



WY-TOPP Test Administration Manual

Interim and Modular Assessments

Fall 2018 and Winter 2019

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WY-TOPP Interim and Modular Test Administration Manual

The Wyoming Test of Proficiency and Progress (WY-TOPP) is a system of interim, modular on-demand, and summative assessments in English language arts (ELA), writing, mathematics, and science. The WY-TOPP interim assessments in ELA, writing, and mathematics are administered in fall for grades 1–10. Interim ELA and mathematics assessments are administered in winter for grades 3–10; interim writing is administered in fall and winter for grades 3, 5, 7, and 9. Modular writing assessments are available in each grade 3–10. During the spring interim assessment window, grades K-2 will be assessed in reading and math. These assessments are designed to assess the knowledge, skills, and abilities described in the Wyoming Content and Performance Standards (WYCPS). American Institutes for Research (AIR) is the test vendor for WY-TOPP and the provider of the online testing platform.

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

- Before Testing
- During Testing
- After Testing

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

WY-TOPP Interim Assessments

There are two types of interim assessments offered in WY-TOPP: Modular and Interim. Both assessments are intended to support instruction.

Modular assessments are short, standard-specific assessments for grades 1–10 that are focused on a discrete scope of grade-level skills or knowledge. Modular assessments are available on-demand throughout the school year and may be administered as many times as needed.

Interim assessments are generally longer and are designed to provide an experience similar to the summative test in length, content, and format. Interim assessments include the same item types and formats as the summative assessments. These tests are available to students in grades 1–10 during the fall and in grades 3–10 during the winter interim test window in the areas of ELA and mathematics; administration is optional. Interim assessments for grades K–2 will be available in the spring, and administration is required in ELA.

Test Windows and Scheduling

Students in grades 1–10 in the fall and grades 3–10 in the winter may participate in one Interim assessment per subject area, per interim window. Each district is responsible for determining school testing schedules in the testing window.

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 in the school’s testing window. Other circumstances such as fire drills and power failures may interrupt testing for groups of students. Make-up sessions should be scheduled when normal conditions are restored.

Test Administrator Responsibilities

Responsibilities of the Test Administrator include

- participating in training activities scheduled by the Building Coordinator;
- reviewing this document in advance of testing;
- adhering to test administration security procedures;
- reading the scripted directions aloud to the student, exactly as stated in this document;
- requesting guidance from the Building Coordinator when unusual circumstances arise or when uncertain about proper procedures;
- confirming that student accommodations and test settings in TIDE are correct; and
- approving WY-TOPP testing access to the appropriate students only.

Security

The WY-TOPP interim assessments are semi-secure, non-public assessments that follow the blueprints for each assessed subject. Educators can view test items and use the interim assessments to inform instruction. (They are semi-secure, non-public.) However, the content of the assessments cannot be shared outside the classroom. (They are semi-secure.) 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, security requirements, and resolve any questions prior to the test administration.

Reporting

The WY-TOPP Interim student scores are available to schools and districts to support local instruction. Results and detailed student responses will be available in AIR Ways Reporting once the students have completed testing.

Administering WY-TOPP Interim and Modular Assessments

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

Before Testing

Step 1: Complete Training

Test Administrators must complete the Test Administrator Certification Course before administering WY-TOPP interim assessments. The course can be accessed from the Wyoming Assessment Portal at www.wyoassessment.org/teachers-test-administrators.

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 www.wyoassessment.org/resources.

Step 3: Verify User Accounts

Each person administering an interim or modular assessment must have a user role created in TIDE. Each school must ensure that current staff members 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 www.wyoassessment.org/resources.

Step 4: Administer Training Tests

The training tests are provided to help students, teachers, Test Administrators, and Building Coordinators prepare for the WY-TOPP interim and summative assessments. Whenever a training test is administered in a school, it is strongly recommended that the test be accessed using the Secure Browser to provide students with access to text-to-speech and certify that local technology configurations can support testing. The training tests can be found on the Wyoming Assessment Portal.

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

Administering training tests also allow school personnel to confirm that each student testing device is configured correctly. Technology staff should confirm the following and refer to the Technology Resources section on the Wyoming Assessment Portal at www.wyoassessment.org/resources.

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

Best practices for using the training tests include

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

Step 5: Verify Student Accommodations and Test Settings

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

Accommodations

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

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

Step 6: Prepare Testing Materials

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

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

During Testing

The following steps outline the process Test Administrators use to log into the TA Interface and start a test session with a unique Test Session ID and the specific tests to be administered.

Test Administrators will then help students log in to their assessments by reading the Scripted Directions for WY-TOPP Interims and Modular 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 below.

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

Step 1: Distribute Materials

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

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

Step 2: Test Administrator Log in to the TA Interface

- Navigate to the Wyoming Assessment Portal at www.wyoassessment.org.
- Select the **Teachers/Test Administrators** 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 (e-mail address) and password in the respective text fields.
- Click **Log In**. You will be directed to the TA 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 dropdown filters in the “Test Selection” box. Click the “Start Session” button in the top left corner of the screen.

Step 4: Create a Session ID

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

Step 5: Help Students Log in to the Test Session

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

Step 6: Approve Students for Testing

The Test Administrator approves each student to enter the test session. The approval process is an opportunity for the Test Administrator 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 Test Administrator during the interim test administration.

Scripted Directions for WY-TOPP Interim and Modular Assessments

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

The Building Coordinator, Test Administrator, 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 and be displayed 10 tickets per page by default. Tickets should be printed and cut in advance of the test session so that testing is not delayed. If testing tickets are used, distribute them at the beginning of the test session.

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

- Write the Test Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute tickets (if you are using them).

Scripted Directions for the Interim and Modular Writing Tests

SAY	<p>Today you will be taking {the interim Writing test or a modular Writing 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>
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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>
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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 TA Interface, depending on what setting is incorrect, before testing.

Verify that all students are signed in.

SAY	<p>You should now see the "Your Tests" page. Select the {interim Writing test or [insert modular test name] modular assessment}. You will then be taken to a page that says "Waiting for Approval" at the top.</p>
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In the TA Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator.

Verify that appropriate accommodations are set before approving students. You may review all and edit some student test settings during the approval process. For more information on student test settings, consult the *Test Administrator User Guide*. To confirm the settings and approve the student for testing, click "Set & Approve." To deny a student access to testing, click "Deny" for that student. Please note that students with the Text to Speech (TTS) test setting will have an additional "Audio/Video Checks" page.

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

SAY	<p>"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.</p>
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Ensure students see the 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>
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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 make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

When the test session ends:

SAY	<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 completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. Click “Log Out” in the upper right corner of the TA Interface.

Scripted Directions for the Interim and Modular English Language Arts Tests

SAY	<p>Today you will be taking {the interim English language arts test or [insert modular test name] modular assessment}.</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>
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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>
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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 TA Interface, depending on what setting is incorrect, before testing.

Verify that all students are signed in.

SAY	<p>You should now see the "Your Tests" page. Select the {interim English language arts test or [insert modular test name] modular assessment}. You will then be taken to a page that says "Waiting for Approval" at the top. After your test opportunity has been approved, you will be taken to the "Audio/Video Checks" page. This will give you the chance to make sure the audio and video features on your device work before testing begins.</p>
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In the TA Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator.

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

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

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

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

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

SAY	Click "Begin Test Now."
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While students are taking the test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

When the test session ends:

SAY	<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>
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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 completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. Click “Log Out” in the upper right corner of the TA Interface.

Scripted Directions for the Interim and Modular Mathematics Tests

SAY	<p>Today you will be taking {the interim mathematics test or [insert modular test name] modular assessment}.</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>
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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, WIDER ID, grade, date of birth, and school. If all the information on the screen is correct, select "Yes" to continue. If any information is incorrect, please raise your hand.</p>
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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 TA Interface, depending on what setting is incorrect, before testing.

Verify that all students are signed in.

SAY	<p>You should now see the "Your Tests" page. Select the {interim Mathematics test or [insert modular test name] modular assessment}. You will then be taken to a page that says "Waiting for Approval" at the top.</p>
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In the TA Interface, you will see an “Approvals” box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator.

Verify that appropriate accommodations are set before approving students. You may review all and edit some student test settings during the approval process. For more information on

student test settings, consult the *Test Administrator User Guide*. To confirm the settings and approve the student for testing, click “Set & Approve.” To deny a student access to testing, click “Deny” for that student. Please note that students with the Text to Speech (TTS) test setting will have an additional “Audio/Video Checks” page.

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

SAY	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.
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Ensure that students see the 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>
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Answer any questions.

SAY	Click “Begin Test Now.”
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While students are taking the test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

When the test session ends:

SAY	<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>
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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 completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. “Log Out” in the upper right corner of the TA Interface.

Test Appeals

On rare occasions, a non-standard situation arises during test administration that requires action. Appeals that require action in TIDE are described below. These types of testing appeals will require state approval. You may view these requests at any time in TIDE.

Reset a Test

Resetting a test eliminates all responses for a student. When that student logs in to the test again, the test will start over. This should only be done in situations where the test cannot be appropriately completed as is (e.g., two students accidentally log in to each other’s tests; a student requiring Braille was not given the accommodation). A test should never be reset to give a student a second opportunity.

Reopen a Test

Reopening a test changes the test’s status from completed or reported to paused. This is useful if a student accidentally submits a test before reviewing it. After you reopen a test, a student can resume it.

Reopen a Test Segment

Reopening a test segment allows a student to return to the first segment if he or she incorrectly exited the segment. This is useful if a student accidentally clicked to complete the first segment of a test before he or she completed and reviewed the items.

Grace Period Extension

Extending the grace period of a test gives a student access to all of their previous responses. This should be granted if a test session is unexpectedly interrupted (e.g., due to a fire drill or lockdown). The grace period extension 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.

Test Invalidation

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.

Appeal Notes

If something about a test session was irregular but does not rise to the level of needing one of the listed appeals, you can use irregularity notes to record the incident. This might be used if a student's cell phone rings, testing is interrupted by a fire drill, etc.

Please refer to the *TIDE User Guide* for detailed instructions for marking, reviewing, and approving test appeals. This user guide is located on the Wyoming Assessment Portal at www.wyoassessment.org/resources.

After Testing

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

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

Wyoming Assessment Help Desk

Please contact your District Test Coordinator before contacting the Wyoming Assessment 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 7:00 p.m. Mountain Time (except holidays).

Wyoming Assessment Help Desk

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

E-Mail Support: wyohelpdesk@air.org

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:

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