Wyoming Alternate Assessment (WY-ALT)
Introduction to the Independent Field Test (IFT)

Wyoming Department of Education
American Institutes for Research
Purpose of this PowerPoint

- To provide an overview of the Independent Field Test (IFT)
- To provide an overview of the Test Delivery System (TDS)
- To explain how to access online tests
- To describe the layout of the Test Administrator Interface
- To describe the layout of the Student Interface
- To outline the process for administering online tests
What is the IFT?

- Online test for all WY-ALT students
- Introduces Test Administrators and students to the Test Delivery System that will be used in subsequent administrations
- Provides valuable data for future statistical use
When Is the IFT Administered?

April 9 – 27, 2018
## IFT Administered in Same Grades as WY-ALT

<table>
<thead>
<tr>
<th>Form</th>
<th>Student Grade</th>
<th>Content Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 3–5</td>
<td>3</td>
<td>ELA and Mathematics</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ELA, Mathematics, and Science</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>ELA and Mathematics</td>
</tr>
<tr>
<td>Grades 6–8</td>
<td>6</td>
<td>ELA and Mathematics</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>ELA and Mathematics</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>ELA, Mathematics, and Science</td>
</tr>
<tr>
<td>High School</td>
<td>9</td>
<td>ELA and Mathematics</td>
</tr>
<tr>
<td></td>
<td>10–11</td>
<td>ELA, Mathematics, and Science</td>
</tr>
</tbody>
</table>
The WY-ALT is administered through the Test Delivery System (TDS). TDS requires two machines (e.g., computers, tablets):

- One for the Test Administrator (TA) Interface – machine needs a web browser (Chrome, Firefox, Internet Explorer, etc.)
- Second for the Student Interface – machine needs the Secure Browser downloaded via the Wyoming Assessment Portal (wyoassessment.org)
TA and Student Interfaces

- TDS is divided into two different interfaces: the TA Interface and the Student Interface.
- TA Interface (first machine)
  - Where TA begins testing process
- Student Interface (second machine)
  - Where test items are delivered via Secure Browser
How to Access TA Interface

- Navigate to the Portal (wyoassessment.org)
- Select the WY-ALT Assessment Teachers and TAs user card
- Select the Test Administration Interface card
- Enter your TIDE email address and password
- Click Secure Login
Usernames and Passwords

- Consult the *WY-ALT IFT TA User Guide* (available on the Portal) if:
  - You forgot your password
  - Your temporary password expired
  - You did not receive an email containing a temporary password
TA Interface Features

Students in Your Test Session table

Select tests button

Session ID

Approvals button
# Features Available in TA Interface

<table>
<thead>
<tr>
<th>Feature</th>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lookup button</td>
<td><img src="image" alt="Student Lookup" /></td>
<td>Searches for student information as listed in TIDE.</td>
</tr>
<tr>
<td>Print Session button</td>
<td><img src="image" alt="Print Session" /></td>
<td>Prints your screen, including the Session ID and Students in your Test Session table.</td>
</tr>
<tr>
<td>Help Guide button</td>
<td><img src="image" alt="Help Guide" /></td>
<td>Displays an online version of this user guide.</td>
</tr>
<tr>
<td>Log Out button</td>
<td><img src="image" alt="Logout as" /></td>
<td>Logs you out of the TA Interface.</td>
</tr>
<tr>
<td>Stop Session button*</td>
<td><img src="image" alt="STOP" /></td>
<td>Ends the test session.</td>
</tr>
</tbody>
</table>

*Feature appears after you start a test session.

**Feature appears after you approve students for testing.
## Features Available in TA Interface (cont.)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh button*</td>
<td><img src="image" alt="Refresh" /></td>
<td>Updates the on-screen information.</td>
</tr>
<tr>
<td>Session ID*</td>
<td><img src="image" alt="Session ID" /></td>
<td>Displays the unique ID generated for the test session.</td>
</tr>
<tr>
<td>Select Tests button</td>
<td><img src="image" alt="Select Tests" /></td>
<td>Opens the Test Selection window.</td>
</tr>
<tr>
<td>Approvals button*</td>
<td><img src="image" alt="Approvals" /></td>
<td>Opens the Approvals and Student Test Settings window.</td>
</tr>
<tr>
<td>Students in your Test Session table**</td>
<td><img src="image" alt="Test Session" /></td>
<td>Displays the testing progress for students in your test session.</td>
</tr>
</tbody>
</table>

*Feature appears after you start a test session.

**Feature appears after you approve students for testing.
Looking Up Students

- To perform advanced search:
  1. Click **Student Lookup** in banner
  2. Click **Advanced Search**
  3. Select appropriate district/school
  4. Select appropriate grade
  5. Enter student’s exact first or last name
  6. Click **Search**. Results will appear below search fields
  7. To view student’s information, click ⬤ in Details column

- To perform quick search:
  1. Click **Student Lookup** in banner
  2. Click **Quick Search**
  3. Enter student’s WISER ID
  4. Click **Submit**. Results will appear below
Approving Print Requests

- Printouts of secure test passages and items can be requested in Student Interface via Print-on-Demand tool
  - Requests must be approved in TA Interface to allow printing
  - Request notification appears in Action column of Students in Your Test Session table
- Click 📝 in Action column of Students in Your Test Session table in TA Interface
Click **Approved Requests** in banner. *Print Requests* window opens:

<table>
<thead>
<tr>
<th>Test</th>
<th>Request</th>
<th>Question #</th>
<th>Approved On</th>
</tr>
</thead>
<tbody>
<tr>
<td>WY-ALT IFT ELA Grade 3</td>
<td>Print Passage - Page for Item 1</td>
<td>0</td>
<td>3/28/2018 8:00:36 PM</td>
</tr>
</tbody>
</table>
Starting a Test Session

- Log in to TA Interface and select tests
  - Only selected tests will be available in Student Interface
  - Click † to expand
  - Click ‥ to collapse
  - To select test, click checkbox next to test name

![Operational Test Selection](image)
Starting a Test Session (cont.)

- In lower-left corner of window, click **Start Operational Session**

- Session ID will appear in upper-right corner
  - Use Session ID to log into Student Interface
Adding Tests to Active Test Session

- In upper-right corner of TA Interface, click **Select Tests**
  - Tests already in Test Session are grayed out

- In **Test Selection** window, mark checkbox for test and click **Add to Operational Session** in lower-left corner
Approving Student for Testing

- Verify test settings and accommodations are correct before approving student for testing
- Click Approvals

  ![Operational Session ID](UAT-EFB1-2)

- Click to check/adjust student test settings and accommodations
- To confirm settings, click Set
- To confirm settings and approve student, click Set & Approve
Settings and Accommodations

- **Literary Assistance Tools**
  - Text-to-Speech (TTS) Tracking

- **Integration with Assistant Technology**
  - Permissive Mode

- **Visual Assistance Tools**
  - Color Choice
  - Zoom

- **General Testing Tools**
  - Print on Demand
Monitoring Test Progress

- **Students in Your Test Session** table displays test progress for each student logged in.

- There are various test statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>You approved the student, but the student did not yet start or resume the test.</td>
</tr>
<tr>
<td>Started</td>
<td>Student started the test and is actively testing.</td>
</tr>
<tr>
<td>Review</td>
<td>Student answered all questions and is currently reviewing answers before completing the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The TA and the student submitted the test.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Test was submitted for quality assurance review and validation.</td>
</tr>
<tr>
<td>Reported</td>
<td>Test passed quality assurance and is undergoing further processing.</td>
</tr>
<tr>
<td>Paused*</td>
<td>Student’s test is paused. The time listed indicates how long the test has been paused.</td>
</tr>
<tr>
<td>Expired*</td>
<td>Test was not completed by the end of the testing window and the opportunity expired.</td>
</tr>
<tr>
<td>Pending*</td>
<td>Student is awaiting approval for a new test opportunity.</td>
</tr>
<tr>
<td>Suspended*</td>
<td>Student is awaiting approval to resume a test opportunity.</td>
</tr>
</tbody>
</table>

*Appears when the student is not actively testing. The student’s row grays out in such cases.
Stopping Tests

- Once the student’s test is submitted, you can close the test session
  - In upper-right corner, click **STOP**
  - Stopping test logs out all students in that session

- A single test can be taken over multiple test sessions
  - If a student is logged out before their test is submitted and then resumes testing, the test will have a new session
How to Access Student Interface

- Download and install Secure Browser on the student’s machine
  - Same Secure Browser used for WY-TOPP
- Launch Secure Browser on the student’s machine
- Assist student in entering first name and WISER ID as it appears in TIDE and Session ID as it appears in TA Interface.
- Click **Sign In**
  - Verify student information on next page is correct
Student Sign-in Errors

- Common student sign-in errors:
  - Session does not exist
    - Session ID is entered incorrectly
  - Student information is not entered correctly
    - Verify WISER ID is entered correctly
  - Session has expired
    - Ensure session ID is correct and session is open
  - Student is not associated with your school or you are not associated with student’s school
    - Contact Wyoming Help Desk
Selecting a Test

- Your Tests page displays all tests student is eligible for.
Text-to-Speech

- Text-to-Speech (TTS) reads test aloud
- Verify on Text-to-Speech Sound Check page that TTS works properly
View Instructions and Start Test

- Review *Instructions and Help* page
- Select **Begin Test Now**

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

Contents
- Overview of the Test Site
- Test Rules
- About Print-on-Demand and Text-to-Speech

Overview of the Test Site

Sample Test Page

Next Step:
To begin your test, choose **Begin Test Now**. If your Test Administrator tells you to log out, choose **Return to Login**.
Student Interface Layout

Reading Passage:
Spider plants are very popular, easy to grow houseplants. People like these plants because they have bright green and yellow leaves.

Spider plants do not need special care; just give them light (not too much), some water to grow. In the spring, you can trim them with little white flowers. You can also propagate them into baby spider plants. Clip the baby plants and plant them in a pot with soil. Soon you will have a whole family of these cheery plants!

Stem:
What does the author claim about spider plants?

Responses:
- They are fun to grow.
- They look like spiders.
- They need a lot of sun.

Global Menu
Text-to-Speech
Next item
Context Menu
Next
Student Interface’s Tools

- **End test button**
- **Help and Volume buttons**
- **Navigation buttons**
- **Test tools**
- **Context Menu**

**Questions:** 1  
**ELA Test (0 out of 7)**  
**GUEST (WISER ID: GUEST)**  
**GUEST SESSION**

Spider Plants

1. What does the author claim about spider plants?
<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlighter</td>
<td>To highlight text, select text on screen, then select Highlight Selection from the context menu or by right clicking on the screen. To remove highlighting, select Reset Highlighting from the context menu or by right clicking. Text in images cannot be highlighted. When a test pauses, highlighting may not persist for certain hot text items or if student switches testing devices.</td>
</tr>
<tr>
<td>Speak [Passage / Question / Selection}</td>
<td>To listen to a stimulus passage, click on the ear or open the context menu or right-click on the passage page and select <strong>Speak Passage</strong>. You can also select a portion of text to listen to, such as a word or phrase. To do this, select the text with the mouse, open the context menu or right-click, and select <strong>Speak Selection</strong>. To listen to a question or answer options, TAs and students open the context menu or right-click and select <strong>Speak Question</strong>.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>For multi-select items, if a student has ruled out one option, strike through that option. From the context menu, or by right clicking, select Strikethrough and click on that option. Click it again to remove Strikethrough.</td>
</tr>
<tr>
<td>Mark for Review</td>
<td>Mark for Review flags item. At the end of the test, you can return to any items, but marked items appear with a flag for reference.</td>
</tr>
</tbody>
</table>
Global Menu

- Global Menu has additional tools and navigation options
- To open, click gray box at top left and type in password (student’s first name)
# Global Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help</td>
<td>To view Instructions and Help, select the question mark button in the upper-right corner.</td>
</tr>
<tr>
<td>System Settings</td>
<td>To adjust audio, select 🔄 in the upper-right corner.</td>
</tr>
</tbody>
</table>
| Masking            | Masking tool temporarily covers a distracting area of the page. To use this tool:  
1. Select Masking in global menu.  
2. Click and drag across distracting area.  
To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area. |
| Zoom buttons       | To enlarge text and images, select Zoom In. Multiple zoom levels are available.  
To undo zooming, select Zoom Out. |


<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Reader</td>
<td>Line reader highlights one row of text at a time. Use the arrow keys to move between lines of text. Click the Line Reader button again to deactivate.</td>
</tr>
<tr>
<td>Full Screen</td>
<td>To hide the Global Menu, click on the Full Screen button.</td>
</tr>
<tr>
<td>End Test</td>
<td>End Test button only appears in the global menu after the last item. Click this button to end the test.</td>
</tr>
<tr>
<td>Expandable Passages</td>
<td>To expand a reading passage, click this button. The passage will now occupy a larger portion of screen. Click the button again to return it to normal size.</td>
</tr>
<tr>
<td>Desmos Calculator</td>
<td>Desmos Calculator is offered on Math tests for Grades 6-8 and 9-11.</td>
</tr>
</tbody>
</table>
Ending a Test

- After students responds to last item, click on the gray box at the top left of the screen.

- Type in the password, which is the student’s first name.

- The global menu will appear.

- Click **End Test**
Submitting a Test

- Once you click **End Test**, a review page appears.
  - All Marked for Review items have flag (    )
  - All unanswered items have orange triangle (    )
  - You can revisit any item by clicking item number

- When done reviewing, click **Submit Test**.

- If you need to submit tests for additional subjects, you will need to log back in.
Additional Resources

The resources below are available on the Portal:

- WY-ALT IFT TA User Guide
- Directions for Administration Manual
- System Requirements document
- TIDE User Guide
- Technical Specifications Manual for Online Testing
- Secure Browser Installation Manual
- Voice Pack Installation Guide
User Support

- For questions regarding the IFT, please contact the Wyoming Help Desk:
  - wyohelpdesk@air.org
  - 1-888-897-8024
- The Help Desk is open Monday – Friday 8:00 a.m. to 5:00 p.m.