



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, 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.
- ☐ Read the [Accommodations and Accessibility Guide](#).
- ☐ Read the [Assessment Security Guide](#).
- ☐ Watch the [Test Security Module](#) provided by WDE.
- ☐ Read and sign the [Assessment Security Agreement](#).
- ☐ Read the test administration manuals.
- ☐ Review the Allowable Resources Guidelines (found in the Accommodations and Accessibility Guide).
- ☐ Participate in the WY-ALT Training provided by WDE. *(WY-ALT TAs only)*
- ☐ Complete the online Test Administrator Certification course on the [Wyoming Assessment Portal](#).
- ☐ Participate in test security and administration trainings provided by the BC and/or DTC.
- ☐ 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
- ☐ 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.
- ☐ Create a seating chart.
- ☐ 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.
- ☐ Review device policy with all students and remove or store all non-allowable devices away from the secure testing environment.
- ☐ Read the test directions verbatim from the Test Administrator Manual. *(WY-TOPP TAs only)*.
- ☐ 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.
 - ☐ Maintain test security while collecting, storing, or shredding materials.
 - ☐ Return scorable materials to the BC for inventory and shipment, if applicable.
- *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](#)