



# **WY-ALT Braille Test Administration Guidance**

## **Paper-and-Pencil ALT Summative Assessments**

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# WY-ALT Braille Test Administration Guidance

## Introduction

The purpose of this guidance document is to assist Test Administrators with the proper administration of the Braille version of WY-ALT.

Test Administrators must provide students using the Braille version of WY-ALT sufficient time to complete the test. Please direct any questions about testing to the Building Coordinator, as they must be in the building during testing and can expedite resolutions for any test issues that may arise.

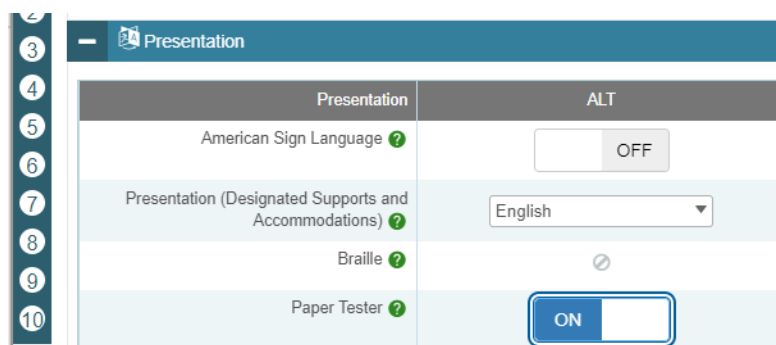
The Test Delivery System (TDS) must be used by Test Administrators to enter student responses.

## Understanding the Test Delivery System

To administer the WY-ALT Braille test, the TA will need two devices: one to serve as the Test Administrator and one to serve as the student logged in to the secure browser. Please refer to the Test Administrator User Guide on the Wyoming Assessment Portal (<https://wyoassessment.org/>) for Section II. How TAs Proctor Test Sessions in the TA Site and Section III. How Students Sign into the Student Testing Site and Complete Tests for step-by-step instructions.

## Administering Braille Tests

Students taking the Braille test may mark their responses directly into their test booklet, dictate their responses to the Test Administrator, or use a Braille writer. Test Administrators should record dictated student responses into TDS simultaneously as the student provides them. Student responses using a Braille writer or marked into the test booklet should be recorded into TDS after the student completes the test or a section of the test. The Test Administrator must not interpret or explain any test questions or answer options for the student. The student test settings in TIDE must be set to, "Paper Tester: On" in the Presentation section, as shown in the image below.



This setting ensures the TA will be entering student responses into the test form that matches the student's Braille test booklet and provides the student access to the HVR (Human Voice Recording) audio, if needed.

The Building Coordinator should ensure that every Braille Test Administrator is provided with a complete Braille Test Kit. The kit includes the Braille test booklets and a FedEx return label. The WY-ALT Test Administrator Guidance is delivered online via email.

## **Transferring Student Responses to the TDS**

All responses for students using a Braille version of WY-ALT must be transferred into a computer-based test using the Test Delivery System. The responses must be entered by a Test Administrator who has completed the Test Administrator Certification course, attended the ALT-TA training, and signed the Test Security Agreement. Responses made with a Braille writer or marked in the Braille test booklet will not be scored.

## **Administering WY-ALT Summative Assessments**

Before testing is conducted, review the *WY-ALT Directions for Administration Manual (DFAM)*, schedule testing times, and review all testing procedures.

Please note: Building Coordinators must be able to account for paper testing materials at all times. A Paper Materials Tracking form has been provided in [Appendix A](#) to assist Building Coordinators in tracking the distribution and return of all materials for each Test Administrator. The Paper Materials Tracking form is also available on the Wyoming Assessment Portal at [Paper Materials Tracking Form](#).

Please ensure that the Human Voice Recording (HVR) is played for all WY-ALT Assessments. HVR audio for stimuli, passages, item questions, and answer options **must** be played for all students.

## **During Testing**

Below are some precautions for Test Administrators when administering a Braille assessment:

- Do not use “sticky” notes, paperclips, tape, staples, or glue on the test booklets.
- Do not insert loose papers into the test booklets.
- Do not tape or glue additional paper into the test booklets.
- Do not photograph, photocopy, or in any way reproduce the test booklets.
- Do not erase any stray marks, duplicate responses, or any other student-created response from a student test booklet.

Test Administrators will instruct students to begin the test session after reading the *Scripted Directions for WY-ALT Summative Assessments* section of this guidance document. All scripted directions are indicated by the word “**SAY**” and are in bold type enclosed in a gray box, as shown below.

<b>SAY</b>	Scripted directions to be read exactly as they are written.
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Read these directions exactly as they are written. Follow the test-specific instructions for administering each test. Sections that will need to be tailored to the specific testing situation are noted.

Students taking the Braille test can respond directly into their test booklets, dictate their responses to the Test Administrator (simultaneously record into TDS) or use a Braille writer.

All responses must be recorded into TDS to be scored.

## Scripted Directions for WY-ALT Summative Assessments

Before starting a test session, verify that your student has appropriate accommodations marked in TIDE and check out the testing materials from the Building Coordinator.

### Scripted Directions for the Summative ELA Test

<b>SAY</b>	Today you will be taking an ELA test.
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<b>SAY</b>	Today's ELA test contains several reading passages followed by questions about those passages. You may refer to the passages when answering the questions. You may also read or listen to a passage as many times as you like. Please raise your hand to signal me to provide access to the audio for each item. Do your best work. The embedded HVR will read the question and answer options to you. After listening to the HVR, I can read the prompt and answer choices aloud to you.
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Carefully read the directions on this page.

<b>SAY</b>	Do you have any questions?
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Answer any questions.

<b>SAY</b>	Be sure to read or listen to each question carefully. When you finish, check your work. I will then collect your test booklet. You may now begin the ELA test.
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Make sure your student is on the correct page in their Braille test booklets. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Please ensure that the Human Voice Recording (HVR) is played for all WY-ALT Assessments. HVR audio for stimuli, passages, item questions, and answer options **must** be played for all students.

When your student finishes the test, collect the Braille test booklet. Do not allow your student to use electronic devices such as cell phones until all test materials have been collected.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working at a later time.
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The WY-ALT is administered individually, not in a group. No other student(s) should be within the viewing or hearing range of the test administration. Since WY-ALT tests are not timed, students may take as long as they need to complete the test within the test administration window. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and you have collected their Braille test booklet, no student or adult can go back and change or correct responses for any reason. The Test Administrator must enter the student responses into TDS exactly as the student has provided them by dictating their responses to the Test Administrator. This includes checking for missing responses, duplicate responses, etc. All Braille test booklets will be returned as nonscorable, secure materials.

## Scripted Directions for the Summative Mathematics Test

Calculators are permitted on the Summative Mathematics test.

<b>SAY</b>	Today you will be taking a Mathematics test.
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<b>SAY</b>	<p>Today's Math test contains several types of math problems. You may read or listen to the items as many times as you like. Please raise your hand to signal me to provide access to the audio for each item. Do your best work. The embedded HVR will read the question and answer options to you. After listening to the HVR, I can read the prompt and answer choices aloud to you.</p> <p>You may use the calculator I provided, but you may not use any other electronic devices.</p>
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Carefully read the instructions on this page.

<b>SAY</b>	Do you have any questions?
------------	----------------------------

Answer any questions.

<b>SAY</b>	<p>Be sure to read or listen to each question carefully. When you finish, check your work. I will then collect your test booklet and calculator.</p> <p>You may now begin the Mathematics test.</p>
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Make sure your student is on the correct page in their Braille test booklets. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Please ensure that the Human Voice Recording (HVR) is played for all WY-ALT Assessments. HVR audio for stimuli, passages, item questions, and answer options **must** be played for all students.

When your student finishes the test, collect the Braille test booklet. Do not allow your student to use electronic devices such as cell phones until all test materials have been collected.



When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working at a later time.
------------	--

The WY-ALT is administered individually, not in a group. No other student(s) should be within the viewing or hearing range of the test administration. Since WY-ALT tests are not timed, students may take as long as they need to complete the test within the test administration window. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and you have collected their Braille test booklet, no student or adult can go back and change or correct their student responses for any reason. The Test Administrator must enter the student responses into TDS exactly as the student has dictated them. This includes checking for missing responses, duplicate responses, etc. All Braille test booklets will be returned as nonscorable, secure materials.

## After Testing

**Step 1:** Report any testing anomalies to your Building and/or District Test Coordinator.

**Step 2:** All students who tested using a paper-and-pencil test version of the test must have all their written responses transferred to the Test Delivery System by a TA following the procedures in the next section of this TAM. **The deadline for entering student responses into TDS is April 12, 2024.**

**Step 3:** Return Test Materials to the Building Coordinator. All WY-ALT Braille test booklets are to be returned to the Building Coordinator at the end of each testing day. Test Administrators should arrange the test booklets facing up. All scratch paper is to be securely destroyed based on district/school guidance.

**Step 4:** Check that all students who are eligible have completed the assessments.

# Return Materials

At the end of testing, all scratch paper must be securely destroyed by the TA and all Braille test booklets must be returned to the Building Coordinator.

## Instructions for Returning Materials

All Braille books must be returned to CAI by **April 19, 2024** as non-scorable materials. The test kit includes a FedEx shipment label to be used to return the materials to CAI.

Return all materials included in the test kits you received in the original shipping box. Secure the box well with packing tape to avoid damage and/or loss during shipping. Place the FedEx Return Label on the top of the box. Be sure to either **cover the original FedEx address label** or mark through it to avoid any address confusion during shipping.

Call 1-800 GO-FedEx (1-800-463-3339) to schedule a pick-up. Please ship your test materials via FedEx Air Standard 2-day delivery.

If you need assistance regarding your return shipment, please contact the Wyoming Help Desk at 1-888-897-8024.

# Appendix A. Paper Materials Tracking Form

Building Coordinators must be able to account for paper testing materials at all times. This form is used to assist Building Coordinators in tracking the distribution and return of all materials for each Test Administrator.

<b>Test Administrators:</b>											
	<b>Check Out from Secure Locked Storage Area</b>						<b>Check In to Secure Locked Storage Area</b>				
Subject - Section	Date	Testing Room #	# of Booklets	# of Answer Documents	TA Initials	BC Initials	Date	# of Booklets	# of Answer Documents	TA Initials	BC Initials

Comments or irregularities involving test materials:

# Appendix B. State-Administered Large Scale Assessment Security Agreement for K-12



## State Administered Large Scale Assessment Security Agreement for K-12

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Wyoming Department of Education (WDE) must take every step to ensure the security and confidentiality of the state test materials. All school personnel, whether directly or indirectly involved with testing, must read through each relevant section and then sign and date. The Test Security Agreement is to be kept on file (paper or digital) for two years.

Role (check all that apply):

<input type="checkbox"/> District Test Coordinator	<input type="checkbox"/> Building Coordinator	<input type="checkbox"/> Test Administrator (specify test/s): _____
<input type="checkbox"/> District/Building Data Reviewer	<input type="checkbox"/> Proctor	<input type="checkbox"/> Other (specify school role): _____

### General Test Security – To be completed by ALL STAFF in the school.

1. I will not divulge the contents of the tests to any other person through verbal, written, digital, or any other means of communication.
2. I will not copy, screenshot, or take a photo of any part of the test or test materials. Furthermore, I understand that items are not to be replicated, reproduced, or edited/copied for instructional use (i.e., copying an item type with different values for practice).
3. I understand no one may enter the testing room unless they have been trained on test security measures and have a test security agreement on file.
4. I understand all school personnel shall maintain strict security and confidentiality of Individual Student Reports, Student Identifiable Information, and Student Results.
5. I will not share student personal information with anyone other than the student to whom the information pertains for the purpose of logging on to the assessment delivery system.
6. I will not allow anyone other than the assigned student to log in to their assigned test(s). I may assist a student with using their information to log in to their assigned test(s).
7. I will not access any electronic devices when in a testing room, except what is required to run a test session. The use of a cell phone is permitted under emergency situations.
8. I will not allow students to access any electronic devices except what is needed for valid test administration. This includes devices which will enable students to access outside information (including social media), communicate with other students, and/or photograph or copy test content. Such devices include, but are not limited to, cell phones, personal digital assistants, tablets, laptops, cameras, smart watches, and electronic translation devices.
9. I will not develop scoring keys, review any student responses, or prepare answer documents except as allowed by the test administration manuals prepared by the testing contractor.
10. I have read Wyoming's Assessment Security Guide provided by WDE.
11. I have watched the Test Security Module provided by WDE.
12. I understand all paper-based test materials are to be accounted for at all times by way of an inventory process and must remain secure. Keeping materials secure means that testing materials are required to be kept in an access-limited, securely locked room and in a locked storage cabinet or closet within that room.
13. All materials will be collected and accounted for following each period of testing. Students will not be permitted to remove any test materials, including scratch paper, from the room where testing takes place.
14. All test materials will be returned, including secure test forms, scratch paper, etc., to the designated Building Coordinator on a daily basis.
15. I understand that failure to comply with the administration and security requirements may result in one or more of the following penalties:
  - a. invalidating test scores for an individual student or for groups of students; and
  - b. placing a school on a monitoring list for future test administrations; and
  - c. prohibiting specific personnel from administering a test in the future; and
  - d. requiring a re-training plan for a school or district; and
  - e. reporting findings to the Professional Teaching Standards Board for potential actions related to professional licensure in Wyoming consistent with Chapter 9, Section 7(c) Reprehensible Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print First and Last Name

\_\_\_\_\_  
School/District

**Summative (WY-TOPP/WY-ALT) – To be completed by TAs and ALT-TAs.**

1. I will not review any test questions, passages, or other test items independently or with students or any other person before, during, or following testing.
2. I will complete the Test Administrator Certification on the Wyoming Assessment Portal before administering the test.
3. I will administer the test in accordance with the Summative Online Test Administration Manual (TAM) and/or the WY-ALT Directions for Administration Manual (DFAM).
4. I will keep all assigned, generated, or created usernames, passwords, and logins secure.
5. I will verify that students with accommodations have been assigned the appropriate accommodations before the assessment begins.
6. I will verify that students have selected the appropriate assessment for the testing session, and I will actively monitor students for the entirety of the testing session.
7. If administering the WY-ALT, I understand that the WY-ALT needs to be administered one-on-one.

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Signature

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Date

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Type or Print First and Last Name

**Interims/Modulars – To be completed by TAs if administering the interims/modulars.**

1. I have read the Acceptable Use for WY-TOPP Modular and Interim Assessment Items document and understand that Interim and Modular assessments are semi-secure meaning items are allowed to be reviewed by the teacher, but within the parameters outlined in the document.
2. I will complete the Test Administrator Certification on the Wyoming Assessment Portal before administering the test.
3. I will administer the tests in accordance with the Interim and Modular Test Administration manuals.
4. I will keep all assigned, generated, or created usernames, passwords, and logins secure.
5. I will verify that students with accommodations have been assigned the appropriate accommodations before the assessment begins.
6. I will verify that students have selected the appropriate assessment for the testing session, and I will actively monitor students for the entirety of the testing session.

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Signature

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Date

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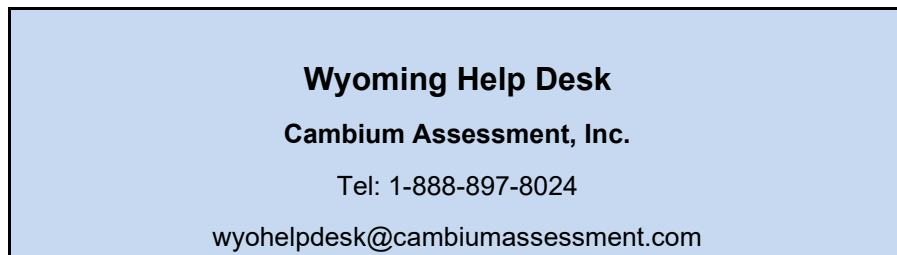
Type or Print First and Last Name

# User Support

Please contact your District Test Coordinator before contacting the Wyoming Help Desk. If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

## Help Desk Hours of Operation

The Help Desk is open Monday–Friday from 7:00 a.m. to 5:00 p.m. Mountain Time (except holidays).



If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- Test Administrator name and IT/network contact person and contact information
- WISER IDs of affected students
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure Browser installation (to individual machines or network)
  - Wired or wireless Internet network setup