewide Assessment Administration Procedures Manuals](#).
- ☐ Review the BC checklist with all BCs.
- ☐ Ensure all personnel involved in the assessment, whether directly or indirectly, are adequately trained in proper test administration and test security.
- ☐ Ensure test schedules adhere to the requirements described in the [Assessment Security Guide](#).
- ☐ 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.

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 possible security breaches/invalidations to WDE.
- ☐ Monitor test progress using Plan and Manage Testing reports in TIDE.

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