WY-TOPP Test Administration Manual
Interim and Modular Assessments

Fall 2023 and Winter 2024

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WY-TOPP Interim and Modular Test Administration Manual

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). Please note that information for the summative assessment will be found in the resource [Spring Test Administration Manual](). Cambium Assessment, Inc. (CAI) is the test vendor for WY-TOPP and the provider of the online testing platform. This document will include the following interim and modular assessments that are available for the 2023–2024 administrations:

Assessment	Date(s)	Grade Level	Subjects Assessed
Modulars	On-Demand 9/12/23–6/18/24	Grades 1–11	ELA and Mathematics: Grades 1–11 Science: Grades 3–10 Writing: Grades 3–11
Fall Interims	9/12/23–10/6/23	Grades 1–10	ELA and Mathematics: Grades 1–10 Science: Grades 4, 8, 10 Writing: Grades 3, 5, 7, 9
Winter Interims	1/9/24–2/1/24	Grades 3–10	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	Grades K–2	Reading and Mathematics

WY-TOPP interim assessments are administered to students by Test Administrators (TAs) as outlined in this document, which describes activities before testing, during test, and after testing

The WY-TOPP **modular** assessments are optional and can be administered on-demand throughout the school year. Participation in the WY-TOPP **interim** assessments, which are administered during the fall, winter, and spring testing windows, is also optional and is determined locally; the Wyoming Department of Education (WDE) does not require it. Student test results are provided for use by district and school educators and staff. The District Test Coordinator (DTC) is responsible for ensuring that each student in the district has adequate opportunities to demonstrate their knowledge, skills, and abilities in the subject areas tested by the WY-TOPP interim assessments. This ensures that each student has a standardized (similar and fair) testing experience.

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

WY-TOPP Item Development

The WY-TOPP items were written by collaborative teams at Cambium Assessment, Inc. (CAI) that include experienced assessment item writers with backgrounds in education and expertise in their assigned content areas. Members of these collaborative teams were trained on aspects of item and test design. A team of senior test development specialists also monitored and supported the item writers, whose work was then reviewed by special and general education teachers, editorial staff, bias and sensitivity experts, psychometric experts, and other experts 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 articulate a set of expectations for what students should know and be able to do at each grade level. These standards define the knowledge and skills that will prepare students to succeed in college and career, and to live lives that contribute to the global community. More information on the WYCPS can be found at 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 (CATs). A CAT administers items to a student based on how he or she has performed on previous items in the assessment. Thus, each student is presented with a set of items that most accurately aligns with his or her proficiency level based on grade-level content. Higher performance leads to more-difficult items, while lower performance leads to less-difficult items. Adaptive testing makes it unlikely that students at different levels of proficiency will ever receive identical tests.

Guideline for Participation

All students—including those who are or are not eligible for accommodations—must meet the same requirements for participation and performance on WY-TOPP assessments. Specifically, all students have the option to participate in the WY-TOPP interim and modular assessments.

WY-TOPP Interim Assessments

There are two types of interim assessments offered in WY-TOPP: modular and interim. Both assessment types are designed to support instruction.

Modular assessments are short, standard-specific assessments for grades 1–11 that focus 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 provide an experience similar to that of the summative test in terms of length, content, and format. Interim assessments include the same item types and formats as the summative assessments. Tests in ELA, mathematics, and science are available for students in grades 1–10 during the fall and in grades 3–10 during the winter interim

test window; administration is optional. Interim assessments in ELA and mathematics are available for students in grades K–2 in the spring.

Test Windows and Scheduling

Each district is responsible for scheduling test administrations at each school within the testing windows. Schedules must allow students enough time to complete a subject/content 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 also identify the subject(s) for which the student will need 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. Events such as fire drills or power failures may interrupt testing for groups of students. Makeup sessions should be scheduled whenever normal testing conditions are restored.

Test Administrator Responsibilities

It is the responsibility of Test Administrators (TAs) to uphold test security measures to ensure valid and reliable results. With this in mind, a TA or a Proctor is required to hold a license issued by the Wyoming Professional Teaching Standards Board (PTSB). TAs must be in the same room as the students to whom the test is being administered. A paraprofessional may assist the student with accessing the test per an Individualized Education Plan (IEP). Anyone who administers or proctors a test must have completed the online Test Administrator Certification Course. Individuals involved in test administration must also sign the Test Security Agreement; this prerequisite also applies to paraprofessionals who may be working as access assistants.

The TA's responsibilities include:

- participating in training activities scheduled by the Building Coordinator;

- reviewing this manual in advance of testing;

- reviewing and signing the Test 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 student(s) only;

- reading aloud the scripted directions to the student(s) exactly as they are given in this document;

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

- remaining with the student(s) until the test session is complete.

Security

The WY-TOPP interim assessments are semi-secure, non-public assessments that follow the blueprints for each assessed subject. Educators can view test items and use the 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 during a one-on-one discussion with individual students of their responses

- Printing items and/or responses to assist individual students in explaining their approach and/or how they answered the item, then properly shredding the paper copies after the discussion

- Viewing items and/or responses on a teacher's device in order to share with other teachers or with district coordinators during a   Professional Learning Community (PLC) meeting

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

Maintaining testing integrity—both the security of materials and the ethics of personnel in the testing environment—is of paramount importance. Building Coordinators and Test Administrators must discuss assessment ethics and security requirements, and resolve any questions prior to the test administration.

Reporting

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

Note: The WY-TOPP interim ELA assessment for grades 3, 5, 7, and 9 has two components: reading and writing.

- ELA assessments submitted with both reading and writing components will receive a combined ELA score in CRS. *Note:* It can take up to 10 business days after the student has submitted both components of the assessment for scores to become available in CRS.

- ELA assessments submitted without the writing component will be provided a reading score in CRS after the testing window closes. *Note:* It can take up to 10 business days for scores to become available.

- *Note:* If the ELA writing component is submitted without the reading component, a score will not be provided in CRS.

Administering WY-TOPP Interim and Modular Assessments

Before interim testing begins, review this *WY-TOPP Interim and Modular Test Administration Manual* (*TAM*), and review the testing procedures and schedules outlined in this manual.

Before Testing

Step 1: Complete Training

TAs must complete the Test Administrator Certification Course before they can administer a WY-TOPP interim assessment. The course can be accessed from the Wyoming Assessment Portal at www.wyoassessment.org/teachers-test-administrators.

Step 2: Access Resources

Read this *TAM* to become familiar with testing policies and procedures. Read the *Test Administrator User Guide* for 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 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 the Test Administrator Security Agreement

TAs and anyone else who comes in contact with secure testing materials must keep their signed copy of the Test Administrator Security Agreement, which can be downloaded from the Wyoming Department of Education Test Security webpage at https://edu.wyoming.gov/for-district-leadership/state-assessment/test-security/.

Step 5: Administer Training Tests

Training tests are provided to help prepare students, teachers, TAs, and Building Coordinators for the WY-TOPP interim and summative assessments. Whenever a training test is administered in a school, it is strongly recommended that the test be accessed using the Secure Browser to enable access to the text-to-speech (TTS) tool and certify that local technology configurations can support testing. The training tests can be found on the Wyoming Assessment Portal at https://wyoassessment.org/users/students-families.stml.

Administering training tests to students in advance of the interim assessments ensures that both test administrators and students are familiar with their respective user interfaces. Training tests allow students to practice logging in to the test, become familiar with the test tools, and practice navigating between and answering questions.

Administering training tests also allows school personnel to confirm that each student testing device is configured correctly. Technology coordinators should ensure that the following criteria have been met; for more information they can refer to the Technology Resources section on the Wyoming Assessment Portal at www.wyoassessment.org/resources.

- Local configuration is confirmed, including bandwidth
- Secure Browser is downloaded
- Keyboards and headphones are in working order

Best practices for administering the training tests include

- having individual students log in to the Secure Browser using their WISER ID, their legal first name, and the unique Session ID to take a WY-TOPP training test;

- working through training test items as a class, 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.

Step 6: Verify Student Accommodations and Test Settings

TAs, BCs, and/or DTCs should ensure that student test settings and accommodations are correctly set in TIDE **before** testing begins.

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.

Accommodations are usually determined by an Individualized Education Plan (IEP) or Section 504 Plan team. While interim assessments are optional and not federally mandated, students should be offered the same accommodations they will be eligible for when taking the required summative assessment. More information about available accommodations can be found in the *Test Administrator User Guide* available on the Wyoming Assessment Portal at www.wyoassessment.org.

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, early grades assessments (grades K–2), or the mathematics or science tests who are eligible for the TTS accommodation will require access to an appropriate listening device, such as headphones.

During Testing

The following steps outline the process TAs should use to log in to the Operational Test Administration Interface, start a test session with a unique Test Session ID, and grant students access to the specific tests to be administered.

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

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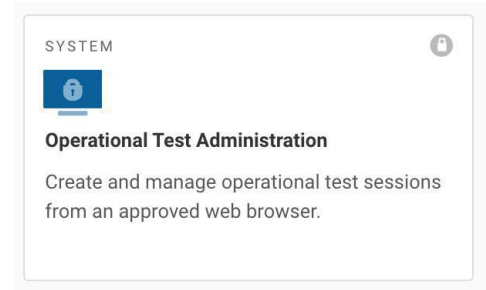
Follow local procedures to ensure that the Secure Browser is available and launched on each device students will use for testing. Ensure that all students have working headphones and a functioning keyboard.

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 (email 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 upper 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 created by the TA in Step 4.

Step 6: Approve Students for Testing

The TA then 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 begins the test.

Step 7: Read Scripted Directions

The following section provides scripted directions to be read 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 correctly performing the various tasks involved in administering the interim and modular assessments. Before starting a test session, verify that the TIDE record for any student eligible for accommodations has been accurately marked.

The Building Coordinator, Test Administrator, or Proctor may print testing tickets from TIDE. Please refer to 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 Interim and Modular Writing Tests

SAY	Today you will be taking {**the interim Writing test** *or* **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 **{interim Writing 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 approval of the TA.

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 have signed in to the test session and been 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 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 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 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 which 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 approval of the TA.

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 have signed in to the test session and been 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 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. Now 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 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, 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 **{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 approval of the TA.

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 have signed in to the test session and been 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 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 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. "Log Out" in the upper right corner of the interface.

Scripted Directions for the Interim and Modular Science Tests

SAY	Today you will be taking {**the interim science 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 science 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 approval of the Test Administrator.

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 in to the test session and are approved to begin testing:

SAY	Once you are approved, the "Audio/Video Checks" page will appear. Click on the play button under the "Sound and Video Playback Check" section. Click "I could play the video and sound" if you could play the video and sound. Raise your hand if you could not play the video or sound.

Assist any students who are unable to play the video or 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. Test Administrators may answer student questions about test directions. Test Administrators 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. "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/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 Tests 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 the same day on which 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. The following scenarios are possible:

- If resuming the test within 30 minutes, students can resume their Writing test.

- Without a GPE, students resuming the test after 30 minutes cannot review previously answered questions. ***Note:*** Due to Writing tests having just one item, students will be taken to the Submit Test page upon resuming the test after exceeding the pause rule.

Upon receiving a GPE, students can review previously answered questions after resuming the test. The normal pause rules apply to this opportunity. ***Note:*** A GPE should not be applied 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

This appeal procedure eliminates the test opportunity, and the student has no further opportunities for the test. TAs can submit these test invalidations 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, 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, TAs can use irregularity notes to record the incident. This might be used 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 on marking, reviewing, and approving test appeals. This user guide is located on the Wyoming Assessment Portal at www.wyoassessment.org.

After Testing

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

Step 2: Check that all students who are eligible have completed the assessments.

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.

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

When contacting 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   Technology Coordinator and contact information
- WISER IDs of affected students
- Results ID for the affected student tests
- 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