

# WDE WY-ALT

## WY-ALT Training FAQ

FROM THE SPRING 2023 WY-ALT ONLINE TRAINING



### **Wyoming Department of Education**

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### **1. Where can the WY-ALT Decision Making Flowchart be found?**

The Decision Making Flowchart can be found in the [Wyoming Alternate Assessment Participation Guidance](#).

### **2. Is the WY-ALT Participant Checklist now a mandatory form for the IEP in the state of Wyoming?**

No. The WY-ALT Participant Checklist is an optional form for districts to use or a district can choose to use their own tool. The information contained in the checklist must be reviewed by the IEP team.

### **3. Can a student participate in the WY-ALT assessment and still earn a diploma?**

It depends. Wyoming graduation requirements include successful completion of courses aligned to the Wyoming Content and Performance Standards. Students who participate in the WY-ALT are learning content aligned to the [Wyoming Extended Standards](#). Each IEP team will reevaluate the student and their progress towards their enrolled grade-level alternate achievement standards every year and determine the best learning and assessment situation for each student. Participation in the alternate assessment aligned to the alternate achievement standards must be determined every year by the team.

### **4. Is there off-grade testing for the WY-ALT?**

No. Federal Regulations require that all students be tested annually based on the standards for their enrolled grade-level. All Wyoming students must participate in the summative testing window for the test aligned to the enrolled grade-level standards as a part of the accountability requirements.

### **5. What happens when a student has a significant disability in one subject area and not others?**

If the student is able to take the general assessment in any subject, the student should take the general assessment in all areas with appropriate accommodations.

### **6. Where can the Learner Characteristics Inventory (LCI) be found?**

Once the testing window opens on March 1, 2022, the LCI will be available in the Test Delivery System's (TDS) Student Interface. The [fillable or printable LCI](#) should be downloaded from the WDE site and completed by the IEP team before the test window opens and entered into TDS by the WY-ALT Test Administrator (ALT-TA) prior to the testing session beginning. LCI completion does not require the student to be present.

### **7. Since the LCI is to be completed initially by the IEP team, do ALT-TAs give each team member a paper copy then use those to enter online responses within TDS when the test window opens?**

IEP teams should come to consensus on the LCI questions, as the TDS LCI allows for one response per question.

### **8. Do we have to update the Learner Characteristics Inventory (LCI) each year?**

Yes. The LCI needs to be updated annually. For the Spring 2022 WY-ALT testing window, information from the 2021-22 school year should be used. The LCI should be completed by the IEP team using information typically found in the student's IEP and evaluations.

### **9. Are students required to participate in the WY-ALT assessment after 10th grade?**

The WY-ALT assesses students in grades 3 - 10; however, they should continue to receive academic instruction through grade 12.

## 10. Who is responsible for providing student information to the student information system (SIS)?

Speak to your District Test Coordinator (DTC) to confirm the designated personnel.

## 11. Does the ALT-TA enter the student's accommodations into TIDE?

Only district-level or building-level users may upload accommodations in [TIDE](#). This can be done individually or by file upload using a template.

## 12. What are Exceptional Accommodation Requests, and how does an ALT-TA submit them to WDE?

Exceptional Accommodation Requests are requests for accommodations, recommended by an IEP or 504 Plan team, that are not already addressed in the [WY-TOPP/WY-ALT Guidance for Accessibility and Accommodations](#). Requests must be submitted by the District Test Coordinator or SPED Director, using the [SAER platform](#) on the WDE website.

## 13. What kind of accommodations need to be entered into exceptional accommodations? Anything in the IEP?

The [WY-TOPP/WY-ALT Guidance for Accessibility and Accommodations](#) lists all of the accommodations currently available through the TDS system and approved by WDE. Any accommodation not listed in this document that a student requires based on their IEP should be submitted to WDE through the exceptional accommodations request form in the [SAAR](#) system.

## 14. Do paper response options need to be documented as an accommodation?

Yes. Paper response options are accommodations and need to be documented in a student's IEP or 504 plan. The IEP or 504 plan should also indicate the subject(s) for which the accommodation is needed.

## 15. Is there an ASL interpreter option for deaf students?

Yes. The accommodation would need to be on the student's IEP or 504 plan, and the interpreter would need to sign a [Test Security Agreement](#). If the interpreter wants to be familiar with the test platform, they should review the [WY-ALT Practice Test](#) located on the WY-ALT portal.

## 16. Do interpreters get to help with signing for deaf students?

Yes.

## 17. What are the recommendations for test administration for homebound students and/or students placed outside of the school setting but for which the school has instructional responsibility?

If a student is receiving educational services, the student must take the statewide assessment during the appropriate window.

## 18. Would homebound students qualify for non-participation?

No. When a student has an IEP homebound placement, they are considered a publicly placed student who is required by federal and state law to participate in assessments. The TA will need to administer the WY-ALT where the student receives services. In the case that the student is accessing the Early Stopping Rule, the TA will need to provide the student with multiple attempts, per subject, during the entire testing window. Please contact WDE about the guidelines for testing homebound students.

### **19. What if a student is fragile or cannot be in public?**

The student should be administered the WY-ALT wherever they are receiving instruction. Keep in mind that anyone who is in the test administration area must sign the Test Security Agreement form. This includes parents, medical staff, support staff, etc. The Test Security Agreement form can be found in the [WY-ALT Directions for Administration Manual](#), on the Wyoming Assessment Portal. For specialized cases in which teams need help problem-solving how the test can be administered, contact Elizabeth Price at [elizabeth.price@wyo.gov](mailto:elizabeth.price@wyo.gov) or (307) 777-9256, or Cat Palmer at [catherine.palmer@wyo.gov](mailto:catherine.palmer@wyo.gov) or (307) 777-8568, at the Wyoming Department of Education.

### **20. Where do we access the online Test Administrator Certification Course?**

ALT-TAs can access the online Test Administrator Certification Course through the Wyoming Assessment Portal [here](#).

### **21. Is the online Test Administrator Certification Course open now?**

Yes. The online Test Administrator Certification Course is open now and will remain open throughout the WY-ALT test window. ALT-TAs must complete this course before administering the WY-ALT.

### **22. Do you need to complete the online Test Administrator Certification Course if you attended the WY-ALT online training?**

Yes. ALT-TAs who attended the WY-ALT online training provided by WDE and Cambium Assessment, Inc. must also take the online [Test Administrator Certification Course](#). There is additional information in the certification course that is important for administering the online test.

### **23. If you took the online Test Administrator Certification Course in Fall 2022, do you have to take it again for the Spring 2023 WY-ALT?**

No. If you took the online Test Administrator Certification Course for the 2022-2023 administration, you do not have to take this course again for the Spring 2023 WY-ALT.

### **24. If you have completed the online Test Administrator Certification Course for the WY-TOPP, do you have to take it again for the WY-ALT?**

No. You do not have to take the online Test Administrator Certification Course again for the WY-ALT. The online Test Administrator Certification Course is the same course for both WY-ALT and WY-TOPP.

### **25. I can't remember if I took the online Test Administrator Certification Course. How can I check?**

To confirm whether you have completed the online Test Administrator Certification Course, you can look yourself up in [TIDE](#). If you are flagged in TIDE as TA-certified, you have completed the online Test Administrator Certification Course.

### **26. Am I TA-certified through attending the WY-ALT online training?**

The WY-ALT online training is one part of the ALT-TA requirements. ALT-TAs must also become TA-certified, via the online Test Administrator Certification Course.

### **27. Where can the WY-ALT Training PowerPoint slides be found on the Portal?**

The WY-ALT Training PowerPoint slides can be found on the Wyoming Assessment Portal [here](#).

### 28. Are second scorers still required for WY-ALT?

The WY-ALT no longer uses second scorers.

### 29. Is there a script to read before testing like the WY-TOPP?

No. Due to the one-on-one nature of the test, WY-ALT does not have the same scripted directions as WY-TOPP. All instructions for administration can be found in the [Directions for Administration Manual](#).

### 30. Are the online manuals the only option, or are there hard-copy versions available?

There are no hard-copy versions available outside of the digital manual found in the portal. However, you are allowed to print the digital manual at your own discretion.

### 31. Are Paraprofessionals able to assist with test administration under supervision of the ALT-TA?

Paraprofessionals may assist with behavioral support and medical/personal needs during testing. A paraprofessional is not responsible for test administration.

### 32. Can the WY-ALT be administered on any computer with internet access and the Secure Browser installed?

Yes. The WY-ALT can be administered on any computer that has internet access and the Secure Browser is installed. For supported devices, please review the [Operating System Support Plan for Test Delivery System Manual](#).

### 33. Where do we access the online test?

ALT-TAs can access the online test through the Test Delivery System (TDS). The TA interface can be accessed through the Wyoming Assessment Portal and the Student Interface can be accessed via a separate computer or device through the Secure Browser. Step-by-step instructions for online access can be found in the [Test Administrator User Guide](#), on the Wyoming Assessment Portal.

### 34. Do students get a certain number of repetitions of test questions? How many times should HVR audio be played for the student?

This is up to the professional judgment of the ALT-TA. Each individual student will require a different number of repetitions. There is no limit to the number of times you can play the HVR or repeat the content of the HVR in your own voice.

### 35. Is there a way to adjust the speed of HVR audio for students?

No. Due to the nature of the Human Voice Recordings, there is no way to adjust the speed. You are allowed to replay the recording as many times as is necessary for your student, or you may repeat what the recording says yourself for the student. Use your professional judgment to determine what the best scenario is for your student.

### 36. How does an ALT-TA enable the Early Stopping Rule (ESR) for a student?

If a student does not respond to any five consecutive items on a test, beginning with items 1-5, the student can end the test early. This is referred to as the Early Stopping Rule. Administration of at least the first five items is required. **Each individual item (items 1-5) for each subject must be attempted multiple times across the entirety of the testing window.** During each concerted administration attempt, the ALT-TA should select the No Response option in the Student Interface for the item(s) that

have been administered multiple times but to which the student has not responded, pause the test and exit out of the Test Delivery System. **Important Note:** If the No Response option is selected for a particular item(s) and the test is paused for longer than 20 minutes prior to the next administration attempt, the test will resume starting at the last unanswered item.

There are two possible testing scenarios for engaging the ESR:

- a. Your student does not respond to the first five items on the test after multiple administration attempts.
  - i. Select the **Mark as No Response** option in the context menu for the first five items, then click the **Next** button. The system will automatically engage the Early Stopping Rule and end the test, at which point you may submit the test.
  - ii. Report the implementation of the ESR to the Wyoming Help Desk with the dates of the administration attempts.
- b. If your student responds to at least one of the first five items, but then does NOT respond to any five consecutive items later in the test after multiple administration attempts:
  - i. Select the **Mark as No Response** option in the context menu for the items which have been administered but for which the student has made no response, pause the test, and exit out of the Test Delivery System.
  - ii. Report the implementation of the ESR to the Wyoming Help Desk with the dates of the administration attempts.

### 37. Are non-participation codes given to students who report “no response” to items?

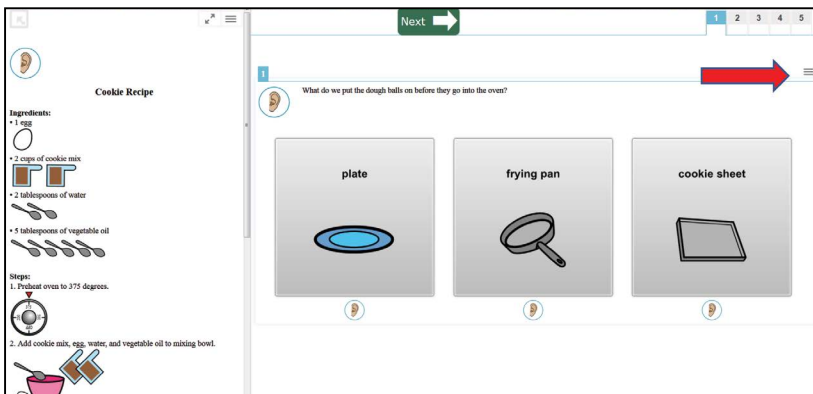
No. Non-participation codes are for students who are absent from school for long periods of time (perhaps the entire test window), truant, or receiving instruction in a setting that does not allow for administration. This is when students are assigned non-participation codes in TIDE because they are not testing at all in TDS. For more information on non-participation codes see the [TIDE User Guide](#), on the Wyoming Assessment Portal.

### 38. Are students who are reported to the Help Desk for enabling the Early Stopping Rule given a non-participation code?

No. When a Test Administrator is accessing the Early Stopping Rule on behalf of a student, the student has attempted to participate. The requirement to report students who access the Early Stopping Rule is for other data collection purposes and to verify that multiple attempts were given.

### 39. Where is the “No Response” option located in the Student Interface?

The *No Response* Option is available within the TDS Student Interface and can be accessed through the context or “hamburger” menu, shown below (see icon identified by the red arrow).



#### **40. How many administration attempts are required for a student before engaging the Early Stopping Rule?**

This is up to the professional judgment of the ALT-TA. Each individual student will require a different number of attempts based on the TA's knowledge of the student.

#### **41. Are scores printable for parents?**

No. Centralized Reporting (CR) scores are preliminary scores and can be used by schools internally for decision making purposes. The official WDE results are provided in the fall via the Individual Student Report (ISR).

#### **42. Where do I document why a student did not participate in one or more WY-ALT assessments?**

BCs and DTCs must submit non-participation codes through the TIDE system. Reference the [TIDE User Guide](#) for instructions on how to submit non-participation codes.

#### **43. Which teaching certifications are required in order to administer the WY-ALT?**

A Wyoming PTSB teaching certification is required to administer all Wyoming statewide assessments. For information about unique licensure situations, please Becca Velikaneye at [rebecca.velikaneye@wyo.gov](mailto:rebecca.velikaneye@wyo.gov) or (307) 777-6804.