



# **WY-TOPP Test Administration Manual**

## **Paper-Pencil Summative Assessments**

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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 administration:

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

WY-TOPP summative assessments are administered to students by test administrators as outlined in this document. This document is divided into the following three main sections:

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

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

## WY-TOPP Item Development

The WY-TOPP items were written by collaborative teams at CAI. The collaborative teams included 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 and Performance Standards (WYCPS). The standards serve several purposes, including articulating 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 [WDE website](#).

## WY-TOPP Grade-Level Test Designs

The paper-pencil summative assessment is a fixed-form test that assesses grade-level standards. Items within a fixed-form assessment do not change based on a student's performance. Students will be provided with the same items within the same order for that specific assessment form. 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

## Guidelines 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 (i.e., similar and fair) testing experience.

All students, including those who do and do not receive supports, are 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 unless they meet the following conditions:

- Students with the most significant cognitive disabilities who meet the criteria for the WY-ALT, Wyoming's alternate assessment, based on the Wyoming Extended Standards (WYES); please note, this accounts for approximately 1% or fewer of the student population.
- English learners (ELs) enrolled in their first year of school in the U.S. may be exempt from the ELA (including Writing) portion of the WY-TOPP and instead must participate in their required

ACCESS for ELs 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. The spring summative testing window 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 and school are 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 or extended testing time is allowable per a student's Individualized Education Plan (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. Certain students may be unable to participate in regular testing schedules due to absences 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 or 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: 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. Also note, the grade 6 mathematics assessment includes two test segments, a non-calculator section and a calculator-permitted section.

## **Estimated Testing Times for Paper-Pencil Summative Assessments**

The following tables provide recommended time blocks for WY-TOPP paper-pencil summative testing by subject area.

ELA - READING		*Paper-and-Pencil sessions will be broken out into 2 sections. Session times are based on what is estimated for the majority of students to complete the full session. A break, no longer than 15 minutes may be taken between the 2 sections.			ELA - WRITING
TOTAL		Tests are not timed - students' needs will vary			
Grade	# of Items	Estimated Time Range	# of Items	Estimated Time Range	
3	36	1:45 - 2:15	1	1:00 - 2:00	
4	42	1:39 - 2:09	0		
5	36	1:29 - 1:59	1	1:00 - 2:00	
6	42	1:43 - 2:13	0		
7	36	1:29 - 1:59	1	1:00 - 2:00	
8	42	1:23 - 1:53	0		
9	36	1:05 - 1:35	1	1:00 - 2:00	
10	42	1:09 - 1:39	0		

MATHEMATICS		*Paper-and-Pencil sessions will be broken out into 2 sections. Session times are based on what is estimated for the majority of students to complete the full session. A break, no longer than 15 minutes may be taken between the 2 sections.	
TOTAL		Tests are not timed - students' needs will vary	
Grade	# of Items	Estimated Time Range	
3	40	1:31 - 2:01	
4	45	1:40 - 2:10	
5	45	2:02 - 2:32	
6	45 (29 no calc / 16 calc)	2:01 - 2:31	
7	45	1:46 - 2:16	
8	45	1:40 - 2:10	
9	40	1:27 - 1:57	
10	40	1:29 - 1:59	

<b>SCIENCE</b>		*Paper-and-Pencil sessions will be broken out into 2 sections. Session times are based on what is estimated for the majority of students to complete the full session. A break, no longer than 15 minutes may be taken between the 2 sections.
	<b>TOTAL</b>	Tests are not timed - students' needs will vary
<b>Grade</b>	<b># of Items</b>	<b>Estimated Time Range</b>
<b>4</b>	40	1:00 - 2:00
<b>8</b>	40	1:00 - 2:00
<b>10</b>	42	1:00 - 2:00

## Large-Print and Accommodated Paper Tests Administration

Students taking large-print or paper-pencil WY-TOPP tests should record their responses by marking their responses directly on their large-print or paper-pencil test booklet. The test administrator must record responses directly into the Data Entry Interface (DEI) after the students complete the test or a section of the test. Responses not recorded in the DEI will not be scored.

The building coordinator should ensure that every test administrator administering the large-print or paper version of the test is provided with a complete large-print/paper-form test kit. The kit includes the following materials:

- *WY-TOPP Test Administration Manual (TAM)* for paper-pencil tests (located on the Wyoming Assessment Portal)
- Large-print and/or regular-print test booklet
- FedEx return label

## Braille Test Administration

Students taking the braille test should write their responses directly into their test booklet, dictate their responses to the test administrator, or use a braille writer. Test administrators should record dictated student responses into the DEI simultaneously as the student provides them. Student responses using a braille writer or written into the test booklet should be recorded into the DEI after the student completes the test or a section of the test. The test administrator **must not read or interpret** any test questions for the student.

The building coordinator should ensure that every test administrator administering the braille version of the test is provided with a complete braille test kit. The braille test kit includes the following:

- *WY-TOPP TAM* for paper-based tests (located on the Wyoming Assessment Portal)
- Braille test booklet and regular-print test booklet
- FedEx return label



## Test Administrator Responsibilities

It is the responsibility of test administrators to uphold test security measures to ensure valid and reliable results. With this in mind, a test administrator or a proctor needs to hold Wyoming professional licensure. Test administrators 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 Test Administration Certification Course. Individuals involved in test administration must also complete the Assessment Security Agreement, including paraprofessionals who may be working as access assistants.

Responsibilities of the test administrator include

- participating in training activities scheduled by the building coordinator;
- reviewing this document in advance of testing;
- reviewing and signing the Assessment Security Manual and Assessment Security Agreement and adhering to test administration security procedures before, during, and after testing;
- confirming that student accommodations and test settings in the Test Information Distribution Engine (TIDE) are correct before testing begins;
- 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; and
- remaining with the student(s) until the test session is complete.

Additional responsibilities for test administrators administering paper-pencil versions of WY-TOPP assessments include:

- receiving the test kit and test materials from the building coordinator;
- verifying the quantities of test materials received;
- distributing and collecting all test materials on testing days;
- returning all test materials to the building coordinator;
- following all directions provided in this *TAM* for paper tests;
- verifying that the student's responses are entered in the DEI; and
- returning all the test materials in the test kit to the building coordinator.

## 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 test administrators 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 any part of the test in any way;
- 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 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 *TAM* or as part of an accommodation;
- influence students' responses by making any kind of gestures (e.g., 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 re-read or 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.

Additional security violations for paper-pencil testing include the following:

- Changing any student's response in the test booklet
- Erasing any student's response in the test booklet
- Failing to return all test booklets and other test materials

## **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 (CRS) up to ten days after the student has completed and submitted the assessment.

Please note: 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 the testing procedures and schedules outlined in this manual.

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

## Before Testing

### Step 1: Complete Training

Test administrators must complete the Test Administrator Certification Course before administering WY-TOPP assessments. The course can be accessed from the [Wyoming Assessment Portal](#).

### Step 2: Access Resources

Read the *TAM* for policies and procedures. Read the *Data Entry Interface User Guide* for instructions on entering student responses into the online system. Both documents can be found in the [Resources](#) section of the Wyoming Assessment Portal.

### Step 3: Verify User Accounts

Each test administrator or 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.

### Step 4: Review and Sign Test Administrator Security Agreement

Test administrators, and anyone who comes in contact with testing material, must read and sign the Assessment Security Agreement provided at the end of this document.

### Step 5: Using the Data Entry Interface for Paper-Pencil Tests

The DEI is a component of the online testing system that must be used to transfer all responses for students using a paper-pencil version of a WY-TOPP summative assessment. This includes the writing response, multiple-choice responses, and extended or open-ended responses produced by students in their paper test booklets. Each student response must be transferred appropriately into a computer-based test (CBT) using the DEI per the *TAM*. Student responses not transferred into the DEI and student responses in the paper test booklets will not be scored. The DEI can be accessed on the [Wyoming Assessment Portal](#). For guidance, refer to the [Using the Data Entry Interface](#) section of this document.

## **Step 6: Verify Student Accommodations and Test Settings**

Ensure that student test supports and accommodations are available and correctly documented in TIDE.

### **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 and skills.

Students will need to be provided with a handheld calculator for the paper version of the assessments were permitted by the calculator policy. Please refer to the [Guidance for Accessibility and Accommodations](#) available on the Wyoming Department of Education's (WDE) website.

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, Individual English Learner Plan (IELP), Section 504 Plan, or other intervention plan. Please refer to the [Guidance for Accessibility and Accommodations](#).

## **Step 7: Prepare Testing Materials**

Do the following to prepare for testing:

- Ensure that you have a copy of this *TAM*.
- Ensure that you have sufficient quantities of the appropriate handheld calculators if you are administering a grade 6–10 mathematics test. Please refer to the Appendix K & L in the [Guidance for Accessibility and Accommodations](#) available on WDE's website.
- Check out test kits from the building coordinator at the beginning of each day of testing.
- The building coordinator and test administrator must keep test booklets in secure, locked storage except during actual test administration times, as WY-TOPP test booklets are secure documents.
- Test administrators will return all test materials to the building coordinator at the end of each day of testing.

## **During Testing**

The following are paper-pencil test administration precautions for test administrators to take:

- Do not allow students to use correction fluid on the test booklets.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the test booklets.
- Do not insert loose papers into the test booklets.
- Do not tape or glue additional paper into the test booklets.
- Do not photograph, photocopy, or in any way reproduce the test booklets.

- Do not erase any stray marks, duplicate responses, or any other student-created response from a student test booklet.

Test administrators will instruct students to write their information on the test booklet covers and begin the test session 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 in this section.

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

## Scripted Directions for Paper-Pencil WY-TOPP Summative Assessments

Before starting a test session, verify that all students have appropriate accommodations marked in TIDE and check out the testing materials from the building coordinator. Students will need access to an approved dictionary for the Writing test. Do not allow students to use ink, colored pens or pencils, or markers in their test booklets. Students may use a No. 2 pencil for any annotation or underlining.

### Scripted Directions for the Summative ELA Test

<b>SAY</b>	Today you will be taking the Summative ELA test. On the front cover of your test booklet, you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
------------	--

Assist any students who need help writing this information. For visually impaired students, the test administrator can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

<b>SAY</b>	Today’s ELA test contains several reading passages followed by questions about those passages. You may refer to the passages when answering the questions. Open your test booklet to page 1.
------------	--

Make sure that all students have turned to the correct page.

<b>SAY</b>	Carefully read the directions on this page.
------------	---

Give the students time to read the directions.

<b>SAY</b>	Are there any questions?
------------	--------------------------

Answer any questions.

<b>SAY</b>	<p>Be sure to read each question carefully. Some questions will require you to mark more than one answer.</p> <p>When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session.</p> <p>Turn the page and you may begin your test.</p>
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Make sure that all students have turned to the correct page in their test booklets. While students are taking the test, move around the room to make sure that 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.

As each student finishes the test, collect the student's test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

When the test session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished testing, you will be allowed to continue working but please close your test booklet at this time.</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. *Follow the procedures established by your building coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The test administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as non-scorable, secure materials.

## Scripted Directions for the Summative ELA Writing Test

<b>SAY</b>	Today you will be taking the Summative ELA Writing test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
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Assist any students who need help writing this information. For visually impaired students, the test administrator can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

<b>SAY</b>	Today’s Writing test has one prompt and one or more passages for you to read and respond to. Are there any questions?
------------	---

Answer any questions.

<b>SAY</b>	Be sure to read the prompt carefully. When you finish writing your response in the test booklet, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session.  Turn the page and you may begin your test.
------------	---

While students are taking the test, move around the room to make sure that 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.

As each student finishes the test, collect the student’s test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working but please close your test booklet at this time.  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. *Follow the procedures established by your building coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. This includes checking for missing



responses, duplicate responses, stray marks, etc. The test administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. All test booklets will be returned as non-scorable, secure materials.

## Scripted Directions for the Grades 3–5 Summative Mathematics Test

<b>SAY</b>	Today you will be taking the Summative mathematics test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
------------	---

Assist any students who need help writing this information. For visually impaired students, the test administrator can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

<b>SAY</b>	Today’s math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. Open your test booklet to page 1.
------------	---

Make sure that all students have turned to the correct page.

<b>SAY</b>	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

<b>SAY</b>	Are there any questions?
------------	--------------------------

Answer any questions.

<b>SAY</b>	Be sure to read the directions within each question carefully. When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session.  Turn the page and you may begin your test.
------------	--

While students are taking the test, move around the room to make sure that 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.

As each student finishes the test, collect the student’s test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working but please close your test booklet at this time.  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. *Follow the procedures established by your building coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The test administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as non-scorable, secure materials.

### **Scripted Directions for the Grade 6 Summative Mathematics Test**

The grade 6 mathematics test has two sections. Calculators are **not** permitted in section one. Calculators may be used in section two. As students reach the end of section one, they will be presented with a STOP page. Ensure that there are enough of the appropriate calculators in the room to pass out to the students during section two of the test.

<b>SAY</b>	Today you will be taking the Summative mathematics test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled "Student Name" and write your WISER ID on the line labeled "WISER ID."
------------	---

Assist any students who need help writing this information. For visually impaired students, the test administrator can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

<b>SAY</b>	Today's math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. Calculators are only permitted in section two of this test. I will provide you with a calculator when you reach section two; you may not use any other electronic devices.  Open your test booklet to page 1.
------------	---

Make sure that all students have turned to the correct page.

<b>SAY</b>	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

<b>SAY</b>	Are there any questions?
------------	--------------------------

Answer any questions.

<b>SAY</b>	<p>Be sure to read the directions within each question carefully. When you reach the STOP page, raise your hand and I will bring you a calculator for section two.</p> <p>You must remain silent until the conclusion of the test session. Turn the page and you may begin your test.</p>
------------	---

While students are taking the test, move around the room to make sure that students are progressing through the test and are not using a calculator in section one of the test booklet. Test administrators may answer student questions about test directions. Test administrators may not answer student questions about test content.

As each student finishes the test, collect the student's test booklet and calculator. Do not allow students to use prohibited electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

When the test session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished testing, you will be allowed to continue working but please close your test booklet at this time.</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. *Follow the procedures established by your building coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The test administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as non-scorable, secure materials.

## **Scripted Directions for the Grades 7–10 Summative Mathematics Test**

Calculators are permitted on the grades 7–10 Summative mathematics test.

<b>SAY</b>	Today you will be taking the Summative mathematics test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled "Student Name" and write your WISER ID on the line labeled "WISER ID."
------------	---

Assist any students who need help writing this information. For visually impaired students, the test administrator can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

<b>SAY</b>	Today's math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. You may use the calculator I provided; you may not use any other electronic devices. Open your test booklet to page 1.
------------	--

Make sure that all students have turned to the correct page.

<b>SAY</b>	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

<b>SAY</b>	Are there any questions?
------------	--------------------------

Answer any questions.

<b>SAY</b>	Be sure to read the directions within each question carefully. When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet and calculator. You must remain silent until the conclusion of the test session.  Turn the page and you may begin your test.
------------	---

While students are taking the test, move around the room to make sure that 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.

As each student finishes the test, collect the student's test booklet and testing materials. Do not allow students to use prohibited electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working but please close your test booklet at this time.  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. *Follow the procedures established by your building coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The test administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as non-scorable, secure materials.

## Scripted Directions for the Summative Science Test

<b>SAY</b>	Today you will be taking the Summative science test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled "Student Name" and write your WISER ID on the line labeled "WISER ID."
------------	---

Assist any students who need help writing this information. For visually impaired students, the test administrator can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

<b>SAY</b>	Today's science test contains several types of science problems. You will mark your answers in the test booklet in the designated area for each question. Open your test booklet to page 1.
------------	---

Make sure that all students have turned to the correct page.

<b>SAY</b>	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

<b>SAY</b>	Are there any questions?
------------	--------------------------

Answer any questions.

<b>SAY</b>	Be sure to read the directions within each question carefully. When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session.  Turn the page and you may begin your test.
------------	--

While students are taking the test, move around the room to make sure that 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.

As each student finishes the test, collect the student's test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working but please close your test booklet at this time.  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. *Follow the procedures established by your building coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The test administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as non-scorable, secure materials.

## Test Appeals

On rare occasions, a non-standard situation arises during test administration that requires action. This section includes descriptions of appeals that require action in TIDE. 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 or 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.

## Invalidate a Test

Invalidating 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 questions are discussed with students). If a test is invalidated, the student is **not** given another opportunity to take the test.

## Report Test Irregularity

You can report an irregularity that occurs during testing; this does not impact the test opportunity. These reports should be made if something about a test session is 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.

## After Testing

**Step 1:** Report any testing anomalies to your building and/or district test coordinator.

**Step 2:** All students who tested using a paper-pencil version of the test must have all their written responses transferred to the DEI by a test administrator following the procedures in the next section of this *TAM*. **The deadline for entering student responses into the DEI is May 10, 2024.**

**Step 3:** Return the test kit with test materials to the building coordinator. All WY-TOPP test booklets are to be returned to the building coordinator at the end of each testing day. Test administrators should arrange the test booklets facing up. All scratch paper is to be securely destroyed based on district/school guidance.

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

# Understanding the Data Entry Interface

Authorized users can access the DEI via the Wyoming Assessment Portal. **All student responses must be entered in the DEI by the end of the test window, May 10, 2024.**

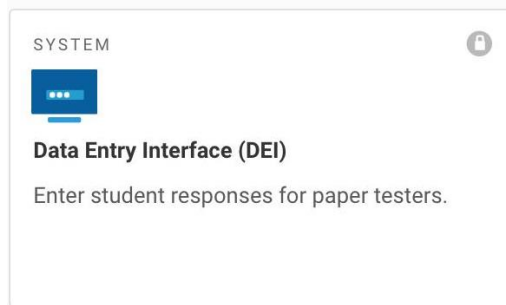
1. Navigate to the [Wyoming Assessment Portal](#).
2. Select your user role.

Figure 1. User Cards



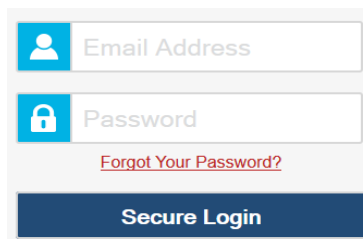
3. Select **Data Entry Interface**. The login page appears.

Figure 2. DEI card



4. Enter your email address and password.
5. Click **Secure Login**.

Figure 3. Login

A screenshot of a login form. It features two input fields: the first is labeled 'Email Address' with a person icon, and the second is labeled 'Password' with a lock icon. Below the password field is a red, underlined link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login' in white.

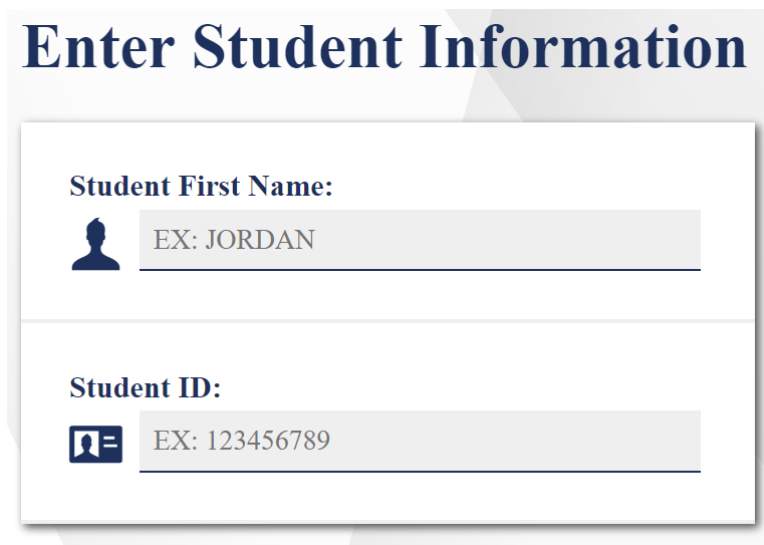


## Accessing the Student's Assessment

This section explains how to enter student information and select the correct test form.

### Step 1—Entering Student Information

After you log in to the DEI, the **Enter Student Information** page appears. On this page, you can enter the login information for the student being tested.



To enter a student's information, do the following:

1. In the *Student First Name* field, enter the student's first name as it exists in TIDE.
2. In the *Student ID* field, enter the student's WISER ID.
3. Click **Sign In**.



**Notes:** The DEI generates an error message if you cannot sign in. The following is the most common student login error.

**Student Name and ID Do Not Match:** Verify that you have correctly entered the WISER ID and first name. If this does not resolve the error, consult the student's record in TIDE to verify the first name associated with the student's WISER ID.

## Step 2—Verifying Student Information

After entering a student’s information, the ***Is This the Student?*** page appears. On this page, you can verify the student’s information is correct.

### Is This the Student?

Please review the following information.

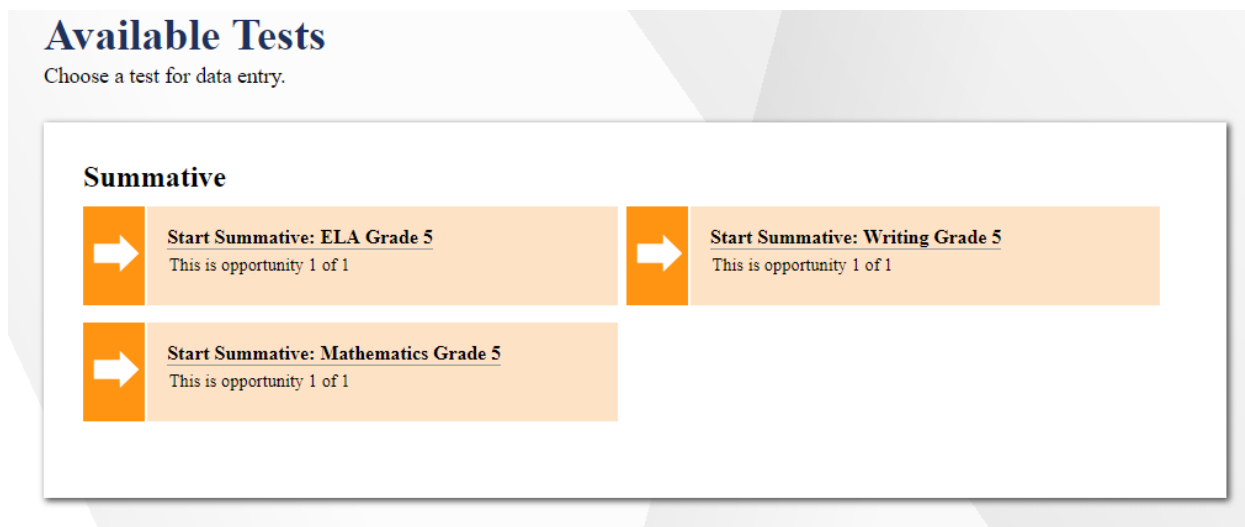
<b>First Name</b> Fname	<b>Last Name</b> Lname
<b>WISER ID</b> 24688083	<b>Grade</b> 04
<b>Date of Birth</b> May 5, 2005	<b>School:</b> Demo School WY 4

To verify the student's personal information, do the following:


- If all the information is correct, click **Yes**. The ***Available Tests*** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Click **No**. You must notify the appropriate school personnel that the student’s information is incorrect. Data entry cannot begin until this information is corrected.

### Step 3—Selecting the Test

The **Available Tests** page displays the tests available for data entry. On this page, you can select the test for the student.



Available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.


	<b>Important:</b> If no tests appear for the student, confirm the student's test eligibility in TIDE.
---	---

To select an available test, do the following:

- Click the test name. The **Choose a Test Form** page appears.
- If the tests available for the student are not correct, click **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record in TIDE.

### Step 4—Confirming the Test and Selecting the Test Form

After you select a test, a session ID automatically generates. The session ID can be used to look up test information in the CRS. The **Choose a Test Form** page displays the session ID and the test you selected. On this page, you can select the test form for the student.

	<b>Note:</b> When entering data for a <b>braille paper tester</b> , verify that the student's presentation is set to braille in TIDE before selecting the braille test form in DEI.
---	---

To select a test form, do the following:

1. From the **Test Forms** drop-down list, select the appropriate form.
2. Click **Next**.



**Warning:** If multiple forms are listed, the test form selected must match the form indicated on the test materials.

## Step 5—Test Instructions and Help

After selecting a test form, the *Instructions and Help* page appears. On this page, you can review the rules of the DEI and its available tools.

### Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

#### Help Guide

The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

[View Help Guide](#)

#### Test Settings

Use this button to review your test settings

[View Test Settings](#)

Things to keep in mind before you start your test:

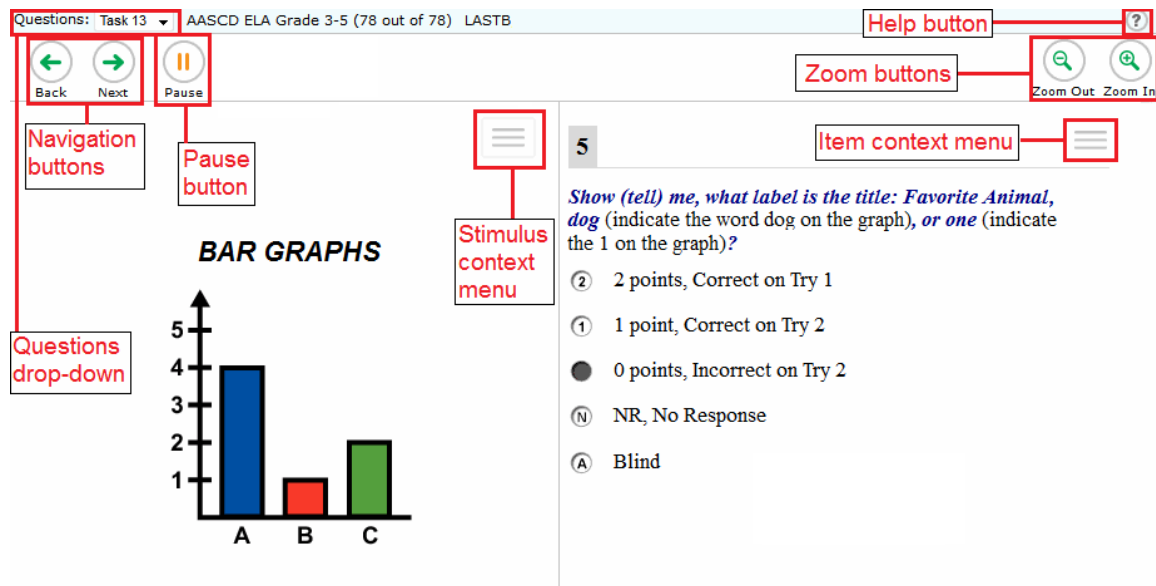
- No talking to your classmates during the test.
- If you have questions about your test settings, please raise your hand and do not begin the test.
- If you need to use the restroom, please raise your hand.

To proceed and begin data entry, do the following:

1. Review the information on the Instructions and Help page.
2. To officially begin or resume the test opportunity, click **Begin Test Now**.

## Using the Data Entry Interface

The following figure displays a sample DEI test page. Test pages may have only one question, and others may have multiple questions. You must select the appropriate response option for each question. DEI automatically captures and saves the response data when you enter it.




## Test Tools


DEI has several on-screen tools that support users' needs. These include global tools and context menu tools. Global tools are those available on every page in the top banner. Context menu tools are available for each question and stimulus on the test.




### Global Tools

There are several global tools in the DEI, including the following:

- The question mark button in the upper-right corner of the screen opens the **Help Guide**.
- **Zoom** buttons allow you to magnify font size. Multiple zoom levels are available.
- The **Questions** drop-down list enables you to quickly return to a specific test question.
- The **Pause** button allows you to pause the test. Pausing a test logs you out of DEI. When you return to the test, you are directed to the first page with unanswered questions.
- The navigation buttons in the upper-left corner of the screen allow you to move between test pages.
- The **Done Entering Data** button appears after you respond to all required questions. To start the test submission process, click  in the top banner.



## Context Menu Tools

You can select tools from the context menu available for each question. To open the context menu, select  next to a question or stimulus. You can also open the context menu by right clicking a question or stimulus. The following context menu tools are available:

- **Notepad:** Select **Notepad** from the context menu to enter notes or comments for a question. After entering a note, a pencil icon () appears next to the question number on the test page.
- **Mark for Review:** Select **Mark for Review** from the context menu to identify a question as one you may want to return to later. The question number displays a dog-eared style flap. In the **Questions** drop-down list, and a flag icon () appears next to the number on the test page. The **Questions** drop-down list displays () for the selected question.

## Expansion Tool

When questions are associated with a passage or other stimuli, you can expand the stimulus section so that it overlaps the question section.

- To expand the stimulus section, click  in the corner of the stimulus section.
- To collapse the stimulus section, click  again.

## General Test Rules and Navigation

This section describes how to navigate a test, pause data entry, end a test, and submit a test for scoring.

### Navigation and Pause Rules

You may review questions before pausing or submitting the test. You may change the selected responses for questions only if you have not submitted the test for scoring.

You may pause tests at any time and return to them later to complete data entry. Tests must be completed and submitted before the end of the administration window.

### Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test.




**Note:** Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

All scores that have been entered are automatically saved. Pausing the test does not impact any scores that you entered.

## Proceeding through the Test

You must enter student response data for each question where the student has provided a response. If the student did not provide a response, leave the question blank and proceed to the next page. After you select response options for the required questions on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.



**Note:** Questions that are grouped together may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner. You can click these tabs to navigate to the next question in the group.

1	2	3	4	5
---	---	---	---	---

## Navigating to Questions

You can navigate to questions page by page or directly jump to a question page by doing the following:

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a question page, select the appropriate question from the **Questions** drop-down list.

## Pausing Tests

You may pause data entry at any time. When you are ready to resume data entry for the test, you must log in and select the test form again. DEI opens the test to the first page with unanswered questions in the segment from which you paused the test. You may also go back to review or change scores for questions already entered.

To pause data entry, do the following:

- Click **Pause** in the top banner. A confirmation message pops up.
- Click **Yes** to confirm that you want to pause the test.

## Completing Data Entry and Reviewing Questions

The **Done Entering Data** button appears at the top of the screen.



When you click **Done Entering Data**, the next page gives you the following two options:

- Review the data you entered.
- Submit the test for scoring.

## You are done entering data.

If you wish to review your entries, select a question number below.

### Questions:

1	7	13	19	25	31	37	43
2	8	14	20	26	32	38	44
3	9	15	21	27	33	39	45
4	10	16	22	28	34	40	
5	11	17	23	29	35	41	
6	12	18	24	30	36	42	

### Next Step:

When you are done reviewing your entries, select **Submit Test**. You cannot change entries after you submit the test.

Submit Test

The following are the Done Entering Data page options:

- To review answers and go back to the test, select a question listed on this page. Questions that were marked for review display a flag icon (🚩). Questions that were not answered display a warning icon (⚠️).
- To complete the testing process, click **Submit Test**.

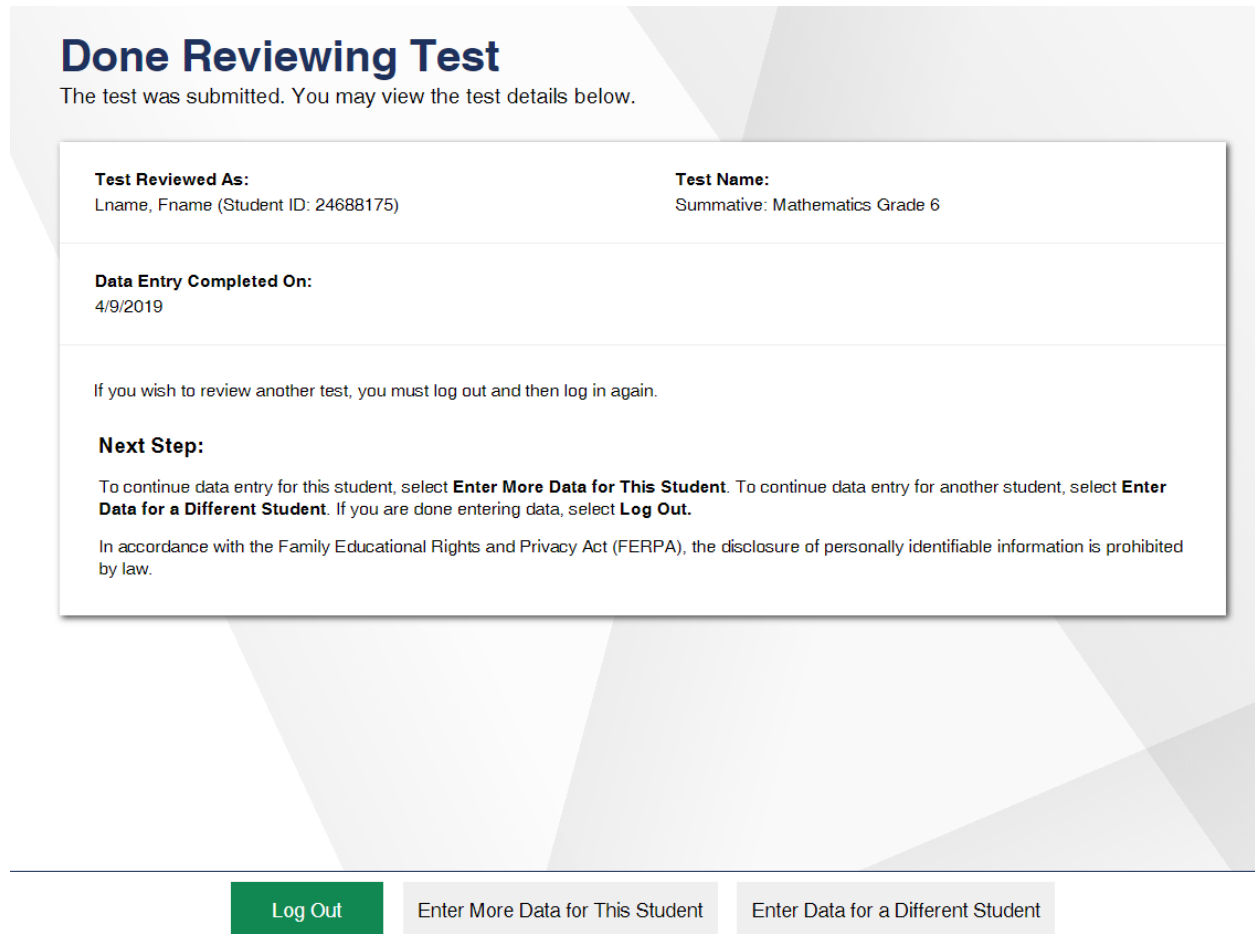


**Note:** After you click **Submit Test**, the test is officially completed. You cannot log back in and review the data you entered.



## Done Reviewing Assessment Page

After you submit the test, the **Done Reviewing Assessment** page appears, displaying the student's name, the test name, and the data entry completion date.



### Done Reviewing Test

The test was submitted. You may view the test details below.

<b>Test Reviewed As:</b> Lname, Fname (Student ID: 24688175)	<b>Test Name:</b> Summative: Mathematics Grade 6
<b>Data Entry Completed On:</b> 4/9/2019	

If you wish to review another test, you must log out and then log in again.

**Next Step:**

To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

[Log Out](#) [Enter More Data for This Student](#) [Enter Data for a Different Student](#)

The following are the Results page options:

- Click **Enter Data for Different Student** to enter scores or responses for another student. Clicking this will direct you to the **Enter Student Information** login page.
- Click **Enter More Data for this Student** to enter data for the same student without having to enter that student's demographic information again. You are directed to the Available Tests page. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.

# Return Materials

At the end of testing, all scratch paper must be securely destroyed by the test administrator and all paper test booklets must be returned to the building coordinator.

## Instructions for Returning Materials

For the writing testing window, all paper test materials must be returned to CAI by **March 22, 2024** as non-scorable materials. For the summative tests for all other subjects, all paper test materials must be returned to CAI by **May 17, 2024** as non-scorable materials. The test kit includes a FedEx shipment label to be used to return the kit to CAI.

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

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

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

# Appendix A. Paper Materials Tracking Form

Building coordinators must be able to account for paper testing materials at all times. This form is used to assist building coordinators in tracking the distribution and return of all materials for each test administrator.

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

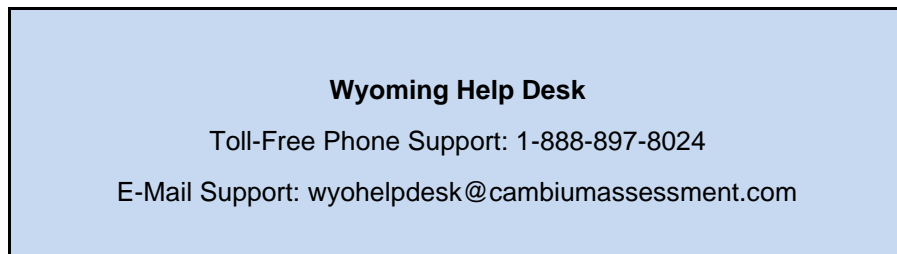
Comments or irregularities involving test materials:

# 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 have encountered.

## Help Desk Hours of Operation

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



Provide the following information:

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