WY-TOPP Test Administration Manual
Interim and Modular Assessments

Spring 2024

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Introduction

The Wyoming Test of Proficiency and Progress (WY-TOPP) is a system of interim, modular on-demand, and summative assessments in English language arts (ELA), writing, mathematics, and science. These assessments are designed to assess the knowledge, skills, and abilities described in the Wyoming Content and Performance Standards (WYCPS). Cambium Assessment, Inc. (CAI) is the test vendor for WY-TOPP and the provider of the online testing platform. The following interim and modular assessments are available for administration during the 2023–2024 school year:

Assessments	Testing Window	Content Areas and Grade Levels
Modulars	On-demand 9/12/23–6/13/24	ELA and Mathematics: Grades 1–11 Science: Grades 3–10 Writing: Grades 3–11
Fall Interims	9/12/23–10/2/23	ELA and Mathematics: Grades 1–10 Science: Grades 8, 10 Writing: Grades 3, 5, 7, 9
Winter Interims	1/9/24–2/1/24	ELA and Mathematics: Grades 3–10 Science: Grades 4, 8, 10 Writing: Grades 3, 5, 7, 9
Spring Interims	4/16/24–5/10/24	Reading and Mathematics: Grades K–2

WY-TOPP interim assessments are administered to students by Test Administrators (TAs) as outlined in this document, which covers procedures to be performed before, during, and after testing.

The WY-TOPP modular assessments are optional and can be administered on demand throughout the school year. The WY-TOPP interim assessments are optional and can be administered during the fall, winter, and spring testing windows. Participation is determined locally and is not required by the Wyoming Department of Education (WDE). Student results are provided for district and school use. The District Test Coordinator (DTC) is responsible for ensuring that each student is given an appropriate opportunity to demonstrate knowledge, skills, and abilities related to WY-TOPP interim assessment subject areas, and that each student has a standardized (similar and fair) testing experience.

Please direct any questions about testing to the Building Coordinator, who must be in the building during testing and can expedite resolutions for any test issues that may arise.

WY-TOPP Item Development

The WY-TOPP items are written by collaborative teams at Cambium Assessment, Inc. (CAI). These teams include experienced item writers with backgrounds in education and expertise in their

respective content areas. Members of these teams receive extensive training on all aspects of item and test design, and are monitored and supported by a team of senior test development specialists. Their work is then reviewed at various stages by special and general education teachers, editorial staff, bias and sensitivity experts, psychometric experts, and other specialists in alternate and general assessment.

Wyoming Content and Performance Standards

The WY-TOPP assessment is aligned to the Wyoming Content and Performance Standards (WYCPS), which serve several purposes. They articulate a set of expectations for what students should know and be able to do in preparation for college and career success and for a life that contributes to the global community. Additional information on the WYCPS is posted on the following website: https://edu.wyoming.gov/educators/standards/.

WY-TOPP Grade-Level Test Designs

The WY-TOPP assesses grade-level standards. The online interim mathematics and ELA assessments are computer-adaptive tests. A computer-adaptive assessment provides items to a student on the basis of their performance on previous items in the assessment. Thus, each student is presented with a set of items that most accurately align with his or her proficiency level based on grade-level content. Higher performance is followed by more-difficult items, while lower performance is followed by less-difficult items. This method reduces the likelihood that a student will receive the same assessment as their peers.

The spring ELA and mathematics interim assessments for grades K–2 are fixed-form assessments. A fixed-form assessment provides students with a series of items that does not change in relation to his or her performance. Students encounter the same items in the same order for that specific assessment form.

Guidelines for Participation

All students, including those entitled to receive supports or accommodations, are held to the same participation and performance expectations on WY-TOPP assessments. Specifically, all eligible students have the option to participate in the WY-TOPP spring interim and modular assessments.

WY-TOPP Assessments

There are two types of WY-TOPP assessments: modular and interim. Both assessments are intended to support and inform instruction; however, test items should not be used in classroom instruction to verify skill mastery.

Modular assessments are short, standard-specific assessments for grades 1 through 11 that are focused on a discrete scope of grade-level skills or knowledge. Modular assessments are available on-demand throughout the school year and may be administered as many times as needed.

Interim assessments are generally longer and are designed to provide an experience similar to the summative test in length, content, and format. Interim assessments include the same item types

and formats as the summative assessments. These tests are available to students in grades 1 through 10 during the fall, in grades 3 through 10 during the winter, and in kindergarten through grade 2 during the spring interim test window; administration of interim tests is optional.

Test Windows and Scheduling

Each district is responsible for determining school testing schedules within the testing window. Testing schedules must allow students enough time to complete a subject/content-area test on the day it is initially administered unless an accommodation for testing over multiple days/extended testing time is allowable per a student's Individualized Education Plan (IEP) or 504 Plan. The IEP or 504 Plan must identify in which subject(s) the student will receive additional time. Some students may be unable to participate in regular testing schedules due to absences, technical difficulties, or other unforeseen circumstances. Opportunities for these students to complete each assessment should be included in the school's testing window. Other circumstances, such as fire drills and power failures, may interrupt testing for groups of students. Make-up sessions should be scheduled once normal conditions have been restored.

Test Administrator Responsibilities

It is the responsibility of certified Test Administrators (TAs) to uphold testing security measures in order to ensure valid and reliable test results. All Wyoming TAs and Test Proctors must complete the online Test Administrator Certification Course and must hold a professional license issued by the state's Professional Teaching Standards Board (PTSB). TAs must be present in the same room as the students to whom the test is being administered. A paraprofessional may assist a student with access to the test per their IEP. Anyone involved in test administration must also complete the Test Security Agreement, including paraprofessionals who may be working as access assistants.

Tas are responsible for performing the following tasks:

- participating in training activities scheduled by the Building Coordinator;

- reviewing this document in advance of testing;

- reviewing and signing the Assessment Security Agreement and adhering to test administration security procedures;

- confirming that student accommodations and test settings in TIDE are correct;

- approving WY-TOPP testing access for the appropriate students only;

- reading the scripted directions aloud to the student exactly as they are stated in this document;

- requesting guidance from the Building Coordinator when unusual circumstances arise or when uncertain about proper procedures; and

- remaining with the students until the test session is complete.

Security

The WY-TOPP modular and interim assessments are semi-secure, non-public assessments that follow the test blueprints for each assessed subject. Educators can view test items and use modular and interim assessments to inform instruction. The following list details acceptable use for WY-TOPP modular and interim assessment Items:

- Viewing items and/or responses on a teacher's device while reviewing student responses, one-on-one, with individual students

- Printing items and/or responses in order to have an individual student explain their approach and/or ask questions about how the student answered the item, then properly shredding the paper copies after the meeting

- Viewing items and/or responses on a teacher's device for the purpose of sharing with other teachers during professional learning community (PLC) meetings or with District Test Coordinators

- Printing items, and/or responses in order to share with other teachers during PLC meetings, then properly shredding the paper copies after the meeting

Ensuring testing integrity—both the security of materials and the ethical behavior of personnel in the testing environment—is of paramount importance. Building Coordinators and TAs must discuss assessment ethics and security requirements and must resolve any questions prior to the test administration.

Reporting

The WY-TOPP modular and interim student scores are made available to schools and districts in order to support local instruction. Results and detailed student responses will be available in the Centralized Reporting System (CRS) once the students have completed testing.

Administering WY-TOPP Interim and Modular Assessments

Before modular and interim testing is conducted, TAs and Test Proctors should review all of the procedures and schedules outlined in this manual, *The WY-TOPP Interim and Modular Test Administration Manual* (*TAM*). They should also familiarize themselves with the scheduled dates of the testing windows in their school districts.

Before Testing

Step 1: Complete Training

TAs must complete the Test Administrator Certification Course before administering WY-TOPP modular and interim assessments. The course can be accessed from the Wyoming Assessment Portal at https://wyoassessment.org/educators.html.

Step 2: Access Resources

Study the policies and procedures outlined in this *TAM*. Read the *Test Administrator User Guide* for additional information and instructions on test sessions and administration steps. Both documents can be found in the Resources section of the Wyoming Assessment Portal at www.wyoassessment.org/resources.

Step 3: Verify User Accounts

Each person administering an interim or modular assessment must have a user role created in the Test Information Distribution Engine (TIDE). Each school must ensure that current staff members are assigned the appropriate user role. For instructions on managing user accounts, refer to the *TIDE User Guide* found in the Resources section of the Wyoming Assessment Portal at www.wyoassessment.org/resources.

Step 4: Review and Sign Assessment the Security Agreement

TAs, along with any staff who have access to secure testing materials, must sign and submit a copy of the Test Administrator Security Agreement that is provided at the end of this document.

Step 5: Administer Training Tests

Training tests can help students, teachers, TAs, and Building Coordinators prepare for the WY-TOPP modular, interim, and summative assessments. Whenever a training test is administered in a school, it is strongly recommended that the test be administered with the Secure Browser, which will not only provide access to accommodations such as text-to-speech (TTS) but will also certify that local technology configurations can support testing. The training tests can be found on the Wyoming Assessment Portal at: https://wyoassessment.org/students.html.

Administering training tests to students before the assessments ensures that both TAs and students have experience in advance with their respective user interfaces. Training tests allow students to

become familiar with the log-in procedure, item types, and testing tools; they also enable students to practice navigating between and answering questions.

Best practices for using the training tests include:
- having individual students use their WISER ID, their legal first name, and the unique Session ID to log in to the Secure Browser;

- working through test items as a class while discussing how to navigate the assessment, use tools, and answer each item type; and

- having new faculty and staff use the Secure Browser to log in to WY-TOPP training tests as a guest and experience the assessment system firsthand.

Administering training tests allows school personnel to confirm that each student testing device is configured correctly. Technology staff should perform the following tasks in advance of scheduled testing:
- Confirm local configuration of the school's network, including bandwidth.

- Download/install the Secure Browser on student and staff devices.

- Check that keyboards and headphones are in working order

For additional resources, refer to the *Assistive Technology Manual* on the Wyoming Assessment Portal at www.wyoassessment.org/resources.

Step 6: Verify Student Accommodations and Test Settings

Ensure that student test settings and accommodations, if needed, are correctly set in TIDE before testing.

Accommodations

Most Wyoming students should be able to participate in WY-TOPP assessments. To meet students' special needs, assessment accommodations are allowed in specific situations to enable students to better demonstrate their knowledge.

Supports and accommodations should be determined by a group of educators that are familiar with the student, and their needs must be documented in an Individualized Education Plan (IEP), Individual English Learner Plan (IELP), Section 504 Plan, or other intervention plan. For more information on this topic, please see the WY-TOPP and WY-ALT Guidance for Accessibility and Accommodations.

Step 7: Prepare Testing Materials

To make student login as easy as possible, students should have access to their legal name and WISER ID. One way to provide this information to students is by printing test tickets from TIDE. For instructions on this process, please refer to the *TIDE User Guide* found on the Wyoming Assessment Portal at www.wyoassessment.org/resources.

Students taking the ELA tests, the early grades assessments (grades K–2), or the mathematics or science tests with the TTS accommodation will require access to an appropriate listening device, such as headphones.

During Testing

The following steps outline the process that TAs will use to log into the Operational Test Administration Interface, start a test session with a unique Test Session ID, and assign students to the specific tests to be administered.

TAs will then help students log in to their assessments by reading the "Scripted Directions for WY-TOPP Interim and Modular Assessments" section of this manual. All scripted directions are indicated by the word "**SAY**" in bold type and enclosed in a gray box, as shown below.

SAY	Scripted directions to be read exactly as written.

Read these directions exactly as written. Follow the test-specific instructions for administering each test. Sections that will need to be tailored to the specific testing situation are noted.

Step 1: Distribute Materials

Ensure that blank scratch/graph paper, headphones, and appropriate test materials are distributed. If you are using student testing tickets, ensure that they are also distributed.

Follow local procedures to ensure the Secure Browser is available and launched on each device students will use for testing. Ensure that all students have headphones and a keyboard.

Step 2: Test Administrator Log in to the Operational Test Administration Interface

- Navigate to the Wyoming Assessment Portal at www.wyoassessment.org.

- Select the **Educators** card.

- You will be directed to a page that includes links to the available WY-TOPP applications.

USER

Educators

Access systems and resources used before, during, and after testing.

- Select **Operational Test Administration**. You will be directed to the login screen.

- Enter your username (e-mail address) and password in the respective text fields.

- Click **Log In**. You will be directed to the Operational Test Administration Interface.

If you do not have a username and password, contact your Building Coordinator.

SYSTEM

Operational Test Administration

Create and manage operational test sessions from an approved web browser.
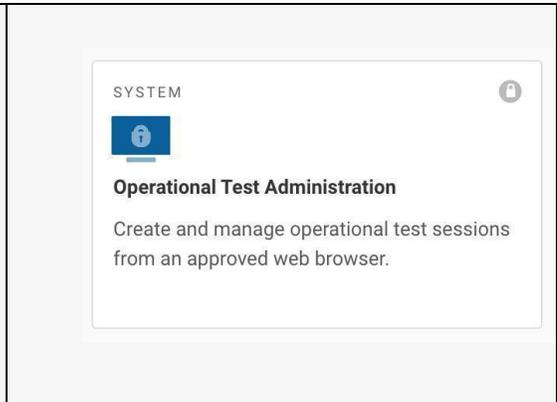
Step 3: Select Tests to Administer

Once you have logged in, select the test you will administer using the dropdown filters in the "Test Selection" box. Click the "Start Session" button in the top left corner of the screen.

Step 4: Create a Session ID

Each test session will be automatically assigned a unique Test Session ID. Students must enter the unique Test Session ID to begin the assessment.

Step 5: Help Students Log in to the Test Session

The students' process to log in to the interim assessment involves launching the Secure Browser on the device that will be used for testing, entering login information, and clicking "Sign In." Student login information includes the student's legal first name, his or her WISER ID, and the unique Test Session ID you created in Step 4.

Step 6: Approve Students for Testing

The TA approves each student to enter the test session. The approval process is an opportunity for the TA to verify student accommodations and test settings before the student enters the test.

Step 7: Read Scripted Directions

The following section provides scripted directions to be read aloud by the TA during the interim test administration.

Scripted Directions for WY-TOPP Interim and Modular Assessments

All TAs should refer to the *Test Administrator User Guide* found on the Wyoming Assessment Portal (www.wyoassessment.org/resources) for step-by-step instructions on the various tasks necessary to administer the interim and modular assessments correctly. Before starting a test session, verify that all students have appropriate accommodations marked in TIDE.

The Building Coordinator, TA, or Test Proctor may print testing tickets from TIDE. Please refer to the "Printing Test Tickets" section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will be generated in a PDF and be displayed 10 tickets per page by default. Tickets should be printed and cut in advance of the test session so that testing is not delayed. If testing tickets are used, distribute them at the beginning of the test session.

Launch the Secure Browser on each device being used for student testing.

- Write the Test Session ID clearly on the board or somewhere else where students will be able to see it.

- Distribute tickets (if you are using them).

Scripted Directions for the Modular Writing Tests

SAY	Today you will be taking **a modular Writing test**.
	You should now see a login screen on your device. If you do not, please let me know now. [*Pause*]
	On the login screen, please enter your legal first name (not your nickname), your WISER ID, and the Test Session ID in the appropriate areas. Click "Sign In."
	If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY	Once you have signed in, you will see the "Is this you?" page on your screen. It will display your legal name, WISER ID, grade, date of birth, and school. If all the information on the screen is correct, select "Yes" to continue. If any information is incorrect, please raise your hand.

If any student information is incorrect, the student must not proceed with testing. The student should click "No." Student information must be updated in TIDE or the Operational Test Administration Interface, depending on which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	You should now see the "Your Tests" page. Select the {[*insert modular test name*] **modular assessment}**. You will then be taken to a page that says "Waiting for Approval" at the top.

In the Operational Test Administration Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the TA's approval.

Verify that appropriate accommodations are set before approving students. You may review all and edit some student test settings during the approval process. For more information on student test settings, consult the *Test Administrator User Guide*. To confirm the settings and approve the student for testing, click "Set & Approve." To deny a student access to testing, click "Deny" for that student.

Once all students are signed into the test session and are approved to begin testing:

SAY	Once you are approved, the "Audio/Video Checks" page will appear. Click on the speaker icon and click "I heard the sound" if you hear the sound. Raise your hand if you do not hear the sound.

Assist any students who are unable to hear the audio.

- Make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

SAY	Now click the "Continue" button at the bottom of the "Audio/Video Checks" page. The "Instructions and Help" page will appear. Review the Help Guide, your Test Settings, and the Additional Test Information segments. If you are ready to take the test, sit quietly and wait for further instruction. If you need help or have questions, raise your hand.

Ensure students see the Instructions and Help page.

SAY	When you have finished your test, be sure to check your response. When you are done, click "End Test." Once you click "End Test," you will have a chance to go back and review your response. If you are satisfied with your response, click the "Submit Test" button. Once you click the "Submit Test" button, you will NOT be able to return to your test. You must remain silent until the conclusion of the test session. Are there any questions before we begin?

Answer any questions.

SAY	Click "Begin Test Now."

While students are taking the test, move around the room to make sure students are progressing through the test. TAs may answer student questions about test directions. TAs may not answer student questions about test content.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working but click "Pause Your Test" at this time.
	If you have already finished testing, reviewed your response, and clicked "End Test," you may click "Submit Test" now.
	This concludes the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test.

Verify that these students have their test in "pause" status. Verify that all other students have submitted their test. Follow the procedures established by your Building Coordinator for students who need additional testing time.

If all students have completed testing in the test session, click the red "Stop Session" button in the top banner of the Operational Test Administration Interface. This will end the test session. Click "Log Out" in the upper right corner of the Operational Test Administration Interface.

Scripted Directions for the Interim and Modular English Language Arts Tests

SAY	Today you will be taking **{the interim English language arts test or [**insert modular test name**] modular assessment}**.
	You should now see a login screen on your device. If you do not, please let me know now. [*Pause*]
	On the login screen, please enter your legal first name (not your nickname), your WISER ID, and the Test Session ID in the appropriate areas. Click "Sign In."
	If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY	Once you have signed in, you will see the "Is this you?" page on your screen. It will display your legal name, WISER ID, grade, date of birth, and school. If all the information on the screen is correct, select "Yes" to continue. If any information is incorrect, please raise your hand.

If any student information is incorrect, the student must not proceed with testing. The student should click "No." Student information must be updated in TIDE or the Operational Test Administration Interface, depending on what setting is incorrect, before testing.

Verify that all students are signed in.

SAY	You should now see the "Your Tests" page. Select the **{interim English language arts test or [*insert modular test name*] modular assessment}**. You will then be taken to a page that says "Waiting for Approval" at the top.

In the Operational Test Administration Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the TA's approval.

Verify that appropriate accommodations are set before approving students. You may review all and edit some student test settings during the approval process. For more information on student test settings, consult the *Test Administrator User Guide*. To confirm the settings and approve the student for testing, click "Set & Approve." To deny a student access to testing, click "Deny" for that student.

Once all students are signed into the test session and are approved to begin testing:

SAY	Once you are approved, the "Audio/Video Checks" page will appear. Click on the speaker icon and click "I heard the sound" if you hear the sound. Raise your hand if you do not hear the sound.

Assist any students who are unable to hear the audio.

- Make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

SAY	Now click the "Continue" button at the bottom of the "Audio/Video Checks" page. The "Instructions and Help" page will appear. Review the Help Guide, your Test Settings, and the Additional Test Information segments. If you are ready to take the test, sit quietly and wait for further instruction. If you need help or have questions, raise your hand.

Ensure that students see the Instructions and Help page.

SAY	When you have finished your test, be sure to check your answers. When you are done, click "End Test." Once you click "End Test," you will have a chance to go back and review your answers. If you are satisfied with your answers, click the "Submit Test" button. Once you click the "Submit Test" button, you will NOT be able to return to your test.
	You must remain silent until the conclusion of the test session.
	Are there any questions before we begin?

Answer any questions.

SAY	Click "Begin Test Now."

While students are taking the test, move around the room to make sure students are progressing through the test. TAs may answer student questions about test directions. TAs may not answer student questions about test content.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working but click "Pause your test" at this time.
	If you have already finished testing, reviewed your responses, and clicked "End Test," you may click "Submit Test" now.
	This concludes the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test.

Verify that these students have their test in "pause" status. Verify that all other students have submitted their test. Follow the procedures established by your Building Coordinator for students who need additional testing time.

If all students have completed testing in the test session, click the red "Stop Session" button in the top banner of the Operational Test Administration Interface. This will end the test session. Click "Log Out" in the upper right corner of the Operational Test Administration Interface.

Scripted Directions for the Interim and Modular Mathematics Tests

SAY	Today you will be taking **{the interim mathematics test or [*insert modular test name*] modular assessment}**. You should now see a login screen on your device. If you do not, please let me know now. [*Pause*] On the login screen, please enter your legal first name (not your nickname), your WISER ID, and the Test Session ID in the appropriate areas. Click "Sign In." If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY	Once you have signed in, you will see the "Is this you?" page on your screen. It will display your legal name, WIDER ID, grade, date of birth, and school. If all the information on the screen is correct, select "Yes" to continue. If any information is incorrect, please raise your hand.

If any student information is incorrect, the student must not proceed with testing. The student should click "No." Student information must be updated in TIDE or the Operational Test Administration Interface, depending on what setting is incorrect, before testing.

Verify that all students are signed in.

SAY	You should now see the "Your Tests" page. Select the **{interim mathematics test or [*insert modular test name*] modular assessment}**. You will then be taken to a page that says "Waiting for Approval" at the top.

In the Operational Test Administration Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the TA's approval.

Verify that appropriate accommodations are set before approving students. You may review all and edit some student test settings during the approval process. For more information on student test settings, consult the *Test Administrator User Guide*. To confirm the settings and approve the student for testing, click "Set & Approve." To deny a student access to testing, click "Deny" for that student.

Once all students are signed into the test session and are approved to begin testing:

SAY	Once you are approved, the "Audio/Video Checks" page will appear. Click on the speaker icon and click "I heard the sound" if you hear the sound. Raise your hand if you do not hear the sound.

Assist any students who are unable to hear the audio.

- Make sure that the headphones are securely plugged into the correct jack or USB port.

- If the headphones have a volume control, ensure that the volume is not muted.

- Ensure that the audio on the computer is not muted.

SAY	Now click the "Continue" button at the bottom of the "Audio/Video Checks" page. The "Instructions and Help" page will appear. Review the Help Guide, your Test Settings, and the Additional Test Information segments. If you are ready to take the test, sit quietly and wait for further instruction. If you need help or have questions, raise your hand.

Ensure that students see the Instructions and Help page.

SAY	When you have finished your test, be sure to check your answers. When you are done, click "End Test." Once you click "End Test," you will have a chance to go back and review your answers. If you are satisfied with your answers, click the "Submit Test" button. Once you click the "Submit Test" button, you will NOT be able to return to your test. You must remain silent until the conclusion of the test session. Are there any questions before we begin?

Answer any questions.

SAY	Click "Begin Test Now."

While students are taking the test, move around the room to make sure that students are progressing through the test. TAs may answer student questions about test directions. TAs may not answer student questions about test content.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working but click "Pause your test" at this time. If you have already finished testing, reviewed your responses, and clicked "End Test," you may click "Submit Test" now. This concludes the test session.

Most students should have had adequate time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test.

Verify that these students have their test in "pause" status. Verify that all other students have submitted their tests. Follow the procedures established by your Building Coordinator for students who need additional testing time.

If all students have completed testing by the end of the test session, click the red "Stop Session" button in the top banner of the Operational Test Administration Interface. This will end the test session. Then click "Log Out" in the upper right corner of the Operational Test Administration Interface.

Test Appeals

On rare occasions, a non-standard situation arises during test administration that requires action. Appeals that require action in TIDE are described below. These types of testing appeals will require state approval. Please be aware that appeals will not be granted because of a district's or school's failure to create an adequate testing schedule. An adequate testing schedule will allow students enough time to complete a content test in a single sitting (unless an accommodation for multiple testing days/extended time is allowable for each identified content-area assessment, per an IEP or 504 Plan). Appeals will also not be granted for students who do not make adequate progress through the assessment or for students who rush through the administration. You may view these requests at any time in TIDE. If the appeals available within TIDE do not apply to the specific test that requires an appeal submission, please contact the Wyoming Department of Education with a detailed description of your appeal request for further assistance.

Grace Period Extension—Writing Only

The Grace Period Extension (GPE) allows the student to review previously answered questions upon resuming a test after expiration of the pause timer. This appeal type should be used for Writing tests in which the student has exceeded the 30-minute pause limit. Writing tests must be completed on the same day they were started unless there is an accommodation or other extenuating circumstance.

This appeal should be used if a Writing test session is unexpectedly interrupted. For example, if a student pauses a test due to a fire drill or lockdown and a 30-minute pause timer starts running, then the following scenarios are possible:

- If the test is resumed within 30 minutes, students can complete their Writing tests.

- Without a GPE, students resuming the test after 30 minutes cannot review previously answered questions. Because Writing tests contain only one item, students who attempt to resume a Writing test after the pause interval has been exceeded are automatically routed to the Submit Test page.

Upon receiving a GPE, students who resume a Writing test after an interruption will be able to review previously answered questions. The normal pause rules apply to this opportunity. Note that application for a GPE should not be made if the test session ended normally, or if the student was given time to review his or her answers before logging out of a test.

Invalidate a Test

Invalidation eliminates the test opportunity, and the student will receive no further opportunities to complete that test. Test invalidations may be submitted until the end of the testing window. Tests should be invalidated when a student's performance is not an accurate measure of his or her ability (e.g., the student cheated or used inappropriate materials, instruction related to the test is provided during the administration, students are guided to the correct answers, or test questions are discussed with students). If a test is invalidated, the student is **not** given another opportunity to take the test.

Report Test Irregularity

This appeal is used to report an irregularity that occurs during testing and does not impact the test opportunity. If something about a test session was irregular but does not rise to the level of requiring one of the listed appeals, irregularity notes may be used to record the incident. This option might apply if a student's cell phone rings, testing is interrupted by a fire drill, etc.

Please refer to the *TIDE User Guide* for detailed instructions for requesting, marking, and reviewing testing appeals. This user guide is posted on the Wyoming Assessment Portal at www.wyoassesment.org/resources.

After Testing

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

Step 2: Check that all eligible students have completed their assessments.

User Support

Please contact your District Test Coordinator before contacting the Wyoming Help Desk. If you contact the Help Desk, be prepared to provide as much detail as possible about the issue(s) you have encountered so that the Help Desk agent can assist you most effectively.

Hours of Operation

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

Wyoming Help Desk

Toll-Free Phone Support: 1-888-897-8024

Email Support: wyohelpdesk@cambiumassessment.com
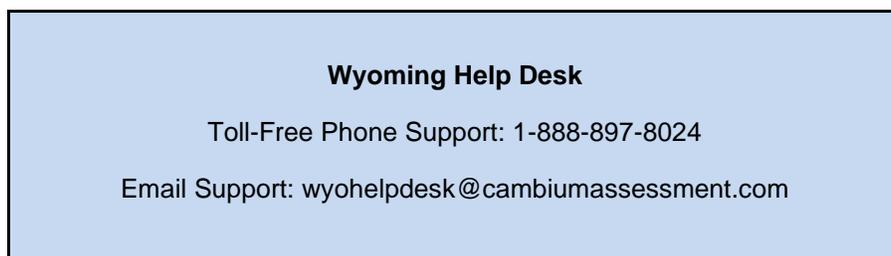
If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you are experiencing.

Please include the following information in your Help Desk report:

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