



WY-TOPP Test Administration Manual

Online Summative Assessments

Spring 2024

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WY-TOPP Summative Test Administration Manual

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 summative assessments are available for the 2023–2024 test administration:

| Assessment | Subjects Assessed | Grade Level | Date(s) |
|------------|--|-----------------------|-----------------|
| Summative | Writing: Grades 3, 5, 7, and 9 | Grades 3, 5, 7, and 9 | 3/4/24–3/15/24 |
| Summative | ELA and Mathematics: Grades 3–10 Science: Grades 4, 8, and 10 | Grades 3–10 | 4/16/24–5/10/24 |

WY-TOPP summative assessments are administered to students by Test Administrators (TAs) as outlined in this document. This document is divided into three main sections:

1. Before Testing
2. During Testing
3. After Testing

Please direct any questions about testing to the Building Coordinator, as he or she 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 were written by collaborative teams at CAI. The collaborative teams include experienced assessment item writers with backgrounds in education and expertise in their assigned content area. Members of these collaborative teams were trained on aspects of item and test design. All writers were monitored and supported by a team of senior test development specialists. This work was 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 Standards (WYCPS). The standards serve several purposes. They articulate a set of expectations for what students should know and be able to do, enabling them to be prepared for college and career success, and to live a life that contributes to the global community. Additional information on the WYCPS can be found 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 summative ELA, mathematics, and science assessments are computer-adaptive tests. A computer-adaptive assessment provides items to a student based on his or her 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 and lower performance is followed by less difficult items. Through this method, it is very unlikely for a student to receive the same assessment as his or her counterparts. Content areas are to be administered as followed:

| Student Grade | Content Areas |
|---------------|-------------------------------|
| 3 | ELA, writing, and mathematics |
| 4 | ELA, mathematics, and science |
| 5 | ELA, writing, and mathematics |
| 6 | ELA and mathematics |
| 7 | ELA, writing, and mathematics |
| 8 | ELA, mathematics, and science |
| 9 | ELA, writing, and mathematics |
| 10 | ELA, mathematics, and science |

Guideline for Participation

Participation in the WY-TOPP summative assessments is mandatory. Student results are provided for district and school use. The District Test Coordinator (DTC) is responsible for ensuring that each student has an appropriate opportunity to demonstrate knowledge, skills, and abilities related to WY-TOPP summative assessment subject areas. This ensures that each student has a standardized (similar and fair) testing experience.

All students, including those who do and do not receive supports, are to be held to the same expectations for participation and performance on WY-TOPP assessments. Specifically, all students enrolled in grades 3–10 are required to participate in the WY-TOPP summative assessment except the following:

- Students with the most significant cognitive disabilities who meet the criteria for the Wyoming Alternate Assessment for Students with Significant Cognitive Disabilities (WY-ALT), Wyoming’s alternate assessment, based on the Wyoming Extended Standards. Please note that this accounts for approximately 1% or fewer of the student population.

- English learners, enrolled in their first year of school in the U.S., may be exempt from the ELA (including Writing) portions of the WY-TOPP and instead must participate in the required ACCESS for ELLs assessment. However, these students must still participate in Mathematics and Science WY-TOPP assessments.

Summative Testing Windows and Scheduling

The spring summative writing testing window is March 4, 2024, through March 15, 2024. Testing for reading (ELA), mathematics, and science is April 16, 2024, through May 10, 2024. Students in grades 3–10 will participate in one ELA and mathematics assessment per subject area per summative window; additionally, students in grades 3, 5, 7, and 9 will participate in one separate writing assessment summative window, and students in grades 4, 8, and 10 will participate in one science assessment per summative window.

Each district/school is responsible for determining school testing schedules in the testing window. Testing 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 Program (IEP) or Section 504 Plan. Additionally, the IEP or Section 504 Plan needs to identify in which subject(s) 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 provided during 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 when normal conditions are restored during the assessment window.

Please note that the summative ELA assessments for grades 3, 5, 7, and 9 are combination tests. A student must complete two separate tests (Reading and Writing) to receive a full score on the ELA test.

The grade 6 mathematics assessment includes two test segments. TA approval is **not** required for the student to enter the second segment. The grade 6 mathematics segment separates the non-calculator section from the calculator-permitted section.

Estimated Testing Times for Summative Assessments

Online Computer-Adaptive Testing (CAT) – The Wyoming Department of Education (WDE) recommends testing early in the day and scheduling a longer block of time with a break (no longer than 15 minutes) built into the middle of the block. The test will be fluid and will not have specific breaking points. Students will be able to progress through the test at their own pace.

NOTE: Upon break, have students pause testing. It is recommended students review their answers prior to pausing. If an ELA, mathematics, or science test has been paused for longer than 20 minutes, students can resume testing but are unable to return to previously answered items. If a writing test has been paused for longer than 30 minutes and a student needs to resume testing, refer to the *Test Information and Distribution Engine (TIDE) User Guide* to determine if a *Grace Period Extension (GPE) – Writing Only* appeal is appropriate.

The following tables show the estimated time range for each test by grade. This is based on the historical testing time of students over the past test administrations. Please note that individual student’s needs may vary.

WY-TOPP ENGLISH LANGUAGE ARTS (ELA) ESTIMATED TESTING TIMES

The first time listed is the mean testing time from past years. The range shows the time it took for 95% of students to complete the test. Tests are not timed, as students’ needs will vary.

| GRADE | WY-TOPP ELA Estimated Time Range | WY-TOPP WRITING Estimated Time Range |
|------------------|---|---|
| 3 ELA + W | 1:25–2:45 | 1:14–2:19 |
| 4 ELA | 1:25–2:44 | |
| 5 ELA + W | 1:24–2:42 | 1:30–3:06 |
| 6 ELA | 1:23–2:26 | |
| 7 ELA + W | 1:17–2:17 | 1:00–1:41 |
| 8 ELA | 1:03–1:45 | |
| 9 ELA + W | 0:55–1:35 | 0:40–1:10 |
| 10 ELA | 0:49–1:24 | |

WY-TOPP MATHEMATICS ESTIMATED TESTING TIMES

The first time listed is the mean testing time from past years. The range shows the time it took for 95% of students to complete the test. Tests are not timed, as students’ needs will vary.

| GRADE | WY-TOPP MATHEMATICS Estimated Time Range |
|----------------------|---|
| 3 Mathematics | 1:26–2:52 |
| 4 Mathematics | 1:35–3:10 |
| 5 Mathematics | 1:47–3:23 |
| 6 Mathematics | 1:49–3:16 |
| 7 Mathematics | 1:27–2:25 |

| GRADE | WY-TOPP MATHEMATICS Estimated Time Range |
|-----------------------|---|
| 8 Mathematics | 1:27–2:25 |
| 9 Mathematics | 0:57–1:45 |
| 10 Mathematics | 0:52–1:32 |

WY-TOPP SCIENCE ESTIMATED TESTING TIMES

The first time listed is the mean testing time from past years. The range shows the time it took for 95% of students to complete the test. Tests are not timed, as students' needs will vary.

| GRADE | WY-TOPP SCIENCE Estimated Time Range |
|-------------------|---|
| 4 Science | 1:24–2:48 |
| 8 Science | 1:01–1:43 |
| 10 Science | 0:41–1:10 |

Test Administrator Responsibilities

It is the responsibility of TAs to uphold test security measures to ensure valid and reliable results. With this in mind, a TA or Proctor needs to hold a Wyoming professional licensure issued by the Wyoming Professional Teaching Standards Board (PTSB). TAs need to be in the same room as the students while the tests are being administered. A paraprofessional may assist a student with access to the test per an IEP or Section 504 Plan but may not administer tests. Anyone who administers or proctors a test must complete the online TA Certification Course. Individuals involved in test administration, including paraprofessionals who may be working as access assistants, must also complete the Assessment Security Agreement.

Responsibilities of the TA include the following:

- 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 before, during, and after testing
- Confirming that student accommodations and test settings in TIDE are correct.

- Approving WY-TOPP testing access to the appropriate students only
- Reading the scripted directions aloud to the student, exactly as stated in this document.
- Maintaining test security
- Requesting guidance from the Building Coordinator when unusual circumstances arise or when uncertain about proper procedures.
- Remaining with the student(s) until the test session is complete.

Security

The WY-TOPP summative assessments are secure, non-public assessments that follow the blueprints for each assessed subject area. Maintaining testing integrity—both the security of materials and the ethics of personnel in the testing environment—is of paramount importance. Building Coordinators and TAs must discuss assessment ethics and security requirements and resolve any questions prior to the test administration.

It is unethical and shall be viewed as a violation of test security for any person to

- capture images of any part of the test via any electronic device.
- duplicate in any way any part of the test.
- examine, read, or review the content of any portion of the test.
- capture, photograph, screenshot, or in any way reproduce test prompts, items, passages, or other stimuli and email, text message, cloud share, or any other means of digitally sharing data or information, the aforementioned with any individuals whatsoever.
- disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration for any reason.
- discuss any test item before, during, or after test administration.
- allow students access to any test content prior to testing.
- allow students to share information during test administration.
- read any parts of the test to students except as indicated in the *Test Administration Manual (TAM)* or as part of an accommodation.
- influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test.
- instruct students to go back and reread/redo responses after they have finished their tests since this instruction may only be given before the students take the test.
- review students' responses.
- read or review students' scratch paper; or

- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Reporting

The WY-TOPP summative student scores will be available to schools and districts to support local instruction. Student results for all content areas will be available in the Centralized Reporting System up to 10 days after the student has completed and submitted the assessment. Please note that the summative ELA assessments for grades 3, 5, 7, and 9 are combination tests. A student must complete and submit the two separate tests (ELA and writing) to review the full score of the ELA test.

Administering WY-TOPP Summative Assessments

Before testing is conducted, review this *WY-TOPP Summative TAM*, schedule testing times, and review testing procedures and schedules outlined in this manual.

Before Testing

Step 1: Complete Training

TAs must complete the TA Certification Course before administering WY-TOPP assessments. The course can be accessed from the Wyoming Assessment Portal at <https://wyoassessment.org/educators>.

Step 2: Access Resources

Read this *TAM* for 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 <https://wyoassessment.org/resources>.

Step 3: Verify User Accounts

Each TA or Test Proctor administering an assessment must have a user role created in TIDE. Each school must ensure that staff members have 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 <https://wyoassessment.org/resources>.

Step 4: Review and Sign Assessment Security Agreement

TAs, and anyone who comes in contact with testing material, must read and keep a signed copy of the Assessment Security Agreement provided at the end of this document.

Step 5: Administer Training Tests

The training tests are provided to help students, teachers, TAs, and Building Coordinators prepare for the WY-TOPP assessments. Whenever a training test is administered in a school, it is strongly recommended that the test be accessed using the CAI Secure Browser to certify that local technology configurations can support testing. The training tests can be found on the Wyoming Assessment Portal at <https://wyoassessment.org/students>.

Administering training tests to students before the assessments ensures that both TAs 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 items.

Best practices for using the training tests include the following:

- Having individual students sign in to the Secure Browser using their WISER ID, their legal first name, and the unique Session ID to log in to 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
- 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 also allows school personnel to confirm that each student testing device is configured correctly. Technology staff should confirm the following:

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

For additional resources, refer to the Technology Resources section on the Wyoming Assessment Portal at <https://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

All 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.

Students will not need to be provided with a handheld calculator unless specified in their IEP. Calculators will be provided within the tests where permitted.

Supports and accommodations should be determined by a group of educators that are familiar with the student. Student needs must be documented in an IEP, Individualized English Learner Plan (IELP), Section 504 Plan, or other intervention plan. Please see the [WY-TOPP and WY-ALT Guidance for Accessibility and Accommodations](#).

Step 7: Prepare Testing Materials

To make student login to the Secure Browser 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 <https://wyoassessment.org/resources>.

Students with the text-to-speech (TTS) accommodation will require access to headphones. Students taking the ELA tests will also need headphones for the listening items.

During Testing

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

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

| | |
|------------|---|
| SAY | Scripted directions to be read exactly as they are written. |
|------------|---|


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

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.

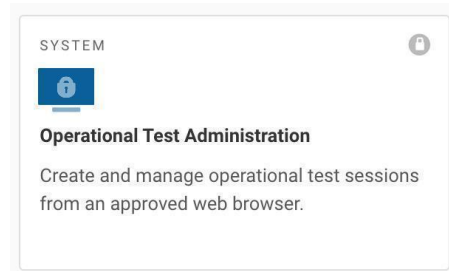
Follow local procedures to ensure that the Secure Browser is available and launched on each device students will use for testing. Ensure that students have access to a keyboard and students with the TTS accommodation have access to headphones.

Step 2: Test Administrator Login to the Operational Test Administration Interface

| | |
|---|---|
| <ul style="list-style-type: none">● Navigate to the Wyoming Assessment Portal at https://wyoassessment.org.● Select the Educators card.● You will be directed to a page that includes links to the available WY-TOPP applications. |  |
|---|---|

- 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.



Step 3: Select Tests to Administer

Once you have logged in, select the test you will administer using the drop-down 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 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 by the TA during the test administration.

Scripted Directions for WY-TOPP Summative Assessments

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

The Building Coordinator, TA, or Proctor may print testing tickets from TIDE. Please refer to the “Working With Student Information” section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will be generated in a PDF file 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 Summative ELA Test

| | |
|------------|---|
| SAY | <p>Today you will be taking the summative ELA test.</p> <p>You should now see a login screen on your device. If you do not, please let me know now. [Pause]</p> <p>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.”</p> <p>If you need any help signing in, please raise your hand.</p> |
|------------|---|

Assist any students who need help signing in.

| | |
|------------|---|
| SAY | <p>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.</p> |
|------------|---|

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 ELA summative test. 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 and edit student test settings during the approval process. Color choice, zoom level, mouse pointer, and braille type are the accommodations and settings that can be updated in the Operational Test Administration Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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.

- Ensure 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 Test Instructions and Help page.

| | |
|------------|---|
| SAY | <p>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.</p> <p>Are there any questions before we begin?</p> |
|------------|---|

Answer any questions.

| | |
|------------|-------------------------|
| SAY | Click "Begin Test Now." |
|------------|-------------------------|

While students are taking the test, move around the room to ensure that students are progressing through the test. TAs may answer student questions about test directions. TAs may not answer student questions about test content. TAs can monitor and pause student assessments within the Operational Test Administration Interface.

When the test session ends:

| | |
|------------|---|
| SAY | <p>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.</p> <p>If you have already finished testing, reviewed your responses, and clicked "End Test," you may click "Submit Test" now.</p> <p>This concludes the test session.</p> |
|------------|---|

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 submitted or paused their tests, 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 TA Interface.

Scripted Directions for the Grades 3, 5, 7, and 9 Summative ELA Writing Test

| | |
|------------|--|
| SAY | <p>Today you will be taking the writing portion of the summative ELA test.</p> <p>You should now see a login screen on your device. If you do not, please let me know now. [Pause]</p> <p>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."</p> <p>If you need any help signing in, please raise your hand.</p> |
|------------|--|

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 Summative Writing test. 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 and edit student test settings during the approval process. Color choice, zoom level, mouse pointer, and braille type are the accommodations and settings that can be updated in the Operational Test Administration Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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.

- Ensure 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 Test Instructions and Help page.

| | |
|------------|---|
| SAY | <p>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.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p> |
|------------|---|

Answer any questions.

| | |
|------------|--------------------------------|
| SAY | <p>Click “Begin Test Now.”</p> |
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While students are taking the test, move around the room to ensure that students are progressing through the test. TAs may answer student questions about test directions. TAs may not answer student questions about test content. TAs can monitor and pause student assessments within the Operational Test Administration Interface.

When the test session ends:

| | |
|------------|--|
| SAY | <p>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.</p> <p>If you have already finished testing, reviewed your response, and clicked “End Test,” you may click “Submit Test” now.</p> <p>This concludes the test session.</p> |
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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 submitted or paused their tests, 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 Summative Mathematics Test

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| SAY | <p>Today you will be taking the summative mathematics test.</p> <p>You should now see a login screen on your device. If you do not, please let me know now. [Pause]</p> <p>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.”</p> <p>If you need any help signing in, please raise your hand.</p> |
|------------|---|

Assist any students who need help signing in.

| | |
|------------|---|
| SAY | <p>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.</p> |
|------------|---|

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.

| | |
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| SAY | <p>You should now see the “Your Tests” page. Select the summative mathematics test. You will then be taken to a page that says “Waiting for Approval” at the top. I will approve your tests now.</p> |
|------------|--|

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 and edit student test settings during the approval process. Color choice, zoom level, mouse pointer, and braille type are the accommodations and settings that can be updated in the Operational Test Administration Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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:

| | |
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| 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.

- Ensure 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 Test Instructions and Help page.

| | |
|------------|--|
| SAY | <p>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.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p> |
|------------|--|

Answer any questions.

| | |
|------------|-------------------------|
| SAY | Click “Begin Test Now.” |
|------------|-------------------------|

While students are taking the test, move around the room to ensure that students are progressing through the test. TAs may answer student questions about test directions. TAs may not answer student questions about test content. TAs can monitor and pause student assessments within the Operational Test Administration Interface.

When the test session ends:

| | |
|------------|---|
| SAY | <p>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.</p> <p>If you have already finished testing, reviewed your responses, and clicked “End Test,” you may click “Submit Test” now.</p> <p>This concludes the test session.</p> |
|------------|---|

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 submitted or paused their tests, 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 Summative Science Test

| | |
|------------|---|
| SAY | <p>Today you will be taking the summative science test.</p> <p>You should now see a login screen on your device. If you do not, please let me know now. [Pause]</p> <p>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.”</p> <p>If you need any help signing in, please raise your hand.</p> |
|------------|---|

Assist any students who need help signing in.

| | |
|------------|---|
| SAY | <p>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.</p> |
|------------|---|

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 summative science test. You will then be taken to a page that says “Waiting for Approval” at the top. I will approve your tests now. |
|------------|---|

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 and edit student test settings during the approval process. Color choice, zoom level, mouse pointer, and braille type are the accommodations and settings that can be updated in the Operational Test Administration Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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 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.

- Ensure 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 Test Instructions and Help page.

| | |
|------------|--|
| SAY | <p>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.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p> |
|------------|--|

Answer any questions.

| | |
|------------|-------------------------|
| SAY | Click “Begin Test Now.” |
|------------|-------------------------|

While students are taking the test, move around the room to ensure that students are progressing through the test. TAs may answer student questions about test directions. TAs may not answer student questions about test content. TAs can monitor and pause student assessments within the Operational Test Administration Interface.

When the test session ends:

| | |
|------------|---|
| SAY | <p>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.</p> <p>If you have already finished testing, reviewed your responses, and clicked “End Test,” you may click “Submit Test” now.</p> <p>This concludes the test session.</p> |
|------------|---|

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 submitted or paused their tests, 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.

Test Appeals

On rare occasions, a non-standard situation arises during test administration that requires action. Appeals that require action in TIDE are described in the following paragraphs. 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 Section 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 WDE Assessment Team with a detailed description of your appeal request for further assistance.

Grace Period Extension (GPE) – Writing Only

A GPE allows the student to review previously answered items 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 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, after being un-paused, within 30 minutes, students can resume their Writing test.
- Without a GPE, students resuming the test after 30 minutes cannot review previously answered items. Please note that due to Writing tests having 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 items upon resuming the test. The normal pause rules apply to this opportunity. 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

Eliminates the test opportunity, and the student has no further opportunities for the test. You 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 items 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 needing one of the listed appeals. A Test Irregularity report will be sent to WDE about unusual circumstances that may potentially affect student performance on the test, test security, or test validity. 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 for marking, reviewing, and approving test appeals. This user guide is located on the Wyoming Assessment Portal at <https://wyoassessment.org/resources>.

After Testing

Step 1: Collect and securely destroy all scratch paper.

Step 2: Report any testing anomalies to your Building and/or District Test Coordinator.

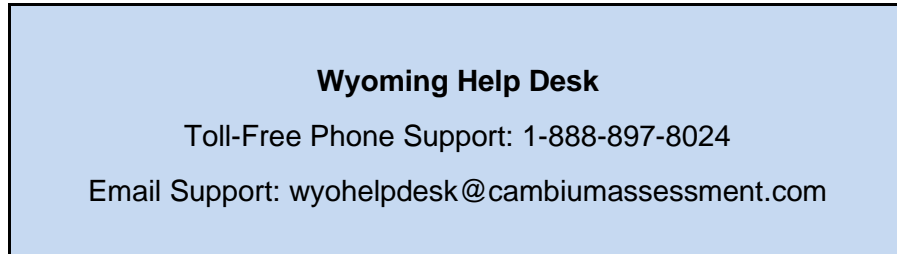
Step 3: Check that all students who are eligible have completed the assessments.

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).



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

Include the following information:

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