



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.

Beginning of the School Year

- Complete the necessary steps for TIDE password reset.
- Read and sign the Test Security Agreement.
- Read the Accommodations and Accessibility Guide.
- 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.

Before Testing

- Read the test administration manuals and the Assessment Security Guide.
- Watch the Test Security Module provided by WDE.
- Review the Test Security Agreement signed at the beginning of the year.
- Review the Allowable Resources Guidelines.
- Participate in the WY-ALT Training provided by WDE. (WY-ALT TAs only)
- Complete the online Test Administrator Certification course.
- Participate in test security and administration trainings provided by the BC and/or DTC.
- 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 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.
- Read the test directions verbatim.
- 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](#)

[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](#)