



# Wyoming Statewide Assessment Guide for Non-Public and Charter Schools



## Wyoming Department of Education

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# Table of Contents

---

**Introduction.....3**

**WY-TOPP and WY-ALT .....4**

    Phase 1: Initial Preparations .....4

    Phase 2: Getting Ready For Testing .....6

    Phase 3: Testing .....8

**ACT and WorkKeys.....9**

    Phase I: Getting Ready for Testing.....9

    Phase 2: Testing .....10

**Appendix A .....12**

**Appendix B .....16**

## Introduction

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Wyoming non-public schools (private, parochial, and other non-public institutions, including those serving students using Education Savings Account monies) and charter schools that 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 WIDA Alternate ACCESS.

The Wyoming Department of Education (WDE) is providing this guide to assist private, non-public, and charter schools with successfully preparing for and administering the statewide assessments. Test security must be maintained when preparing for and administering all statewide assessments.

WDE maintains partnerships with assessment vendors for item development and test delivery for each of the statewide assessments. Each vendor has an online information hub that stores all student-, building-, and district-level users.

The WY-TOPP is Wyoming's comprehensive statewide assessment system for general education students. It features criterion-referenced tests that measure students' progress against the Wyoming Content and Performance Standards in English language arts (ELA), mathematics, and science.

Assessment Administration:

- Grades 3-10: Assessed during the Fall Interims, the Winter Interims, and the Spring State Summative Assessment.
- Writing: Assessed in grades 5, 7, and 9.
- Science: Assessed in grades 4, 8, and 10.

Beyond its core assessments, the WY-TOPP system also provides an authoring tool. This valuable feature allows teachers to create custom tests and test items for classroom use, utilizing the same item types and testing platform found in the statewide assessments.

The WY-ALT is Wyoming's Alternate Assessment and is part of the WY-TOPP system. The WY-ALT is administered to students designated as a student with the most significant cognitive disability (SMSCD), identified using the WDE's Alternative [Assessment Participation Guidance](#). SMSCD designation is completed by a student's Individualized Education Program (IEP) team, and status must be indicated on the student's IEP documentation. The WY-ALT is administered during the spring semester and measures student progress on the Wyoming Extended Standards in grades 3 - 10 in English language arts (ELA), mathematics, and grades 4, 8, and 10 in science.

WDE partners with Cambium Assessment, Inc. (CAI) to deliver and manage the assessment system, encompassing all WY-TOPP assessments (e.g., modular, interim, summative, and authoring) and WY-ALT assessments (e.g., summative and authoring).

The ACT assessment is administered during the spring to Grade 11 students and is aligned to the ACT College and Career Readiness Standards. Students are tested in English, Math, Reading, Science, and Writing. The ACT is used for Hathaway and other scholarship eligibility purposes and may be used by some post-secondary institutions to determine any student remediation needs.

The WorkKeys assessments measure foundational skills required for success in the workplace and help measure the workplace skills that can affect job performance. The WorkKeys battery of assessments is administered in either grade 11 or grade 12 during the spring and fall semesters. Students are given one (1) opportunity to take the WorkKeys assessments. WorkKeys scores may be used to qualify for some levels of the Hathaway Scholarship.

The ACCESS for ELLs is an English Language Proficiency Assessment, serving as the collective name for WIDA's suite of summative English language proficiency assessments. The ACCESS assessments are aligned to the WIDA English Language Development Standards and the Wyoming Content and Performance Standards. English learners in kindergarten through grade 12 take the ACCESS test annually during the winter semester, covering four language domains: Listening, Speaking, Reading, and Writing.

WIDA Alternate ACCESS assesses students designated as SMSCD in grades K-12 in the four language domains: Listening, Speaking, Reading, and Writing. The WIDA Alternate ACCESS is administered during the winter semester and is aligned to the WIDA English Language Development Standards and the Wyoming Extended Standards.

If you have any questions, please contact the WDE's Assessment Team, (307) 777-7675.

## WY-TOPP and WY-ALT

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### Phase 1: Initial Preparations

#### Notify WDE

If your school wants to participate in the WY-TOPP or WY-ALT assessment administrations, the school administrator/principal will need to contact a member of WDE's [Assessment Team](#) about your interest by August 1 of each school year. You will need to supply a Wyoming District ID Number, a Wyoming School ID Number, a District Name, a School Name, and the school's physical address. The name of a District Test Coordinator (DTC) will also need to be provided. The DTC will be responsible for all testing within your district. 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 the assessment vendor to have your school created within the digital information hub. The digital information hub is a registration and information system for users who will access/administer tests and students who will take the tests.

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.

#### DTC/BC Selection

Every school participating 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 necessary to ensure valid, reliable testing.

The DTC role for your school/district must be created first in the assessment information hub. This is done by contacting the WDE Assessment Team and requesting that the DTC role be created within the information hub. You will need to provide the designee's name, district/school email address, phone number, and the name of your district and school. WDE will then contact the assessment vendor about the creation of the role within the system. For more information about the DTC User Role, please see the Wyoming Assessment Preparation Checklist (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 school building, including: adding Test Administrator user roles to the assessment information hub, providing test administration and test security trainings for all staff, and tracking test activity within the school building etc. Please see the Wyoming Assessment Preparation Checklist (Appendix A) for more information.

### **WDE687 "Assessment Participation Rostering"**

The WDE687 collects student-level data for students who are enrolled at non-public 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.

Note: A WyED Pro account is required for submitting data collection forms.

### **Student WISER IDs**

All students who participate in statewide testing must have a state student ID number (WISER ID). WISER IDs register and identify students within the testing system so that the appropriate test is delivered and the results 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, you can request one by contacting WDE's WISER ID Administrator at (307) 777-6748.

### **Testing Technology**

All WY-TOPP and WY-ALT testing is performed online. The assessment vendor, Cambium Assessment, Inc. (CAI), provides user guides and technology manuals on the Wyoming Assessment Portal to assist with system set-up. 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. This means the Test Administrator will need a dedicated device to facilitate the test sessions, and each test-taker will need a dedicated device to access the tests.

It is unlikely that any setup is required for your Test Administrator device(s). 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 CAI websites to your allowlist. For a list of websites you should add to your allowlist, see the [CAI Technology Guide](#).

To access online tests, each student workstation must have the CAI “Secure Browser” installed. The Secure Browser is CAI’s customized application designed to keep tests secure by locking down the student’s desktop and preventing the student from accessing anything except their test. Information about installing the Secure browser is available in the [CAI Technology Guide](#).

### **Getting Familiar With TIDE**

TIDE is the information hub for all WY-TOPP and WY-ALT Testing. User access depends on the user role (i.e., District Test Coordinator, Building Coordinator, Test Administrator, Proctor) assigned in the system. Some roles allow more access to system functions than others (see WY-TOPP User [Role Chart](#)). 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 under the Resources tab, ([wyoassessment.org](http://wyoassessment.org)), WDE and CAI provide a series of manuals, user guides, and charts dedicated to Authoring, Modular, Interim, and Summative testing. Because of slight differences in test types and differing testing windows, the Authoring, Modular/Interim, and Summative Test Administration Manuals 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 or WY-ALT administration before testing begins. It is permissible to print out the information, such as the scripted directions, for accessibility during testing. Scripted directions must be read verbatim when administering the WY-TOPP assessment. The WY-ALT assessment does not use scripted directions; see additional WY-ALT documentation for more details

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 specifically designated for administering tests: Test Administrators (TAs) and Proctors. Any person who administers a statewide assessment in Wyoming must hold an active, valid Wyoming Teaching License issued by the Professional Teaching Standards Board.

A Test Administrator is usually the student’s teacher, knows the student well, and has access to all the student’s information in the information hub. A Proctor is also a certified staff member, but may be unfamiliar with the student or the student’s educational needs. 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.

Note: Paraprofessionals may not administer any statewide assessments. If you have questions about who may administer statewide assessments in your school, please contact the WDE Assessment Team, (307) 777-7675.

## **Staff Trainings**

### **TA and Proctor Training**

All staff administering the statewide assessment 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](http://wyoassessment.org)). It takes approximately 30 minutes to complete and is divided into short modules, so that the TA/Proctor 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 slide presentation 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 closed 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 the current year of administration. These agreements may be archived digitally.

### **WY-ALT Test Administrator Training**

In addition to the TA Certification Course and Test Security Training, WY-ALT Test Administrators must also attend the WY-ALT Test Administrator Training that occurs about a month before the test window opens. This training prepares the TAs or Proctors for the standardized test administration to WY-ALT appropriate students.

### **Electronic Device Guidance**

Schools should develop a device policy that adheres to the guidelines outlined in the Assessment Security Guide. Students may not have access to any communication devices or electronic devices that connect to the internet or have Bluetooth capabilities during any breaks (such as a restroom visit) while logged into a test session. These devices are prohibited because they may be used for communication, capturing images of the test or testing room, or data storage. That means 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 the classroom with the teacher (as district/school policies allow), until testing is complete for the day.

For a comprehensive list of allowable and prohibited supports and devices, please see the [WY-TOPP/WY-ALT Accommodations Guide](#) and the [Assessment Security Guide](#).



Note: 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 produce a test schedule that 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 B.

### **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 log in to the [Training Tests](#) to view samples of available item types. This allows families to review the different item types that are available on the tests and shows how the technology-enhanced items function.

Additionally, TAs can create practice test sessions, which allow them to run sample sessions and prepare students for 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 documentary compliance with WDE testing policies. Compliance includes: appropriate test schedules, secure test material storage and destruction policies, communication policies in case of incidents, et al. The documentation is shared with WDE. All evidences linked by district to District Test Security and Statewide Assessment Administration Procedures Manual, hereafter known as the Desktop Monitoring Manual, to be shared with WDE. File sharing formats are provided in the Desktop Monitoring Manual.

The second monitoring component is in-person school visits. Before the start of the test window, randomly selected schools/districts are contacted about WDE in-person visits, usually scheduled for an active testing session. The WDE staff member will typically meet with the Building Coordinator or Principal, answer any questions about state assessments, 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) and mailed to your school in the fall semester following testing. This document should be sent home to parents.

## ACT and WorkKeys

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### Phase 1: Getting Ready for Testing

#### 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 November 1 of each school year to prepare for spring testing. All ACT testing will be provided online. You will need to supply a Wyoming District ID Number, a Wyoming School ID Number, a District Name, a School Name, and the school's physical address. 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.

You will also be asked to provide the District Test Coordinator's (DTC) name, email address, and phone number (See below). In addition to the DTC role in the PA Next platform, ACT's information hub, the DTC will also be given Test Accessibility and Accommodations (TAA) login credentials so that appropriate accommodations may be assigned to the student(s) in the testing system. The TAA system has limited access. Only a select number of people known as "Trusted Agents", chosen by the District Superintendent or District Test Coordinator, may be granted access within the system.

Please note: Within PA Next, Districts and Schools may have the same names, physical addresses, and contacts. However, they do require different state-provided ID numbers.

After you provide your school's information to WDE, WDE will then forward your information to ACT, the assessment vendor, to create your district/school profile within their information hub.

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 appropriate 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 obtained 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, reliable testing. The DTC role for your school must

be created first in PA Next, 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 the system. You will need to provide your name, email address, phone number, and the name of your district. The vendor then contacts WDE to approve the creation of the role.

After the DTC role is approved and created, it is the responsibility of the DTC to create the school Test Coordinator (TC) role(s) for their building(s). The TC coordinates all testing activity that occurs in the school building, including adding Room Supervisor user roles to ACT NOW, 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 non-public 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 [submission template \(Excel Workbook\)](#) 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. Then it may take up to 24 hours to update.

### **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 PA Next to review the uploaded student list and make any changes, either adding or removing students, or corrections, as applicable.

## **Phase 2: Testing**

### **For ACT**

ACT has provided comprehensive step-by-step guidance to get ready for ACT 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 the 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 with 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.

### **ACCESS and WIDA ALTERNATE ACCESS**

Please contact the WDE Assessment Team (307) 777-7675 for further information about ACCESS and/or WIDA Alternate ACCESS testing.

## Appendix A: 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](https://wyoassessment.org). It is not a comprehensive list of requirements and does not replace previously established assessment policy. Rather, it simply serves as an annual 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. Please see the our website at <https://resources.edu.wyoming.gov/> for more information and resources.

### Update Quality Assurance Monitoring Documents

DTC	BC	TA	Checklist Item	Done
X	X		Complete the necessary steps for <a href="#">TIDE</a> password reset.	
X	X		Create new system access for Building Coordinators (BC)/TAs/ALT-TAs/ Proctors via <a href="#">TIDE</a> . <i>Note: There should be one designated BC plus a minimum of one back up per building.</i>	
X	X		Complete WDE provided DTC/BC Canvas course required trainings, attended virtual Q&A sessions as necessary, and disseminated information to all necessary staff.	
X			Complete a <a href="#">Test Security and Statewide Assessment Administration Procedures Manual</a> and update it annually to reflect updated documents and policies.	
	X		Update your building Test Security and Statewide Assessment Administration Procedures Manual with current year's documents and schedules.	
		X	Hold/Attend <a href="#">Test Security Training</a> and administration training for all personnel involved in the assessment, whether directly or indirectly ( <i>certified and classified</i> ).	
X			Review the Wyoming Assessment Combined Checklist with all Building Coordinators.	
	X		Review the Wyoming Assessment Combined Checklist with all Test Administrators.	
X	X	X	Read and sign the <a href="#">Test Security Agreement</a> .	
	X		Ensure all personnel involved in the assessment, whether directly or indirectly ( <i>certified and classified</i> ) sign the <a href="#">Test Security Agreement</a> .	
	X		Complete <a href="#">Assessment Security Assurance form</a> and submit to the Wyoming Department of Education.	

## Before Testing

DTC	BC	TA	Checklist Item	Done
X	X	X	Read the <a href="#">Assessment Security Guide</a> and watch Test Security Module provided by WDE. BC require staff to review the guide and view the module.	
	X	X	Complete the online <a href="#">Test Administrator Certification</a> course.	
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 <i>(or service agency)</i> are clear.	
X	X		Ensure that all testing devices have the Secure Browser installed.	
X	X	X	Read <a href="#">administration manuals</a> and <a href="#">Allowable Resources Guidelines</a> <i>(found in Accommodations and Accessibility Guide)</i> .	
X	X	X	Read the Accommodations and Accessibility Guide.	
X	X	X	Review the <a href="#">Test Security Agreement</a> <i>(DTC/BC Plan a test security refresher for all staff before each assessment window opens, incorporating a review of the guidance in the Test Security Agreement)</i> .	
X	X		Create/Collect testing schedules that include plans for quiet and comfortable testing spaces to promote student engagement. Share these schedules with all appropriate stakeholders <i>(teachers, parents, students, etc.)</i> .	
X	X		File Test Exemptions, for the summative assessment, in the <a href="#">SAER System</a> per the test exemption guidelines, if applicable.	
X	X		Submit Exceptional Accommodations requests in the SAER System, if applicable.	
X	X		Order paper materials for the summative assessment, if applicable.	
X	X	X	Verify/Confirm that students have been assigned the appropriate accommodations/designated supports in <a href="#">TIDE</a> and that they have been accurately entered.	
X	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. <i>(WY-ALT TAs only)</i>	
	X	X	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.	

DTC	BC	TA	Checklist Item	Done
		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. Ensure testing devices are charged/have power, including any necessary assistive technology for students with approved accommodations/designated supports.	
		X	Create a seating chart in a manner that discourages inappropriate behavior, free from noise or interruptions.	
X	X	X	Approach testing calmly, focusing on minimizing student stress. Remember that summative assessments offer a point-in-time view of learning and should be evaluated alongside other indicators of progress for a comprehensive understanding of student performance.	

## During Testing

DTC	BC	TA	Checklist Item	Done
X	X	X	Monitor testing practices/administration and enforce guidelines found in the <a href="#">Assessment Security Guide</a> and other state testing manuals.	
X	X	X	Maintain test security protocols at all times for online and paper test administration, including storage, distribution, administration, collection, and return of materials.	
X	X		Report any security breaches/potential improprieties/test irregularities/possible security breaches invalidations to WDE <i>(follow school/district protocol)</i> .	
X	X		Use the Quality Assurance Checklist for Secure Testing as a guide when monitoring secure test environments.	
	X	X	Report immediately any security breaches/potential improprieties test irregularities/possible security breaches invalidations to the DTC <i>(follow school/district protocol)</i> .	
X			Request appeals for Grace Period Extension <i>(Writing Only)</i> or to Restart a Test <i>(ALT Only)</i> in <a href="#">TIDE</a> .	
	X	X	On a daily basis, collect any scratch paper, test tickets, and other non-scorable secure materials to be shredded. <i>(follow school/district protocol)</i> .	
		X	Complete the Learning Characteristics Inventory <a href="#">(LCI)</a> and enter data into the testing platform for each student prior to administering the WY-ALT. <i>(WY-ALT TAs only) (The LCI Questionnaire answers can be transcribed by the TA before the testing session begins and without the student being present).</i>	
		X	Check out necessary testing materials through the BC, if applicable.	

DTC	BC	TA	Checklist Item	Done
		X	Confirm students' accommodations and designated supports are showing for their assessment. Do not test until accommodations and supports are correct.	
		X	Review device policy with all students and remove or store all non-allowable devices away from the secure testing environment.	
		X	Read the test directions verbatim from the <a href="#">Test Administration Manual (TAM)</a> .	
		X	Monitor testing practices and enforce guidelines found in the <a href="#">Assessment Security Guide</a> and other state testing manuals.	
		X	Monitor student progress through the TA system and gently check in with students who appear to not be progressing in the test.	
X	X		Monitor test progress using Plan and Manage Testing reports in <a href="#">TIDE</a> .	

## After Testing

DTC	BC	TA	Checklist Item	Done
		X	Report any potential improprieties to the BC immediately. <i>(follow school/district protocol).</i>	
X			Export <a href="#">TIDE</a> User files and make necessary changes for Fall upload. Also download student accommodations files.	
	X		Export TA User Files from <a href="#">TIDE</a> and make corrections for fall upload. Also download student accommodations files.	
X	X		Maintain test security while collecting materials and wrapping up the testing window. <i>*Remember test security protocols live beyond the assessment windows.</i>	
	X	X	Package and return any scorable materials, if applicable <i>(Each school BC collects all scorable materials for packaging &amp; return to testing vendor; DTC ensures all materials in district have been returned).</i>	
X			Store <a href="#">Test Security Agreement</a> for 2 years <i>(paper or digital).</i>	
	X	X	Check that all students who are eligible have completed all grade-level assessments.	
X	X		Within two weeks of the window closing, assign non-participation codes in TIDE for any tests that students did not start or complete. Use the <a href="#">Quick Guide to Non-Participation Codes</a> .	
X	X		Export Invalidation and Non-Participation codes for reference during District Data Validation.	



## Appendix B: Test Schedule Template

School Name: \_\_\_\_\_

District Name: \_\_\_\_\_

Assessment Name: \_\_\_\_\_

Testing Schedule: \_\_\_\_\_

Building Coordinator: \_\_\_\_\_

DATE	GRADE LEVEL	TEST ADMINISTRATOR	TESTING LOCATION	CONTENT AREA	TEST SESSION START TIME