

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

Wyoming Department of Education
American Institutes for Research



Purpose of this PowerPoint

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- 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?

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- 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?

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April 9 – 27, 2018

IFT Administered in Same Grades as WY-ALT

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| Form | Student Grade | Content Areas |
|-------------|---------------|-------------------------------|
| Grades 3–5 | 3 | ELA and Mathematics |
| | 4 | ELA, Mathematics, and Science |
| | 5 | ELA and Mathematics |
| Grades 6–8 | 6 | ELA and Mathematics |
| | 7 | ELA and Mathematics |
| | 8 | ELA, Mathematics, and Science |
| High School | 9 | ELA and Mathematics |
| | 10–11 | ELA, Mathematics, and Science |

How Is the IFT Administered?

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- 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

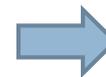
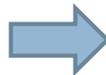
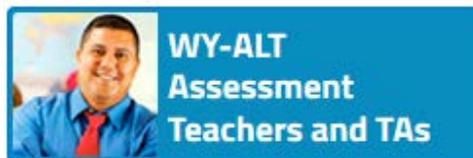
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- TDS is divided into two different interfaces: the TA Interface and the Student Interface.
- TA Interface (first machine)
 - Where TA begins testing process
- Student Interface (second machine)
 - Where test items are delivered via Secure Browser

How to Access TA Interface

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- 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**

A login form with a light grey background. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link that says "Forgot Your Password?". At the bottom is a dark blue button with the text "Secure Login".

Username and Passwords

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- 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

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The screenshot displays the TA interface with several callouts highlighting key features:

- Students in Your Test Session table:** Points to the main table area.
- Session ID:** Points to the 'UAT-EFB1-2' session identifier.
- Select tests button:** Points to the 'Select Tests' button in the top right.
- Approvals button:** Points to the 'Approvals 1' button in the top right.

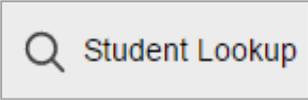
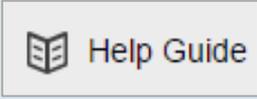
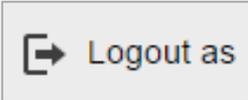
Students in your Operational Test Session

1 students awaiting approval 0 print requests 0 active tests

| Student Name | WISER ID | Opp # | Test | Test Status | Test Settings |
|--------------|----------|-------|----------------------------|--------------------------------|---------------|
| Lname, Fname | 99999702 | 1 | WY-ALT IFT ELA High School | Paused, 1 min 0/10 answered | Standard |

Features Available in TA Interface

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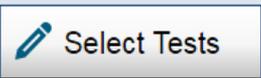
| Feature | Image | Description |
|-----------------------|--|---|
| Student Lookup button |  | Searches for student information as listed in TIDE. |
| Print Session button |  | Prints your screen, including the Session ID and Students in your Test Session table. |
| Help Guide button |  | Displays an online version of this user guide. |
| Log Out button |  | Logs you out of the TA Interface. |
| Stop Session button* |  | Ends the test session. |

*Feature appears after you start a test session.

**Feature appears after you approve students for testing.

Features Available in TA Interface (cont.)

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| Feature | Image | Description |
|---------------------------------------|---|--|
| Refresh button* |  | Updates the on-screen information. |
| Session ID* |  | Displays the unique ID generated for the test session. |
| Select Tests button |  | Opens the Test Selection window. |
| Approvals button* |  | Opens the Approvals and Student Test Settings window. |
| Students in your Test Session table** |  | Displays the testing progress for students in your test session. |

*Feature appears after you start a test session.

**Feature appears after you approve students for testing.

Looking Up Students

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- 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

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- 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

Viewing Approved Print Requests

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- Click **Approved Requests** in banner. *Print Requests* window opens:

| Approved Requests | | | |  Print |  Close |
|------------------------|---------------------------------|------------|----------------------|---|---|
| Test | Request | Question # | Approved On | | |
| WY-ALT IFT ELA Grade 3 | Print Passage - Page for Item 1 | 0 | 3/28/2018 8:00:36 PM | | |

Starting a Test Session

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□ 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 Expand All

Choose which tests to add to your session from the tree, and then start your session.

- +** Interim
- +** Modulares
- +** Braille Modulares
- WY-ALT
 - +** ELA
 - Math
 - WY-ALT IFT Math Grade 3
 - WY-ALT IFT Math Grade 4
 - WY-ALT IFT Math Grade 5
 - WY-ALT IFT Math Grade 6
 - WY-ALT IFT Math Grade 7

▶ Start Operational Session Close

Starting a Test Session (cont.)

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- 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

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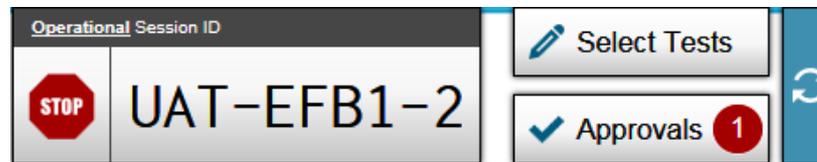
- In upper-right corner of TA Interface, click **Select Tests**
 - Tests already in Test Session are grayed out
- In **Test Selection** window, mark checkbox for test and click **Add to Operational Session** in lower-left corner

The screenshot shows a window titled "Operational Test Selection" with an "Expand All" button in the top right. Below the title bar, there is a instruction: "Choose which tests to add to your session from the tree, and then start your session." The main area contains a list of test categories and specific tests, each with a checkbox and a plus or minus icon to its left. The categories are: Interim (green bar, + icon, unchecked), Modulars (blue bar, + icon, unchecked), Braille Modulars (pink bar, + icon, unchecked), WY-ALT (purple bar, - icon, checked), ELA (light purple bar, + icon, unchecked), and Math (light purple bar, - icon, checked). Under the Math category, there are several sub-items: WY-ALT IFT Math Grade 3 (unchecked), WY-ALT IFT Math Grade 4 (unchecked), WY-ALT IFT Math Grade 5 (checked), WY-ALT IFT Math Grade 6 (unchecked), and WY-ALT IFT Math Grade 7 (unchecked). At the bottom of the window, there are three buttons: "Add to Operational Session" (with a green plus icon), "Close", and a grayed-out button.

Approving Student for Testing

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



- 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

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- **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

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- *Students in Your Test Session* table displays test progress for each student logged in
- There are various test statuses:

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

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

Stopping Tests

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- Once the student's test is submitted, you can close the test session
 - In upper-right corner, click 
 - 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

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- 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

Please Sign In

First Name:

Student ID:

Session ID: - -

Browser: Secure v9

Student Sign-in Errors

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- 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

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- *Your Tests* page displays all tests student is eligible for

The screenshot shows the 'Your Tests' interface. At the top, it says 'Your Tests' and 'Select the test you need to take.' Below this are three test options, each with a purple icon in a square:

- Resume WY-ALT IFT ELA High School**: This is opportunity 1 of 1. A blue arrow labeled 'Paused test' points to the clock icon.
- Inactive WY-ALT IFT Math High School**: You have used up your opportunities for this test. A blue arrow labeled 'Completed Test' points to the right-pointing arrow icon.
- Start WY-ALT IFT Science High School**: This is opportunity 1 of 1. A blue arrow labeled 'Available Test' points to the right-pointing arrow icon.

At the bottom, there is a 'Next Step:' section with the text: 'If you do not see the test you need to take, notify your Test Administrator and select **Back to Login**.' Below this is a red-bordered button labeled 'Back to Login'.

Text-to-Speech

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- Text-to-Speech (TTS) reads test aloud
- Verify on *Text-to-Speech Sound Check* page that TTS works properly

Text-to-Speech Sound Check

Make sure text-to-speech is working.



Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

Sound Settings

Current Voice Pack:

Use the sliders to adjust the available text-to-speech settings.

Volume

Pitch

Rate

View Instructions and Start Test

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

Instructions and Help

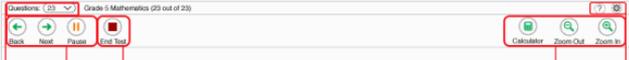
You may select the question mark button to access this Help Guide at any time during your test.

Contents

- [Overview of the Test Site](#)
- [Test Rules](#)
- [About Print-on-Demand and Text-to-Speech](#)

Overview of the Test Site

Sample Test Page



The screenshot shows a browser window titled 'Grade 5 Mathematics (23 out of 23)'. The interface includes a navigation bar with buttons for 'Back', 'Next', 'Pause', and 'Exit Test'. On the right side, there are utility buttons for 'Calculator', 'Zoom Out', and 'Zoom In'. Red boxes highlight the 'Exit Test' button and the utility buttons.

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

[Begin Test Now](#) [Return to Login](#)

Student Interface Layout

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The screenshot displays a student interface for a reading passage. On the left, there is a sidebar with a "Global Menu" button and a "Text-to-Speech" button. The main content area shows a reading passage titled "Spider Plants" with an illustration of a spider plant. Below the illustration, there is a "Reading Passage" section with text about spider plants. A question is posed: "What does the author claim about spider plants?". Below the question, there are three response options: "They are fun to grow.", "They look like spiders.", and "They need a lot of sun.". The interface also includes a "Next" button, a "Next item" button, a "Context Menu" button, and a "Stem" button. A "Responses" button points to the response options.

Student Interface's Tools

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The screenshot displays a student interface for an ELA test. At the top, a navigation bar includes 'Questions: 1', 'ELA Test (0 out of 7)', 'GUEST (WISER ID : GUEST)', and 'GUEST SESSION'. Below this is a row of navigation buttons: Back, Next, Save, Pause, End Test, and Full Screen. To the right of these are 'Test tools' including Masking, Line Reader, Zoom Out, and Zoom In. Further right are 'Help and Volume buttons' represented by a question mark and a gear icon. A callout box labeled 'End test button' points to the 'End Test' button. Another callout box labeled 'Navigation buttons' points to the 'Back' and 'Next' buttons. A third callout box labeled 'Context Menu' points to a hamburger menu icon next to the question number '1'. The main content area shows a question titled 'Spider Plants' with an illustration of a spider plant. The question text is 'What does the author claim about spider plants?' and is preceded by a speaker icon for audio playback.

Context Menu Tools

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| Tool Name | Instructions |
|--|---|
| Highlighter | 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. |
| Speak [Passage / Question / Selection] | To listen to a stimulus passage, click on the ear or open the context menu or right-click on the passage page and select Speak Passage . 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 Speak Selection . To listen to a question or answer options, TAs and students open the context menu or right-click and select Speak Question . |
| Strikethrough | 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. |
| Mark for Review | 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. |

Global Menu

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

The screenshot displays the 'Global Menu' interface. At the top, it shows 'Questions: 1' in a dropdown, 'ELA Test (0 out of 7)', 'GUEST (WISER ID : GUEST)', and 'GUEST SESSION'. Below this is a toolbar with icons for Back, Next, Save, Pause, End Test, and Full Screen. A prominent blue button labeled 'Global Menu' is centered. To the right are icons for Masking, Line Reader, Zoom Out, and Zoom In. The main content area is split into two panels. The left panel, titled 'Spider Plants', features a listening icon (ear) and a line drawing of a spider plant. The right panel shows question '1' with a listening icon and the text: 'What does the author claim about spider plants?'

Global Tools

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| Tool Name | Instructions |
|--|---|
| Help  | To view Instructions and Help, select the question mark button in the upper-right corner. |
| System Settings  | To adjust audio, select  in the upper-right corner. |
| Masking  | <p>Masking tool temporarily covers a distracting area of the page. To use this tool:</p> <ol style="list-style-type: none">1. Select Masking in global menu.2. Click and drag across distracting area. <p>To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.</p> |
| Zoom buttons   | To enlarge text and images, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out. |

Global Tools (cont.)

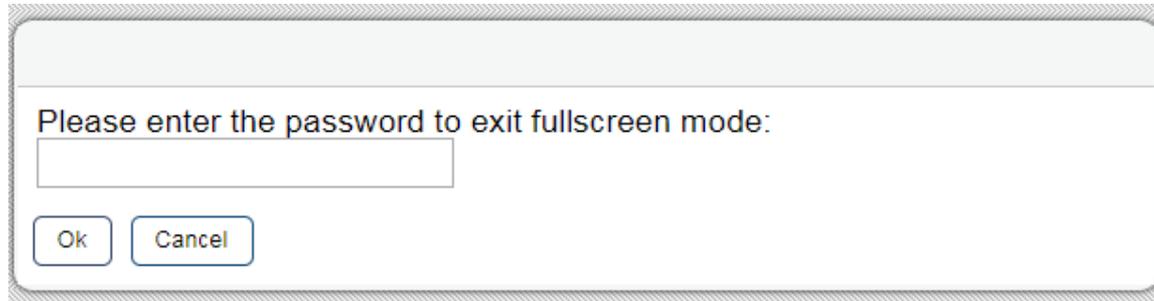
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| Tool Name | Instructions |
|--|---|
| Line Reader  | Line reader highlights one row of text at a time. Use the arrow keys to move between lines of text. Click the Line Reader button again to deactivate. |
| Full Screen  | To hide the Global Menu, click on the Full Screen button. |
| End Test  | End Test button only appears in the global menu after the last item. Click this button to end the test. |
| Expandable Passages  | 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. |
| Desmos Calculator | Desmos Calculator is offered on Math tests for Grades 6-8 and 9-11. |

Ending a Test

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



Please enter the password to exit fullscreen mode:

Ok Cancel

- Type in the password, which is the student's first name.
- The global menu will appear.



- Click **End Test**

Submitting a Test

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- 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

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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

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- 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.