



Guidance for Private Schools and Non-Public Educational Institutions

Participation in Statewide Assessments



Wyoming Department of Education

122 W. 25th St., Ste. E200 | Cheyenne, WY 82002
P: 307-777-7675 | F: 307-777-6234 | edu.wyoming.gov

© 2023 – Wyoming Department of Education; all rights reserved

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Wyoming Department of Education, Office for Civil Rights Coordinator, 122 W. 25th St. Suite E200, Cheyenne, WY, 82002-2060 or 307-777-7675, or the Office of Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or 303-844-5695 or TDD 303-844-3417. This information will be provided in an alternative format upon request.

Table of Contents

Introduction.....	4
WY-TOPP and WY-ALT.....	5
Phase 1 - Initial Preparations.....	5
Phase 2 - Getting Ready For Testing.....	7
Phase 3 - Testing.....	9
ACT and Workkeys	9
Phase 1	9
Phase 2	11
ACCESS for ELLs and ALT ACCESS for ELLs	10
Phase 1 - Initial Preparations.....	10
Phase 2 - Getting Ready For Testing.....	14
Phase 3 - Testing.....	16

Appendix

Appendix A: DTC Checklist for Private Schools	17
Appendix B: BC Checklist for Private Schools.....	18
Appendix C: TA Checklist for Private Schools	19
Appendix D: Sample Test Schedule.....	
Resources	20

Introduction

Wyoming non-public schools (private, parochial, and other non-public institutions) who provide K-12 education may participate in the statewide assessment system upon request. The statewide assessment system includes: WY-TOPP, WY-ALT, ACT, WorkKeys, ACCESS for ELLs, and Alternate ACCESS for ELLs. More information about statewide assessments can be found on the WDE Assessment-State System [webpage](#). It is recommended that all staff involved in preparing for and administering assessments sign up to receive the [WDE Assessment Newsletter](#).

The Wyoming Department of Education (WDE) is providing this guide to assist private and non-public schools with successfully preparing for and administering the statewide assessments. Test security must be maintained when preparing for and administering all statewide assessments. Reference the [WDE Test Security webpage](#) for more resources.

The WY-TOPP is Wyoming's statewide summative assessment for general education students and measures students' proficiency levels in relation to the Wyoming Content and Performance standards for English language arts (ELA), math, and science. The test is administered in grades 1-10 on the Fall Interims, and in grades 3-10, both on the Winter Interims and the State Summative Assessment. Writing is assessed in grades 3, 5, 7, and 9. WDE has a partnership with Cambium Assessment, Inc. (CAI) for item development and test delivery. CAI also hosts a website (wyoassessment.org) which is a one-stop-shop for all K-10 WY-TOPP testing. All user (non-student) information and student information is stored within the Test Information Distribution Engine (TIDE). All reporting is provided through Centralized Reporting (CR). WY-ALT is Wyoming's alternate statewide summative assessment for students with significant cognitive disabilities and measures proficiency levels in relation to the Wyoming Extended Standard for English language arts, math, and science.

The ACT assessment measures reading, writing, language, math, and science at grade 11. Students in grades 11 and 12 may also participate in the WorkKeys assessment. More information about ACT and WorkKeys can be found on the Wyoming ACT [webpage](#).

ACCESS for ELLs assessment assesses students' progress towards attaining English proficiency and is used annually to monitor students' progress in acquiring English language proficiency in academic contexts. ACCESS assesses students in grades K-12 in the four language domains of Listening, Speaking, Reading, and Writing. Wyoming is a part of the WIDA Consortium for English Learners and receives support, resources, and assessments. ALT ACCESS for ELLs is Wyoming's alternate English language proficiency assessment for students with significant cognitive disabilities. ALT ACCESS also assesses students in grades K-12 in Listening, Speaking, Reading, and Writing.

If you have any questions, please contact the WDE's [Assessment Team](#).

WY-TOPP and WY-ALT

Phase 1 - Initial Preparations

Notify WDE

If your school wants to participate in the WY-TOPP assessments, the school administrator/principal will need to contact a member of WDE's [Assessment Team](#) about your interest by May 1. You will need to supply a Wyoming District ID Number, Wyoming School ID Number, a District Name, a School Name, and the school address. If known, it would also be helpful to provide the name of the District Test Coordinator (DTC). Please note: District and School Names may be the same. District and School ID Numbers may not be the same. To request a District ID Number and/or School ID Number, please contact the WDE608 Data Collection Steward, (307) 777-6748.

WDE will then provide your information to Cambium Assessment Inc. (CAI), the assessment vendor, to have your school created within the TIDE system. TIDE is a registration system for users who will access CAI systems and students who will take CAI tests.

In order for your students to participate in testing, the ability to register them in your school, thus the creation of your school in the system, is the first step toward participation.

Student WISER IDs

All students who participate in statewide testing must have a state student ID number (WISER ID). WISER IDs are used to register and identify students within the testing system, so that the correct test is delivered and the results are returned to the correct student. The use of a WISER ID also allows for longitudinal tracking of student results, if the student participates in statewide testing for more than one year.

If your students do not have WISER IDs, a WISER ID can be provided by contacting WDE's WISER ID Administrator, (307) 777-6748.

DTC/BC Selection

Every school that participates in statewide assessment must designate someone to assume the responsibilities of the District Test Coordinator (DTC) and/or the Building Coordinator (BC). Each role fulfills a series of responsibilities that are necessary to ensure valid testing. The DTC role for your school must be created first in TIDE, this is done by contacting the WY-TOPP Wyoming Help Desk (888-897-8024) and requesting that the DTC role be created in TIDE. You will need to provide your name, email, phone number, and the name of your district and school. The vendor then contacts WDE to approve creation of the role. For more information about the DTC User Role, please see the DTC Checklist for Private Schools ([Appendix A](#)) for more information.

After the DTC role is approved and created, it is the responsibility of the DTC to create the Building Coordinator (BC) role. The BC role coordinates all testing activity that occurs in the building including adding Test Administrator user roles to TIDE, test administration trainings, test security trainings for all staff, tracking test activity within the building, etc. Please see the BC Checklist for Private Schools ([Appendix B](#)) for more information.

WDE687 “Assessment Participation Rostering”

The WDE687 collects student-level data for students who are enrolled at accredited nonpublic institutions and private schools that would like to participate in WY-TOPP or WY-ALT testing.

The WDE687 is located on the [Data Collection Suite - Forms Inventory](#) page, near the bottom. A guidebook and template are provided to assist with the submission. After the upload is provided, the system may take up to 24 hours to update, if there are no errors. If there are errors in the template data fields after uploading, those will need to be fixed and the entire roster will need to be uploaded again.

Additionally, if there are errors in the data fields that were not caught by the system, those will need to be fixed on the template and the entire roster once again uploaded. The student roster for your school in TIDE only shows what was uploaded via the previous valid WDE687 submission.

Testing Technology

All WY-TOPP and WY-ALT testing is performed online. The Test Delivery System (TDS) has two components: the Test Administration (TA) Interface, which is used to administer training and/or operational assessments, and the Student Interface through which students take the assessments.

It is unlikely that any setup is required for your Test Administrator workstations. Nearly any modern device, including mobile devices like tablets and phones, with any modern browser can be used to access the TA Interface and administer a testing session. The TA Interface is a website. If your school uses a firewall, or other networking equipment that blocks access to public websites, you may need to add AIR and CAI websites to your allowlist. For a list of websites you should add to your allowlist, see the “Resources to Add to your Allowlist for Online Testing” section in the Configuration Guide for your Operating System (Windows, Mac, Linux, iPad, ChromeOS). TAs can print test session information or test items for students with the print-on-request accommodation. To be able to print, TA workstations must be connected to a printer.

In order for students to access online tests, each student workstation needs to have the Wyoming “Secure Browser” installed. The Secure Browser is CAI’s customized web browser designed to keep tests secure by locking down the student desktop and preventing the student from accessing anything except their test. Unlike conventional web browsers, the Secure Browser displays the student application in full-screen mode with no user interface to the browser itself. It has no back button, next button, refresh button, or URL bar. Students open the Secure Browser and are taken exactly where they need to go. To set up student workstations, make sure the student devices are supported using the [Quick Guide for Setting Up Your Online Testing Technology](#).

Please note: There is no guidance provided for iPad mini. The screen size is too small to adequately display any test items.

Getting Familiar With TIDE

TIDE is the registration system for student participation; but, it also serves as the hub around which most assessment activities occur. The TIDE User Guide provides detailed information of the tasks available in TIDE for the different user roles DTC, BC, TA, and Proctor. In the [TIDE User Guide](#), users can find information on managing user account information, student test settings and tools, appeals, rosters, tracking test completion rates, et al.

Phase 2 - Getting Ready For Testing

Manual Review

On the Wyoming Assessment Portal (wyoassessment.org) WDE and CAI provide a series of manuals, user guides, and charts dedicated to Interim and Summative testing. Because of slight differences in test types and differing testing windows, the Interim and Summative Test Administration Manual are housed separately. When a test window approaches, please be sure you are reviewing the correct manual.

The Test Administration Manuals provide detailed directions on how to start a test session and scripted directions to be read to students before testing begins. The manual should be reviewed by all staff members actively involved in WY-TOPP administration before testing begins. It is permissible to print out the information, such as the scripted directions, for accessibility during testing.

The Online Testing Allowable Resources Guide is a one-page document with a matrix that lists which items/supports are allowed for use on statewide assessments and which items/supports are prohibited.

These and additional assessment resources for WY-TOPP and WY-ALT are available on the [Wyoming Assessment Portal Resources](#) page.

TIDE User Accounts

There are two roles in TIDE which are designated for administering tests: Test Administrators (TAs) and Proctors. A Test Administrator is usually the student's teacher, knows the student well, and has access to all the student's information in TIDE. A Proctor is still a certified staff member, but may be unfamiliar with the student. The role difference occurs in the access to student information in the system. TAs have access to all information; Proctors do not have access to information. The Proctor role provides FERPA protections for students while still allowing them to participate in statewide assessments. Please note: Paraprofessionals may not administer any statewide assessments.

All TAs must have a TIDE account in order to complete the TA Certification Course, administer tests, create rosters, and review results. It is possible to add TAs individually or upload them using a template available (in the 'Upload Users' accordion) in TIDE. The method you use will depend on the number of accounts to be created. If creating fewer than 10, it's probably just as efficient to add them individually as it is to prepare a template for upload.

Staff Trainings

▪ TA Training

All staff are required to complete a Test Administration (TA) Certification Course and a Test Security Training to administer the assessments. The TA Certification Course is available online in the Wyoming Assessment Portal (wyoassessment.org). It takes approximately 30 minutes to complete and is divided into short modules, so that the TA may complete the training at their own pace.

▪ Test Security Training

WDE takes test security very seriously. Building Coordinators are responsible for training all staff on test security processes. All staff must complete a test security training. WDE provides a detailed [Assessment Security Guide](#) and a template of [Test Security Training Slides](#) to assist schools with secure test preparations. The Test Security Training Slides is an editable document that outlines state

test security expectations, but allows districts and buildings to insert slides concerning local policies and procedures to make the training more comprehensive. WDE also has a short video module (not Close Captioned) available upon request that provides the basics of test security.

After training is complete, all staff must sign the [State-Administered Large-Scale Assessment Security Agreement for K-12](#). These security agreements must be kept/filed for two years, the previous year and current year of administration. These agreements may be archived digitally.

▪ **Electronic Device Guidance**

Schools should develop a device policy which adheres to the guidelines set forth in the Assessment Security Guide. Students may not have access to any communication devices or electronic devices which connect to the internet, or have Bluetooth capabilities during the testing sessions or during any breaks (such as a restroom visit). These devices are prohibited because they may be used for communication, capturing images of the test or testing room, or data storage.

Such devices include, but are not limited to:

- Cell phones.
- Smart watches.
- iPods and MP3 players.
- Ipads, tablets, and other eReaders.
- Laptops, notebooks, or any other personal computing devices.
- Cameras or other photographic equipment.
- Bluetooth headphones, headsets, or in-ear headphones such as earbuds.
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.

Students should be informed of this policy in advance and be strongly encouraged to leave such items out of the testing rooms. Students who bring these devices into school should have them stored in their lockers, or in the classroom with the teacher (as district/school policies allow), until testing is complete for the day. Students may not keep cell phones, or any other devices on this list, or any other devices with similar capabilities to those on this list within their possession, unless provided written approval by WDE due to outstanding health concerns. If a student accesses any of these devices during testing, it will constitute prohibited behavior and the student's test results in that content area may be invalidated.

Test Schedules

Each building is required to create a test schedule which allows students adequate time to complete testing during a testing session with all subjects being completed during the test window. Also, the test schedule should contain make-up days, so students who are absent on the initial testing day have time to make up the test within the testing window.

Additionally, WDE guidance states that students should only be administered one subject test on any one day. A sample test schedule is available in [Appendix D](#).

Practice Sessions

On the Wyoming Assessment Portal, CAI provides the opportunity for TAs and students to access training tests for ELA, math, science, and writing. The training tests may be accessed for different purposes.

Students and families are encouraged to login to the [Training Tests](#) to view samples of available item types. This gives families the opportunity to review the different item types that are available on the tests and shows how the technology enhanced items function.

Additionally, TAs are able to create practice test sessions which allow them to run sample sessions and prepare students for the steps that occur when the testing window opens.

Phase 3 - Testing

Assessment Monitoring

During the assessment window, WDE conducts assessment monitoring. The monitoring process is divided into two components. The first is desktop monitoring where WDE reviews school/district compliance with testing policies. Schools are asked to provide evidentiary documentation which shows compliance with WDE testing policies. Compliance includes: appropriate test schedules, secure test material storage and destruction policies, communication policies in case of incidences, et al. The documentation is shared with WDE via a secure Google folder, provided by WDE, into which school personnel may upload (or drag-and-drop) their evidence of policy compliance.

The second monitoring component is in-person school visits. Before the start of the test window, selected schools/districts are contacted about WDE in-person visits usually during an active testing session. The WDE staff member will typically meet with the Building Coordinator or Principal, answer any questions about WY-TOPP, observe a test session, ask to see documentation (e.g., filed test security agreements), etc.

Student Scores

After students have submitted their assessments, scores will begin to appear in Centralized Reporting (CR), the portal where you can access or download student results and view reports on student performance. It may take up to ten (10) days after test submission for scores to appear. If a student does not complete the assessment, it will self-submit at the end of the assessment window.

All scores in Centralized Reporting are preliminary and should not be shared publicly. They may be used for internal planning purposes. Official scores will be provided on an Individual Student Report (ISR) which will be mailed to your school in the fall. This document may be sent home to parents for them to review.

ACT and Workkeys

Phase 1

Notify WDE

If your school wants to participate in the ACT+Writing or Workkeys assessments, the school administrator/principal will need to contact a member of WDE's [Assessment Team](#) about your interest by May 1. All ACT testing will be provided online. You will need to supply a Wyoming District ID Number, Wyoming School ID Number, a District Name, a School Name, and the school address. If known, it would also be helpful to provide the name of the District Test Coordinator (DTC). Please note: District and School Names may be the same. District and School ID Numbers may not be the same. To request a District ID Number and/or School ID Number, please contact the WDE608 Data Collection Steward, (307) 777-6748.

WDE will then provide your information to ACT, the assessment vendor, to have your school created within their system.

In order for your students to participate in testing, the ability to register them in your school, thus the creation of your school in the system, is the first step toward participation

Student WISER IDs

All students who participate in statewide testing must have a state student ID number (WISER ID). WISER IDs are used to register and identify students within the testing system, so that the correct test is delivered and the results are returned to the correct student. The use of a WISER ID also allows for longitudinal tracking of student results, if the student participates in statewide testing for more than one year.

If your students do not have WISER IDs, a WISER ID can be provided by contacting WDE's WISER ID Administrator, (307) 777-6748.

DTC/TC Selection

Every school that participates in statewide assessment must designate someone to assume the responsibilities of the District Test Coordinator (DTC) and/or the school Test Coordinator (TC). Each role fulfills a series of responsibilities that are necessary to ensure valid testing. The DTC role for your school must be created first in PearsonAccessnext (PANext), the test administration information hub. This is done by contacting the ACT Wyoming Help Desk (319-337-1591) and requesting that the DTC role be created in PANext. You will need to provide your name, email, phone number, and the name of your district and school. The vendor then contacts WDE to approve creation of the role.

After the DTC role is approved and created, it is the responsibility of the DTC to create the Test Coordinator (TC) role(s). The TC role coordinates all testing activity that occurs in the building including adding Room Supervisor user roles to PANext, test administration trainings, test security trainings for all staff, tracking test activity within the building, etc.

WDE687 "Assessment Participation Rostering"

The WDE687 collects student-level data for students who are enrolled at accredited nonpublic institutions and private schools that would like to participate in ACT or WorkKeys testing.

The WDE687 is located on the [Data Collection Suite - Forms Inventory page](#), near the bottom. A guidebook and template are provided to assist with the submission. After the upload is provided, the system may take up to 24 hours to update, if there are no errors. If there are errors in the template data fields after uploading, those will need to be fixed and the entire roster will need to be uploaded again.

Additionally, if there are errors in the data fields that were not caught by the system, those will need to be fixed on the template and the entire roster once again uploaded.

WDE Student Data File

In late December/early January, WDE provides a student data file to ACT to upload for the spring administration. The student information submitted through the WDE687 process will be included in the student data file. Schools then have the opportunity to log-in to PANext to review the uploaded student list and make any changes, either adding or removing students, as applicable.

Phase 2

For ACT

ACT has provided comprehensive step-by-step guidance to get ready for ACT test administration.

These steps include:

Step 1: Orientation - Learn about test formats and policies; select test dates and provide shipping information; select test staff and set up accounts.

Step 2: Configuration - Verify enrollment for test materials; complete online site readiness.

Step 3: Accommodation - Learn about accessibility supports; request accommodations and/or supports; request qualified exceptions to the deadline.

Step 4: Preparation - Order test materials; complete non-test activities; provide examinees test prep information; prepare your facility, staff, and materials; update examinee information; create online test sessions.

Step 5: Administration - Administer the test.

Step 6: Transportation: Return test materials; purge online testing content.

Step 7: Interpretation - Access and understand score reports; share reporting information with examinees.

Each linked step has information and resources related to that phase.

For WorkKeys (Online)

ACT has provided comprehensive step-by-step guidance to get ready for WorkKeys (Online) test administration. Anyone involved in the WorkKeys administration needs access to the Validus system, which serves as the information hub for all WorkKeys administrations.

These steps include:

Step 1: Orientation - Learn about test formats and policies; select test dates and provide shipping information; select test staff and set up accounts.

Step 2: Configuration - verify enrollment for test materials.

Step 3: Accommodation - Learn about accessibility supports; request accommodations and/or supports; request qualified exceptions to the deadline.

Step 4: Preparation - Order test materials; complete non-test activities; provide examinees test prep information; prepare your facility, staff, and materials; update examinee information.

Step 5: Administration - Administer the test.

Step 6: Transportation: Return test materials.

Step 7: Interpretation - Access and understand score reports; share reporting information with examinees.

Each linked step has information and resources related to that phase.

For WorkKeys (Paper)

ACT has provided comprehensive step-by-step guidance to get ready for WorkKeys (Paper) test administration. Anyone involved in the WorkKeys administration needs access to the Validus system, which serves as the information hub for all WorkKeys administrations.

These steps include:

Step 1: Orientation - Learn about test formats and policies; select test dates and provide shipping information; select test staff and set up accounts.

Step 2: Configuration - verify enrollment for test materials.

Step 3: Accommodation - Learn about accessibility supports; request accommodations and/or supports; request qualified exceptions to the deadline.

Step 4: Preparation - Order test materials; complete non-test activities; provide examinees test prep information; prepare your facility, staff, and materials; update examinee information.

Step 5: Administration - Administer the test.

Step 6: Transportation: Return test materials.

Step 7: Interpretation - Access and understand score reports; share reporting information with examinees.

ACCESS for ELLs and ALT ACCESS for ELLs

Phase 1 - Initial Preparations

Notify WDE

If your private school wants to participate in the ACCESS for ELLs or ALT ACCESS for ELLs assessments, the school administrator/principal will need to contact a member of WDE's [Assessment Team](#) about your interest by May 1. You will need to supply a Wyoming District ID Number, Wyoming School ID Number, a District Name, a School Name, and the school address. If known, it would also be helpful to provide the name of the District Test Coordinator (DTC). Please note: District and School Names may be the same. District and School ID Numbers may not be the same. To request a District ID Number and/or School ID Number, please contact the WDE608 Data Collection Steward, (307)777-6748.

WDE will then provide your information to WIDA and DRC, the assessment and assessment data vendors, to have your school created within the WIDA and AMS systems.

In order for your students to participate in testing, the ability to register them in your school, thus the creation of your school in the system, is the first step toward participation.

Student WISER IDs

All students who participate in statewide testing must have a state student ID number (WISER ID). WISER IDs are used to register and identify students within the testing system, so that the correct test is delivered and the results are returned to the correct student. The use of a WISER ID also allows for longitudinal tracking of student results, if the student participates in statewide testing for more than one year.

If your students do not have WISER IDs, a WISER ID can be provided by contacting WDE's WISER ID Administrator, (307) 777-6748.

DTC/BC Selection

Every school that participates in statewide assessment must designate someone to assume the responsibilities of the District Test Coordinator (DTC) and/or the Building Coordinator (BC). Each role fulfills a series of responsibilities that are necessary to ensure valid testing. The DTC role for your school must be created first in the WIDA Secure Portal and WIDA AMS, this is done by contacting the WDE's [Assessment Team](#) and requesting that the DTC role be created. You will need to provide your name, email, phone number, and the name of your district and school. The vendor then contacts WDE to approve creation of the role.

After the DTC role is approved and created, it is the responsibility of the DTC to create the Building Coordinator (BC) role in WIDA Secure Portal and WIDA AMS. The BC role coordinates all testing activity that occurs in the building including adding Test Administrator user roles to the WIDA Secure Portal and WIDA AMS, test administration trainings, test security trainings for all staff, tracking test activity within the building, etc.

WDE687 "Assessment Participation Rostering"

The WDE687 collects student-level data for students who are enrolled at accredited nonpublic institutions and private schools that would like to participate in ACCESS for ELLs or ALT ACCESS for ELLs testing.

The WDE687 is located on the [Data Collection Suite - Forms Inventory page](#), near the bottom. A guidebook and template are provided to assist with the submission. After the upload is provided, the system may take up to 24 hours to update, if there are no errors. If there are errors in the template data fields after uploading, those will need to be fixed and the entire roster will need to be uploaded again.

Additionally, if there are errors in the data fields that were not caught by the system, those will need to be fixed on the template and the entire roster once again uploaded. The student roster for your school in WIDA AMS only shows what was uploaded via the previous valid WDE687 submission.

Testing Technology

For a student to test, using DRC INSIGHT on a Testing Device, the Testing Device must be registered to a COS Configuration, and it cannot be used in another COS Configuration without moving the device. After a Testing Device is registered with a COS Configuration, the device becomes part of the pool of Testing Devices associated with that COS Configuration. Registering a Testing Device to a COS Configuration defines where the Testing Device's test content will come from during testing. Reference the DRC Insight Online Learning System [Technology User Guide](#) for more information.

Phase 2 - Getting Ready For Testing

ACCESS for ELLs Checklist

The [ACCESS for ELLs Checklist](#) describes all tasks that need to be completed before, during, and after testing.

Manual Review

On the WIDA [website](#), WIDA and DRC provide a series of manuals, user guides, and charts dedicated to Screener and ACCESS testing. Because of slight differences in test types and differing testing windows,

Manuals are housed separately. When a test window approaches, please be sure you are reviewing the correct manual.

The Test Administration Manual provides detailed directions on how to start a test session and scripted directions to be read to students before testing begins. The manual should be reviewed by all staff members actively involved in Screener or ACCESS administration before testing begins.

The Accessibility and Accommodations Manual (AAM) guides you through the selection and provision of accessibility supports and accommodations for ACCESS for ELLs and WIDA Screener testing. The AAM offers guidelines for how to best support students taking WIDA Screener and ACCESS for ELLs. The AAM has information on accommodations, universal tools, administrative considerations and universal design.

The WIDA Secure Portal [home page](#), depending on your role/permission, provides users access to assessment training courses and assessment related resources. Users also have access to professional learning such as self-paced eWorkshops and webinars.

Staff Trainings

▪ TA Training

The [ACCESS for ELLs Checklist](#) includes a list of the training elements that are required and essential to your role as a TA. TAs must complete the [WIDA online training course](#), including passing a certification quiz, for the applicable assessments that a TA is administering. There are no restrictions on when a TA can take the quiz, but it is recommended that quizzes are completed immediately after reviewing the content in the training course and at least two weeks before the assessment window. After a course is completed, TAs are able to view a certificate of course completion.

TAs must complete training courses the first year of administering any WIDA assessment and complete the same training every other year. TAs should review training material every year for all WIDA assessments.

TAs must be employed by the district, be a certified/staff member, and hold a certification from the Wyoming Professional Teaching Standards Board. ACCESS Test Administrators must be proficient English speakers.

After training is complete, all staff must sign the [State-Administered Large-Scale Assessment Security Agreement for K-12](#). These security agreements must be kept/filed for two years, the previous year and current year of administration. These agreements may be archived digitally. The WIDA Non-Disclosure User Agreement (NDUA) is signed digitally upon the creation of a WIDA Secure Portal account and annually after the automatic update. Districts will need a physical/scanned copy of the NDUA signed and on file, as well.

▪ Test Security Training

WDE takes test security very seriously. All staff members, whether directly or indirectly involved in state assessments, must be fully trained in assessment security. District Test Coordinators or Building Coordinators are responsible for providing clear and comprehensive annual training to all school staff on test administration security and procedures. All staff must complete a test security training. WDE provides a detailed [Assessment Security Guide](#) and a template of [Test Security Training Slides](#) to assist schools with secure test preparations. The Test Security Training Slides is an editable document

that outlines state test security expectations, but allows districts and buildings to insert slides concerning local policies and procedures to make the training more comprehensive. WDE also has a short video module (not Close Captioned) available upon request that provides the basics of test security.

▪ **Electronic Device Guidance**

Schools should develop a device policy which adheres to the guidelines set forth in the [Assessment Security Guide](#). Students may not have access to any communication devices or electronic devices which connect to the internet, or have Bluetooth capabilities during the testing sessions, or during any breaks (such as a restroom visit). These devices are prohibited because they may be used for communication, capturing images of the test or testing room, or data storage.

Such devices include, but are not limited to:

- Cell phones.
- Smart watches.
- iPods and MP3 players.
- Ipads, tablets, and other eReaders.
- Laptops, notebooks, or any other personal computing devices.
- Cameras or other photographic equipment.
- Bluetooth headphones, headsets, or in-ear headphones such as earbuds.
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.

Students should be informed of this policy in advance and be strongly encouraged to leave such items out of the testing rooms. Students who bring these devices into school should have them stored in their lockers, or in the classroom with the teacher (as district/school policies allow), until testing is complete for the day. Students may not keep cell phones, or any other devices on this list, or any other devices with similar capabilities to those on this list within their possession, unless provided written approval by WDE due to outstanding health concerns. If a student accesses any of these devices during testing, it will constitute prohibited behavior and the student's test results in that content area may be invalidated.

Test Schedules

It is the Building Coordinator's (BCs) responsibility to develop test administration schedules based on the school's resources (i.e., number of ELs, staffing, available computers, testing rooms, etc.) and needs, ensuring the overall integrity of the assessment process. Testing schedules must follow the ACCESS test administration window posted on the Wyoming WIDA Webpage and, because ACCESS for ELLs is designed to measure a student's English language proficiency level at a specific point in time, schedule domain test administrations as close as possible to one another.

When scheduling, do not split a test across multiple days or multiple testing sessions within a single day. Additionally, WDE guidance states that students should only be administered one subject test on any one day; therefore, do not schedule all testing for any given student consecutively on one day. Never administer different domain tests to a single testing group. For example, do not have one student take the Listening test while another student takes the Reading, Writing, or Speaking test in the same room. All makeup testing must be completed during the test window. Other test scheduling requirements are described in the [Assessment Security Guide](#).

Phase 3 - Testing

Assessment Monitoring

During the assessment window, WDE conducts assessment monitoring. The monitoring process is divided into two components. The first is desktop monitoring where WDE reviews school/district compliance with testing policies. Schools are asked to provide evidentiary documentation which shows compliance with WDE testing policies. Compliance includes: appropriate test schedules, secure test material storage and destruction policies, communication policies in case of incidences, et al. The documentation is shared with WDE via a secure Google folder, provided by WDE, into which school personnel may upload (or drag-and-drop) their evidence of policy compliance.

The second monitoring component is in-person school visits. Before the start of the test window, selected schools/districts are contacted about WDE in-person visits usually during an active testing session. The WDE staff member will typically meet with the Building Coordinator or Principal, answer any questions about ACCESS for ELLs and ALT ACCESS for ELLs, observe a test session, ask to see documentation (e.g., filed test security agreements), etc.

Student Scores or Individual Score Reports (ISRs)

After students have completed the ACCESS assessment, scores or the students' Individual Score Reports (ISRs) will be available in May. The same types of score reports are generated for all students taking the Online, Paper, and Kindergarten ACCESS tests. Wyoming communicates testing and score reporting timelines on the WIDA Wyoming [webpage](#). Visit this site to learn when students will test and when you can expect score reports.

The WIDA Wyoming [Webpage](#) lists two different dates that ISRs are available, the date the Individual Score Reports will be available online and the date the printed Individual Score Reports will be received by districts.

All scores online in WIDA AMS are preliminary and should not be shared publicly. They may be used for internal planning purposes. Official scores will be provided on the Individual Student Report which are then printed and mailed to your school.

Translations of the Individual Student Report are available in 47 languages in [WIDA AMS](#). Note: Translated reports should always accompany, not replace, official reports in English.

For resources and guidance on how to interpret student scores, please review the [ACCESS for ELLs Interpretive Guide for Score Reports](#).

APPENDIX A

District Test Coordinator Checklist for Private Schools

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 all WY-TOPP and WY-ALT assessments.

Beginning of the School Year

- Read the Guidance for Private Schools and Non-Public Educational Institutions.
- 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 Assessment Security Agreement.

Before Testing

- Read the Assessment Security Guide.
- Watch the Test Security Module provided by WDE.
- Collect school testing schedule.
- 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 test security breaches immediately to WDE.

After Testing

- Download TIDE BC User files and make necessary changes for fall upload.
- Maintain test security while collecting materials and wrapping up in the testing window.

**Remember test security protocols live beyond the assessment windows.*

APPENDIX B

Building Coordinator Checklist for Private Schools

This checklist is based on the processes and procedures found in the Assessment Security Guide and testing manuals found on 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 all WY-TOPP and WY-ALT assessments.

Beginning of the School Year

- 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.
- Complete/Update your building's Test Security and Statewide Assessment Administration Procedures Manual.
- Review the TA checklist with TAs.
- Read and sign the Test Security Agreement.
- Provide Test Security Training to school staff.
- Ensure school staff sign the Assessment Security Agreement.

Before Testing

- Ensure that all testing devices have the Secure Browser installed.
- Read the test administration manuals and the Assessment Security Guide.
- Watch the Test Security Module provided by WDE.
- Review the Test Security Agreement with all staff.
- Review the Allowable Resources Guidelines.
- Create testing schedules and plan for testing spaces that are quiet and allow for students to be comfortable and engaged.
- Verify that students have been assigned the appropriate accommodations, as described in an IEP or 504 Plan, in TIDE.
- If WY-ALT testing, ensure all ALT-TAs who are administering the WY-ALT have met the training requirements.

During Testing

- Monitor test administrations and enforce guidelines found in the Assessment Security Guide and other state testing manuals.
- Maintain test security at all times for online and paper test administration, including storage, distribution, administration, collection, and return of materials.
- Report any test irregularities or test security breaches immediately to the DTC.
- On a daily basis, collect any scratch paper, test tickets, and other non-scorable secure materials from the TAs.

After Testing

- Store Test Security Agreements for 2 years (paper or digital).
- Download the school's TA User Files from TIDE.
- Maintain test security while collecting materials and wrapping up in the testing window.

**Remember test security protocols live beyond the assessment windows.*

End of the School Year

- Download student rosters from TIDE and make corrections for fall upload.

APPENDIX C

Test Administrator Checklist for Private Schools

This checklist is based on the processes and procedures found in the Assessment Security Guide and testing manuals found on 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 all WY-TOPP and WY-ALT assessments.

Beginning of the School Year

- Complete the necessary steps for TIDE password reset.
- Receive Assessment Security Training provided by BC or DTC.
- Read and sign the Assessment Security Agreement.
- 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.
- Review the Test Security Module provided by WDE.
- Review the Test Security Agreement signed at the beginning of the year.
- Review the Allowable Resources Guidelines.
- Complete the online Test Administrator Certification course.
- Review test security policies and administration trainings.
- Verify that students have been assigned the appropriate accommodations, as described in an IEP or 504 Plan, in TIDE.
- Pre-arrange student accommodations and necessary supports so that all that is required per the IEP or 504 is ready in the classroom.
- 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.
- Be sure to approach testing in a calm manner and attempt to remove/reduce student stresses.

During Testing

- Confirm students' accommodations and designated supports are available on the test delivery system for their assessment and ready for use in the classroom. Do not test until accommodations and supports are correct and available for use.
- Read the test directions verbatim.
- Monitor testing practices and enforce guidelines found in the Assessment Security Guide and other state testing manuals.
- Monitor student testing progress through the TA Interface and gently check in on a student who appears to not be progressing in the test.
- Maintain test security at all times, 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 materials and wrapping up in the testing window.

**Remember test security protocols live beyond the assessment windows.*

Resources

[Wyoming Assessment Portal](#)

[TIDE User Guide](#)

[Test Security Agreement](#)

[Assessment Security Guide](#)

[Assessment Best Practices](#)

[Acceptable Use WY-TOPP Modular and Interim Assessment Items](#)

[WY-TOPP Guidance for Accessibility and Accommodations](#)

[Online Testing Allowable Resources Guidelines](#)

[Test Security and Statewide Assessment Procedures Manual Template](#)