



2018

WY-ALT

Wyoming
Alternate
Assessment



Test Coordinator's Manual

For District Test Coordinator and
Building Coordinator Use

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Note: This manual is available for download from the Wyoming Assessment Portal (<http://wyoassessment.org>).

Important Contact Information

For information regarding ordering, receiving, and returning WY-ALT materials, please contact:

The Wyoming Help Desk
Email: wyohelpdesk@air.org
Phone: (888) 897-8024

For general information regarding Wyoming's WY-ALT, please contact:

Wyoming Department of Education, Assessment Division
Jessica Steinbrenner, Assessment Supervisor
jessica.steinbrenner@wyo.gov
(307) 777-8568

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Wyoming's Alternate Assessment for Students with Significant Cognitive Disabilities (WY-ALT)

Spring 2018 Administration

Important Activities and Dates

Activity	Date
TIDE Initial Pre-ID Window	October 3 – November 28, 2017
Second Scorer Assignments Posted in TIDE	December 6, 2017
WY-ALT Test Administration Training	January 8 – February 1, 2018
Test Materials Delivered to Schools	February 12, 2018
Test Materials Distributed to TAs	February 12 – February 27, 2018
TIDE Additional Order Window	February 12 – March 30, 2018
Test Administration Window (all scores must be submitted into the Data Entry Interface [DEI] by March 28)	February 26 – March 28, 2018
Test Irregularity Reporting Window	February 26 – March 28, 2018
Test Materials FedEx Pickup Deadline	April 4, 2018
Family Score Reports Delivered to Schools	June 26, 2018

Common Abbreviations and Acronyms

AIR	American Institutes for Research (test development vendor)
ALT TA	Test Administrator
BC	Building Coordinator
DEI	Data Entry Interface
DFAM	Directions for Administration Manual
DTC	District Test Coordinator
IEP	Individualized Education Program
ORS	Online Reporting System
PTSB	Professional Teaching Standards Board
TA Kit	Test Administrator Kit
TCM	Test Coordinator Manual
TIDE	Test Information Distribution Engine
SS	Second Scorer
WDE	Wyoming Department of Education
WISER ID	Wyoming Student Identifier Number
WY-ALT	Wyoming Alternate Assessment for Students with Significant Cognitive Disabilities

Overview of the WY-ALT

Wyoming's Alternate Assessment for Students with Significant Cognitive Disabilities (WY-ALT) was administered for the first time in spring 2015. To give the WY-ALT, Test Administrators (TAs) administer a series of tasks and items to the student following the script provided in the test booklet. The script includes response options with appropriate representations, such as picture systems, and scaffolding, to maximize the student's opportunities to successfully respond.

The WY-ALT is designed to maximize access to the general education curriculum for students with significant cognitive disabilities, ensure that students with significant cognitive disabilities are included in Wyoming's statewide assessment and accountability programs, and direct instruction in the classroom by providing important pedagogical expectations and data that guide classroom decisions.

The WY-ALT is administered by grade band (3–5, 6–8, and 9–11). Students will take the WY-ALT in the same grades and content areas that are administered for Wyoming's general education assessment, the Wyoming Test of Proficiency and Progress (WY-TOPP).

WY-ALT responses will be submitted online via the Data Entry Interface (DEI). District Coordinators are responsible for ensuring TAs have access to the DEI. Spring 2018 scores will be immediately available in the Online Reporting System (ORS). For more information regarding the format of the test and submission of scores, please refer to the *WY-ALT Directions for Administration Manual (DFAM)*.

This *Test Coordinator Manual (TCM)* outlines the specific responsibilities of the Test Coordinators regarding the WY-ALT. This manual contains directions for receiving, distributing, and returning the test administration materials to the American Institutes for Research (AIR) after the assessment has been completed.

WY-ALT Grade Band Test Design

The WY-ALT is administered by grade band (3–5, 6–8, and 9–11). All students will be assessed in English language arts and mathematics. Students in grades 4, 8, 10, and 11 will also be assessed in science. Students will take the WY-ALT in the same grades and content areas that are administered for the WY-TOPP.

Table 1. Grade Band Test Assignments

Grade Band Test	Student Grade	Content Areas to be Administered to Each Student
3–5	3	English language arts and mathematics
	4	English language arts, mathematics, and science
	5	English language arts and mathematics
6–8	6	English language arts and mathematics
	7	English language arts and mathematics
	8	English language arts, mathematics, and science
9–11	9	English language arts and mathematics
	10	English language arts, mathematics, and science
	11	English language arts, mathematics, and science

Schedule for the Alternate Assessment

The spring 2018 test administration window opens February 26, 2018, and closes at 11:59 PM, March 28, 2018. There will be no extensions to the testing window. A student's TA may stop the assessment at any time and resume at a later time within the administration window. It is estimated that the administration of tasks will take approximately one hour per content area per student. Not all administrations will require this much time, while others may require additional time. All scores must be submitted into the DEI before the close of the testing window.

Training Requirements

Each TA who administers the WY-ALT must be an employee of a district, hold a license/certificate/permit issued by the Wyoming Professional Teaching Standards Board (PTSB), and attend a 2018 WY-ALT administration training. Persons selected as Second Scorers (SSs) must also hold a license/certificate/permit issued by the PTSB and attend a 2018 WY-ALT administration training.

In addition to training, any person who participates in administering an alternate assessment should have a copy of the DFAM to conduct the assessment. This administration manual is included with the test administration materials and is available on the Wyoming Assessment Portal (<http://woassessment.org>). It is recommended that Building Coordinators (BC) become familiar with the policies and procedures discussed in the DFAM, as well.

WDE and AIR provide training and technical assistance for the administration of the WY-ALT. All TAs and SSs who will be administering the alternate assessment will be required to attend training in January 2018. TAs and SSs who attended a full day of training as well as administered the WY-ALT in 2017, and feel comfortable administering in 2018, will have the option of attending a half-day refresher training or a refresher webinar. TAs and SSs will need to take the full day of training at least once every four years, or when the WY-ALT assessment changes, and take the refresher course annually. Information regarding training locations, dates, and registration are located on the Wyoming Assessment Portal (<http://woassessment.org>).

Districts assume all responsibility for any non-standard test administration or testing irregularity resulting in a test invalidation due to administration error (e.g., failure to correctly scaffold and score student responses). As with all statewide testing, districts are required to provide annual training on test security and standards for the ethical use of tests to all employees who have access to state tests and students who are administered the state tests.

Test Security

The WY-ALT is subject to the same considerations in terms of test security and ethical practices as the WY-TOPP. Refer to the Portal (<http://wyoassessment.org>) for additional information on test security and procedures related to test incidents and irregularities.

Maintaining test security is one of your most important responsibilities as a Test Coordinator. Follow your district's written procedures for protecting the security of test materials **at all times**. Secure test materials consist of test booklets, reading passage booklets, and printed manipulatives.

Each test contains questions and other materials which will be used on future forms of the test. Therefore, security is vital for future administrations as well as the current administration. You are responsible for ensuring the security not only of the physical test booklets, reading passage booklets, and printed manipulatives, but also of the content of those materials. Your responsibility for maintaining the security of test questions and materials does not end when materials are returned.

As a Test Coordinator, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that the TAs and SSs act in accordance with all security requirements while they are in possession of test materials. Test materials should be kept in a locked, secure location with limited access when they are not in use. Only individuals authorized by school policy should have access to these materials. The Test Administrator Security Agreement, located in Appendix A, should be given to TAs and SSs to sign following their security training. It is the responsibility of the BC or principal to retain the signed agreements for at least two years. They may be stored electronically.

AIR provides packing lists for secure materials ordered for individual schools. Use these lists to document all information regarding discrepancies or missing secure testing materials on the Secure Materials Resolution Form (see Appendix C). If there is a discrepancy between the packing list and the actual materials received, contact the Help Desk immediately (888-897-8024). Retain the packing lists for your records; do not return them to AIR.

AIR maintains a record of the serial numbers of all secure test materials. When testing has been completed, all secure test materials must be returned. AIR accounts for all secure test materials by serial number and will provide a record of missing secure test materials to you and to WDE. If any secure test material is determined to be missing, you will be required to account for it. Immediately report any missing materials to the Help Desk at wyohelpdesk@air.org.

Dos and Don'ts for Test Security

Do

- Store all test materials in a locked, secure location with limited access when testing is not occurring.
- Limit access to secure test materials to faculty/staff who attended a 2018 Test Administrator Training.
- Account for secure test materials before, during, and after the test administration.

Do Not

- Copy or reproduce assessment materials except to modify/enlarge printed manipulatives to make them accessible to students.
- Share assessment materials with colleagues who have not attended a 2018 WY-ALT Test Administrator Training.
- Move materials from one building to another, **unless explicitly authorized by the WDE.**

- Retain any secure test materials (used or unused) after the administration.

Examples of ethical, unethical, or inappropriate assessment practices are provided in the table below. These examples provide guidance for identifying categories of unethical practices which can occur at each stage of the assessment process. Please use the table during staff in-service sessions related to assessment. These examples are not intended to be an exhaustive list of all possible unethical practices. Good professional judgment must be used when you are determining whether an assessment practice may be unethical. If you have any questions or need to report a test security breach, please contact WDE at 307-777-8568.

Is this activity or behavior an ethical practice?	Yes	No
Making a copy of the WY-ALT and/or preparing a student study guide based on the Alternate Assessments.		X
Preparing students for the WY-ALT by incorporating the standards extensions in the appropriate subject curriculum.	X	
Changing a student's response.		X
Using the results of the WY-ALT as one of the sources of information on which to evaluate the effectiveness of curriculum.	X	
Hinting to a student to reconsider any answers given on a test.		X
Providing teachers and counselors with information they need to interpret test results.	X	
Revealing the test scores of one student to another student.		X

Second Scorer Policy

All Second Scorers are required to attend a 2018 WY-ALT Test Administration Training. If an SS attended a training in 2017, he or she may attend a refresher training. If no training was attended in 2017, the SS must attend a full-day Test Administrator Training session. Approximately 25% of students in the WY-ALT-tested population will be required to have an SS observe the administration and independently score the student's responses. The SS will observe and score the student's ELA assessment for the spring 2018 administration. The SS should not confer with the TA about individual student scores. The SS's scores will be compared with the TA's scores to obtain a diagnostic measure of scoring consistency. The student's responses submitted by the TA will be the official scoring record for reporting student scores. The results of the SS's scoring will not be reported to the district.

All schools implementing the WY-ALT will be required to have one or more Second Scorer administrations per school. A random sampling procedure will be used to identify the students selected for second scoring once the pre-ID window closes in TIDE. Second Scorer assignments will be posted in TIDE on December 6, 2017. Before the start of the testing window, BCs log in to TIDE to verify which student(s) have been selected for SS administration. Directions for locating SS assignments can be found in the *TIDE User Guide*.

IMPORTANT: BCs are responsible for making sure that TAs know which students need a Second Scorer before testing begins. SS administration compliance is important to provide evidence of reliability of the scoring process. Compliance will be monitored throughout the testing window.

Second Scorer Credentials

DTCs are responsible for identifying Second Scorers and ensuring they are trained. A SS must have a certificate/license/permit issued by the PTSB and attend a 2018 WY-ALT administration training. Building administrators, substitute teachers, and classroom aides who meet these criteria may serve as SSs. A family member of the student may not serve as an SS. Trained TAs may serve as SSs for test sessions where they are not serving as a TA.

Second Scorer User Accounts

BCs must create Second Scorer accounts in TIDE for staff who will serve as SSs. Doing so will provide these users with access to the DEI. SSs no longer have access to ORS. More information on the changes to ORS and TIDE can be found in the Online Systems for the Alternate Assessment section.

The Second Scorer must record and submit student scores in the online DEI. When using the DEI, the SS must select the test designated for the Second Scorer, not the primary test. Submitting scores for the wrong test will require a test reset. Directions for submitting student scores can be found in the *DEI User Guide* and the tutorial available on the Wyoming Assessment Portal (<http://wyoassessment.org>).

Please note that staff who already have a user account as a TA within a school may submit scores using the same account when acting as a Second Scorer. In addition, persons who serve in multiple schools can be assigned a different role for each school. For example, a user can be assigned TA access in School A but assigned SS access in School B. Directions can be found in the *TIDE User Guide*.

Second Scorer Substitutions

Under some circumstances, it may be appropriate to request that a Second Scorer be reassigned to another student. These circumstances include the following:

- Student assigned an SS is hospitalized.
- Student assigned an SS receives instruction at home.
- School failed to provide an SS for the assigned student's administration.

Requests to reassign a Second Scorer must be submitted to the Help Desk (888-897-8024 or wyohelpdesk@air.org) by the BC or the DTC.

If a student assigned a Second Scorer transfers to another school before being assessed, the BC or the DTC must call the Help Desk. AIR will select a different student and the BC or the DTC will need to reassign the SS.

Second Scorer assignments are listed in TIDE. If a student assigned an SS enrolls in a new school, the receiving school does not need to administer the student's tests with an SS. The BC or the DTC may call the Help Desk (888-897-8024) and ask for the student's SS assignment to be removed from the student's record in TIDE.

Language Translator Policy

A student who receives instruction in his or her native language may have a translator for the WY-ALT. Translators may serve as the TA if they meet the following qualifications: (1) trained in 2017 to administer the WY-ALT; (2) hold a certificate, license, or permit issued by the PTSB; and (3) employed by the school district. If a district can't identify a translator who meets these qualifications, language translations must be conducted in the presence of a trained TA. The translator will translate from the test booklet script. The TA will manage the test materials and score the student's responses.

Family members and close family friends of students may not serve as language translators. A language translator must be an adult, may not be a student in high school, and must be proficient in both English and the translated language.

Language translators are required to sign a test security agreement. They may review each content area test for up to two hours prior to the administration of the test. It is not expected that the foreign language translation will translate verbatim from English to the native language; however, it is expected that it should faithfully translate, to the greatest extent possible, all of the words on the test without changing or enhancing the meaning of the content, adding information, or explaining concepts unknown to the student. If a word in English cannot be translated, the English word must be used and no definition or description may be provided.

Note: English Language Learner (ELL) students may use a bilingual word-to-word dictionary or electronic translator (English/Native Language). Dictionaries that include definitions or pictures are not allowed. Students should be familiar with the dictionary they will use on the test.

Test Administrator Kits

Test Administrator Kits (TA Kits) are available for three grade bands: 3–5, 6–8, and 9–11. Each TA who will be giving the WY-ALT will need access to one TA Kit per grade band, per four WY-ALT students within that grade band that he or she will administer.

Each TA Kit contains all the materials needed to administer all test subjects available for a given grade band:

- Spiraled bound test booklets for all content areas
- Reading passage booklet for English Language Arts (grades 3–5 and 6–8 only)
- Shrink-wrapped packages of printed manipulatives specific to each content area
- Bags of physical manipulatives (when applicable)
- TA Kit memo listing the materials to be provided by the TA
- Copy of the DFAM

TA Kits should be used to administer the assessment to multiple students within the same grade band. The materials are to be reused for each student. Therefore, kits should be ordered per TA, not per student. Before the Initial Order Window, material amounts will be preloaded according to students pre-identified as taking the WY-ALT during the Initial Pre-ID Window.

If these amounts look inaccurate, Building Coordinators (BCs) can adjust their orders in TIDE during the Initial Order Window (January 8–January 22, 2018). All order adjustments are subject to AIR approval.

Second Scorers will not be receiving a separate set of materials. In general, SSs do not need their own TA Kits in order to observe and score the administration. However, should a SS prefer to follow along using materials from the TA Kit, the SS is advised to borrow a TA Kit from another TA in the building.

Additional TA Kit orders can be placed by BCs during the Additional Order Window in TIDE between February 12 and March 28, 2018. Additional orders are subject to AIR approval.

If you have any questions about placing initial or additional orders, please contact the Help Desk at wyohelpdesk@air.org or 888-897-8024.

Online Systems for the Alternate Assessment

Wyoming utilizes three online systems to facilitate the administration of the WY-ALT: the Test Information Distribution Engine (TIDE), the Data Entry Interface (DEI), and the Online Reporting System (ORS). These systems are accessed via the Wyoming Assessment Portal. A summary of the systems can be found below.

System	Description
Test Information Distribution Engine (TIDE)	<p>For online administrations, TIDE stores district and school pre-ID information and test material orders. It provides test coordinators with the tools to add and manage users for administrative tasks associated with the Alternate Assessment.</p> <p>For online administrations, TIDE allows authorized users to add, view, edit, and remove district- and school-level users; add, view, edit, and remove student information; order test materials and track shipments; and invalidate or reset an assessment.</p> <p>Through the Monitoring Test Progress task, authorized users can monitor student participation and testing throughout an administration window. TIDE encompasses the alternate assessment and general education assessment and therefore can be used to monitor the progress of both the WY-ALT and WY-TOPP.</p>
Data Entry Interface (DEI)	<p>While the WY-ALT will be administered in person using paper test booklets and materials, student scores must be entered into the online DEI. TAs and SSs (if applicable) may choose to enter students' scores into the system at the time of testing, or they can record the scores on the optional scoring worksheet and enter them into the DEI after testing ends. All scores must be submitted in the DEI by the last day of the testing window in order for students to receive score reports.</p>
Online Reporting System (ORS)	<p>Through the ORS, authorized users can view student performance data, access downloadable data files, and download individual student reports.</p>

Creating and Managing User Accounts

 District Test Coordinators (DTCs) now have the responsibility of adding users and students to TIDE for the WY-ALT. For more information, please see the *TIDE User Guide*.

Each user will need secure login credentials to access all three systems; the same username and password is used for all three systems.

New DTCs must contact the Help Desk to activate their accounts. They will receive a temporary password in an activation email from TIDE. BCs are responsible for ensuring their contact information is up to date in TIDE. BC account inquiries and requests for shipping address changes must be submitted through the Help Desk at 888-897-8024, or via email to wyohelpdesk@air.org.

DTCs are responsible for creating user accounts for all TAs and SSs for the WY-ALT. Directions for creating user accounts can be found in the *TIDE User Guide*. BCs should be mindful of the roles they assign users when creating user accounts.

WISER IDs

All students in Wyoming are required to have a statewide student identifier number (WISER ID). TAs and SSs will need access to students' WISER IDs in order to enter student scores in the DEI.

Updating Demographic Information

DTCs will use TIDE to pre-identify (register) students who will be participating in the WY-ALT and to make demographic updates as needed. All students participating in the WY-ALT must be pre-identified in TIDE prior to their scores being entered in the DEI. DTCs can add and update student records during the on-time pre-ID window and account for new students or changes in demographic information during the additional pre-ID window. DTCs should refer to the *TIDE User Guide* and *DEI User Guide* for guidance on working with the TIDE and DEI systems.

IMPORTANT: In order for TAs and SSs to enter student scores in the DEI, they must enter the student's WISER ID and first name exactly as they appear in TIDE. Please make sure that the demographic information in TIDE is correct and that TAs and SSs have access to the correct WISER ID and spelling of the student's name as listed in the pre-ID record in TIDE.

Also, personnel who will be administering assessments to students in multiple schools must have a user account associated with each school. The same username (email address) can be used to associate the user with multiple schools. Follow the instructions provided in the *TIDE User Guide* for adding users to multiple entities.

Testing Irregularities

 DTCs now have the responsibility of invalidating WY-ALT tests and submitting WY-ALT test resets as needed.

If a DTC has determined that an invalidation or a reset is needed, the DTC should log into TIDE and select the create request option from the appeals/invalidations task menu on the TIDE dashboard. Once DTCs select a request type and search criteria, they should click search and mark the checkbox for each result that they want to create an invalidation or reset for. Then they should click the create button, provide a reason for their request, and submit. See the *TIDE User Guide* for more instructions.

Test Invalidations

Possible reasons for invalidation may include the following:

- Violations of test security
- Administration of the wrong grade band test
- Errors in administration procedures and scoring

All invalidations are subject to WDE and AIR approval.

The last day to invalidate an assessment in TIDE is **March 28, 2018**.

Test Resets

There may be some circumstances where the testing opportunity needs to be reset and data entry restarted. Only a DTC can submit a test reset in TIDE. All requests for resets are subject to WDE approval. The following outlines circumstances under which a test may be considered for a reset:

- A TA or SS enters or submits scores for the wrong student.

- A TA or SS enters or submits scores in the wrong test (e.g., a TA submits scores under the SS test or vice versa).
- A TA or SS submits scores for the wrong tasks within a test (e.g., a TA submits scores for Tasks 1–5, but the student was assessed in Tasks 3–9).

District Coordinator Information

Responsibilities

- Become familiar with this TCM, the DFAM, the *TIDE User Guide*, the *DEI User Guide*, and the *ORS User Guide*. Documentation and announcements are available for download on the Portal (<http://wyoassessment.org>).
- Serve as the contact person between your district and WDE.
- Ensure TAs and SSs have access to the Wyoming student identifier numbers (WISER IDs).
- Ensure TAs and SSs in your district have TIDE user accounts and are trained on test administration procedures.
- Identify all enrolled students who are participating in the WY-ALT and add their information into the Test Information Distribution Engine (TIDE) system during the initial pre-ID window. Add any additional students during the additional pre-ID window (February 12 – March 28, 2018).

Building Coordinator Information

Responsibilities

BCs have the following responsibilities related to receiving, distributing, collecting, and returning the materials for the WY-ALT:

- Become familiar with this TCM, the DFAM, the *TIDE User Guide*, the *DEI User Guide*, and the *ORS User Guide*. Documentation and announcements are available for download on the Portal (<http://wyoassessment.org>).
- Serve as the contact person between your school and WDE.
- Arrange to receive and secure the alternate assessment materials.
- Develop a testing schedule for the school within the testing window.
- Work with TAs to find secure testing locations.
- Distribute test materials to TAs who will be giving the test in advance of the administration so they have time to become familiar with the assessment.
- Order and supply additional materials to schools as needed.
- Maintain the security of test materials after each test administration.
- Package and ship the test materials to AIR no later than **April 4, 2018**.

Receipt and Check-In of Alternate Assessment Materials

On-time WY-ALT materials will be packed and shipped to the school by **February 12, 2018**, for schools that placed their order in TIDE during the initial Pre-ID window. Your shipment should contain the following materials:

- WY-ALT BC Kit containing:
 - School Security Packing List
 - *Test Coordinator's Manual*
 - *Directions for Administration Manual*
 - Secure Materials Resolution Form
 - Return Shipment Labels
- TA Kits

Please note the following steps to receive and document assessment materials:

- All WY-ALT materials will be delivered and returned via FedEx.
- Test materials will arrive at your school in boxes with a FedEx label and a box label with the BC's name and shipping address. Each box label references the school name and is sequentially numbered.
- When test materials arrive, open the BC Kit, which will be in a clear plastic polybag packaged with your school's TA Kits. It contains the school security packing list, manuals, and return shipment labels.
- AIR has packaged test materials for each building based on the preloaded initial order quantities in TIDE.
- Distribute materials to the TAs as early as possible to allow for timely replacement of damaged or missing items. TAs should be provided ample time to prepare the materials and practice administering tasks before the testing window.
- If your school needs additional TA Kits, place an additional order through TIDE during the additional order window. As the BC, you are responsible for ordering additional materials; only requests from BCs will be honored.
- Remind the TAs that all test materials must be returned in the original TA Kits they were assigned. Remind them to save the boxes the test materials came in and to use them for returning test materials after the test administration. Ask TAs to return test materials to you in security number order; their compliance will make the return process much less time consuming for you.

Ordering Additional Materials

If schools need additional TA Kits, it is the BC's responsibility to order them in TIDE. BCs may check the status of an order in TIDE. TAs may not contact AIR directly for additional orders. All additional materials will be sent to schools via FedEx.

Returning Materials

The following contents of the TA Kits must be shipped by **April 4, 2018**: test booklets, printed manipulatives, reading passage booklets, optional scoring worksheets (if used), and any supplementary TA-provided printed manipulatives. Keep or discard the following materials: the TCM and the DFAM. TAs may keep physical manipulatives.

- Work with all TAs *immediately* after all testing is concluded; collect all the TA Kits containing the secure testing materials (test booklets, printed manipulatives, and reading passage booklet[s]).
- All optional scoring worksheets with student names and/or scores on them must be returned. Schools may **not** keep a copy of these worksheets. These worksheets can be returned in any TA Kit that is shipped to the vendor.
- All used Student Placement Questionnaires (SPQs) must be returned in the kits.
- Keep all the TA Kits in secure, locked storage with limited access until you have all of them ready for return. All secure test materials must be accounted for after the completion of testing.
- Pack the TA Kits in the boxes in which they were delivered.

FedEx Return Instructions:

- Affix the provided FedEx return shipment label (designated by **RS** label at the top) to the top of each box, making sure that it is not applied across the box flap seam, and tape your box thoroughly. Do NOT send any boxes via FedEx without a FedEx-RS label. Please keep records of your shipments to AIR by keeping the tracking number(s). The

tracking number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each tracking number for each label being used. These tracking numbers do not need to be provided to AIR unless requested.

- If you have a daily scheduled FedEx pickup at your school, you may send your return shipment with the rest of your packages by giving the box(es) of test materials to your regular driver. Be sure to ship the materials by **April 4, 2018**.
- If you do not have a regular FedEx pickup, please contact FedEx directly at 1-800-463-3339 and say "Return Manager." Give FedEx your name, school name, address, and tracking numbers, as well as the most convenient time and date for pickup. Please schedule your pick-up by **April 3, 2018**. You no longer have to contact the Help Desk to schedule a pickup.

Score Data and Score Reports

For the spring 2018 WY-ALT, DTCs and BCs will be able to retrieve downloadable data files that include student performance information immediately after student scores are submitted. Please see the *ORS User Guide* for instructions on accessing your downloadable data file.

Printed family reports for all students for whom scores were submitted will arrive in schools on June 26, 2018.

Note: There is no rescoring for the WY-ALT. DTCs and BCs should carefully monitor test completions using TIDE to ensure that scores are successfully submitted for all students who are required to take the WY-ALT. Schools in Wyoming are held accountable under the Wyoming Accountability in Education Act for at least 95% test participation. Please see the *TIDE User Guide* for information on how to monitor test completions. Additionally, DTCs and BCs are encouraged to review their downloadable data files before the end of the testing window to ensure that scores are available for all students participating in the administration of the WY-ALT.

Test Administrator Security Agreement

I acknowledge that I will have access to the WY-ALT test materials for the purpose of administering the assessment. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows. Upon signing the form, please return it to the Building Coordinator. This form is to be kept as a testing record and does not need to be sent to AIR or WDE.

1. I will not divulge the contents of the assessments to any other person through verbal, written, or any other means of communication.
2. I will not copy any part of the test or test materials.
3. I will keep the tests in a locked, secure location until the test is administered.
4. I will limit access to the test and test material by test examinees to the actual testing periods when they are taking the tests.
5. I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages, or other test items with pupils or any other person before, during, or following testing.
7. I will return all test materials to the designated Building Coordinator daily upon completion of testing.
8. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manuals prepared by the testing contractor.
9. I will administer the test in accordance with the *Directions for Administration Manual* prepared by the testing contractor.
10. I have been trained to administer the tests.
11. I understand the consequences of not following the above security agreement requirements.

Signed

Print Name

School

District

Sample Non-Disclosure Form

A copy of Wyoming's WY-ALT Non-Disclosure Form is provided in the event that a district or school requires such documentation, e.g. oral language translations. Non-disclosure forms do not need to be submitted to WDE or returned with secure test materials.

Wyoming's Alternate Assessment For Students with Significant Cognitive Disabilities

Spring 2018 Administration

Non-Disclosure Form

I understand that the Wyoming Alternate Assessment for Students with Significant Cognitive Disabilities (WY-ALT) materials is restricted. I understand all test questions and all other materials that are considered part of the Wyoming Alternate Assessment including, but not necessarily limited to, reading passages, charts, graphs, maps, and tables shall be considered secure. No person may reveal any specific question and/or materials that a person knows are part of an assessment.

I agree not to disclose or discuss the contents of the tests in a manner that would assist a person to cheat or would in any other way compromise the validity of the test questions. Furthermore, I agree that all student-specific information obtained either prior to or during the oral administration will remain strictly confidential.

My responsibility for maintaining the security of student information, test questions and materials continues even after the test concludes and test materials have been returned.

Printed Name: _____

Date: _____

Signature: _____

The district should retain a copy of this agreement for its records.

Sample Secure Materials Resolution Form

Spring 2018 Wyoming Alternate Assessment (WY-ALT) Secure Materials Resolution Form

Your Contact Information	Phase I (at receipt of materials) Note any discrepancies between the contents of this shipment and the packing lists	Phase II (after testing) Before materials are returned to AIR, note any duplicate or missing items found during or after testing	Comments Note any additional comments/discrepancies
		Duplicate	
		Missing	

Secure test materials include test booklets, printed manipulatives, and reading passage booklets. You are responsible only for the secure test materials listed on the packing list.

Use the School Security Checklists to record all missing or duplicate serial numbers of secure test materials on this *Secure Material Resolution Form*. This should be done upon receipt of materials and prior to returning of materials to AIR.

If there are discrepancies after testing, scan and email this form to the Help Desk at wyoHELPdesk@air.org or fax to 1-877-328-7663. Do not return form with test materials. If no discrepancies are found, disregard this form.

As Building Coordinator, I attest that the information given on this (these) forms is accurate and accounts for all secure test materials sent to my school.

Building Coordinator's Signature: _____ Date Sent: _____

Building Coordinator's Phone Number: _____