WDE

Wyoming Assessment Combined 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, Modulars, and Summatives.

Beginning of the School Year

DTC	BC	TA	Checklist Item	Done
X	X		Complete the necessary steps for **TIDE** password reset.	
X	X		Add new system access for Building Coordinators (BC)/TAs/ALT-TAs/ Proctors via **TIDE**. *Note: There should be one designated BC plus a backup per building.*	
X	X		Attend DTC/BC Training provided by WDE and disseminate information to staff.	
X	X		Complete a **Test Security and Statewide Assessment Administration Procedures Manual**.	
X	X		Provide **Test Security Training** to school staff.	
X			Review the BC checklist with all Building Coordinators.	
	X		Review the TA checklist with Test Administrators.	
X	X	X	Read and sign the **Test Security Agreement.**	
	X		Ensure school staff sign the **Test Security Agreement**.	

Before Testing

DTC	BC	TA	Checklist Item	Done
X	X	X	Read the **Assessment Security Guide** and watch Test Security Module provided by WDE	
X	X	X	Hold/Attend **Test Security and administration training** for all personnel involved in the assessment, whether directly or indirectly (certified and classified).	
X			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.	
	X		Ensure that all testing devices have the Secure Browser installed.	
	X	X	Read **administration manuals** and **Allowable Resources Guidelines** (found in Accommodations and Accessibility Guide).	

DTC	BC	TA	Checklist Item	Done
X	X		Review the **Test Security Agreement** (DTC/BC ensure all staff has reviewed the document).	
X	X		Create/collect testing schedules for the WY-TOPP tests and share with appropriate stakeholders (teachers, parents, students, etc.)	
	X		File Test Exemptions, for the summative assessment, in the **SAER System** per the test exemption guidelines, if applicable.	
	X		Order paper materials for the summative assessment, if applicable.	
	X	X	Verify that students have been assigned the appropriate accommodations in **TIDE**.	
	X		If WY-ALT testing, ensure all ALT-TAs who are administering the WY-ALT have met the training requirements.	
		X	Participate in the WY-ALT Training provided by WDE. (WY-ALT TAs only)	
		X	Complete the online **Test Administrator Certification** course.	
		X	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.	

During Testing

DTC	BC	TA	Checklist Item	Done
X			Monitor testing practices/administration and enforce guidelines found in the **Assessment Security Guide** and other state testing manuals.	
X			Maintain test security protocols.	
X			Report any test irregularities or invalidations to WDE.	
	X	X	Maintain test security at all times for online and paper test administration, including storage, distribution, administration, collection, and return of materials.	
	X	X	Report immediately any test breaches to the DTC.	
	X	X	On a daily basis, collect any scratch paper, test tickets, and other non-scorable secure materials to be shredded.	
		X	Complete the **LCI** for each student before administering the WY-ALT. (WY-ALT TAs only)	
		X	Check out necessary testing materials through the BC, if applicable.	
		X	Confirm students' accommodations and designated supports are showing for their assessment. Do not test until accommodations and supports are correct.	

DTC	BC	TA	Checklist Item	Done
		X	Read the test directions verbatim from the **Test Administration Manual (TAM)**.	
		X	Monitor testing practices and enforce guidelines found in the **Assessment Security Guide** and other state testing manuals.	
		X	Monitor student progress through the **TA system** and gently check in on a student who appears to not be progressing on in the test.	

After Testing

DTC	BC	TA	Checklist Item	Done
X	X		Export **TIDE** BC/TA/Student User files and make necessary changes for Fall upload.	
X	X	X	Maintain test security while collecting materials and wrapping up in the testing window. *Remember test security protocols live beyond the assessment windows.	
	X	X	Package and return any scorable materials, if applicable (TA to BC, BC to testing vendor).	
	X		Store **Test Security Agreement** for 2 years (paper or digital).	
	X	X	Check that all students who are eligible have completed all grade-level assessments.	
		X	Report any potential improprieties to the BC immediately.	

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**