



WY-TOPP Test Administration Manual

Online Summative Assessments

Spring 2019

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WY-TOPP Summative Test Administration Manual

Introduction

The Wyoming Test of Proficiency and Progress (WY-TOPP) is a system of interim, modular on-demand, and summative assessments in ELA, writing, mathematics, and science. The WY-TOPP summative assessments in English language arts (ELA) and mathematics are administered in spring for grades 3-10. Summative assessments in writing are administered in grades 3, 5, 7, and 9. Summative assessments in science are administered in grades 4, 8, and 10. These assessments are designed to assess the knowledge, skills, and abilities described in the Wyoming Content and Performance Standards (WYCPS). American Institutes for Research is the test vendor for WY-TOPP and the provider of the online testing platform.

WY-TOPP summative 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

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

WY-TOPP Item Development

The WY-TOPP items were written by collaborative teams at the American Institutes for Research (AIR). The collaborative team includes experienced assessment item writers with a background in education and expertise in their specific assigned content area. Members of these collaborative teams were trained on aspects of item and test design. All writers were monitored and supported by a team of senior test development specialists. This work was then reviewed at various stages by special and general education teachers, editorial staff, bias and sensitivity experts, psychometric experts, and other specialists in alternate and general assessment.

Wyoming Content and Performance Standards

The WY-TOPP assessment is aligned to the Wyoming Content and Performance Standards (WYCPS). These standards are designed to provide students with a common core of knowledge, skills, content and performance standards. Additional information on the WYCPS can be found on the following website: <https://edu.wyoming.gov/educators/standards/>.

WY-TOPP Grade Level Test Designs

The WY-TOPP assesses grade level standards. The online summative math and ELA assessments are computer-adaptive tests while the WY-TOPP science assessment is fixed-form. A computer-adaptive assessment provides items to a student based on their performance on previous items in the assessment. Thus, each student is presented with a set of items that most accurately align with

his or her proficiency level based on grade-level content. Higher performance is followed by more difficult items, and lower performance is followed by less difficult items. Through this method, it is very unlikely for a student to receive the same assessment as their counterparts. Whereas fixed-form assessments, science specifically, the items within the assessment do not change based on the students' performance. Students will be provided the same items within the same order for that specific assessment form.

Content areas are to be administered as followed:

Student Grade	Content Areas
3	ELA, writing, and math
4	ELA, math, and science
5	ELA, writing, and math
6	ELA and math
7	ELA, writing, and math
8	ELA, math, and science
9	ELA, writing, and math
10	ELA, math, and science

Guideline for Participation

Participation in the WY-TOPP summative assessments are mandatory. Student results are provided for district and school use. The District Test Coordinator (DTC) is responsible for ensuring that each student has an appropriate opportunity to demonstrate knowledge, skills, and abilities related to WY-TOPP summative assessment subject areas. This ensures that each student has a standardized (similar and fair) testing experience.

All students, including those who do and do not receive supports, are to be held to the same expectations for participation and performance on WY-TOPP assessments. Specifically, all students enrolled in grades 3-10 are required to participate in the WY-TOPP summative assessment except:

- Students with the most significant cognitive disabilities who meet the criteria for the WY-ALT, Wyoming's alternate assessment, based on the Wyoming Content and Performance Extended Standards. Please note, this accounts for approximately 1% or fewer of the student population.
- English learners enrolled for the first year in a U.S. school may be exempt from the ELA portion of the WY-TOPP and instead participate in their required ACCESS for ELLs 2.0 assessment. However, these students must still participate in math and science WY-TOPP assessments.

Summative Test Windows and Scheduling

The spring summative testing window is April 15, 2019 through May 10, 2019. Students in grades 3–10 may participate in one ELA and mathematics assessment per subject area per summative window; additionally, students in grades 3, 5, 7, and 9 will participate in one Writing assessment

per summative window and students in grades 4, 8, and 10 will participate in one Science assessment per summative 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 during 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.

Please note that the following Summative ELA assessments for grades 3, 5, 7 and 9 are combination tests. A student must complete two separate tests (reading and writing) to receive a full score on the ELA test.

Note the following assessment includes two test segments. The following test include test segments where Test Administrator approval is **not** required for the student to enter the second segment. The Math Grade 6 segment separates the non-calculator section from the calculator-permitted section.

- Mathematics Grade 6

Estimated Testing Times for Summative Assessments

The tables below provide recommended time blocks for WY-TOPP summative testing by subject area. Please note the testing times for the ELA assessment may be extended due to the addition of listening items for the 2019 Summative testing window. Listening items were not included in the 2017-2018 testing administration.

ELA - READING		Online Computer-Adaptive Testing (CAT) - recommend testing be broken into 2-3 time blocks, but the test will be more fluid and will not have specific breaking points. Students will be able to progress through the test at their own pace. Note: Upon break, have your students pause testing. Breaks should be 15 minutes or less.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
3	36	1:23 - 2:15
4	42	1:18 - 2:09
5	36	1:03 - 1:59
6	42	1:21 - 2:13
7	36	1:12 - 1:06
8	42	1:06 - 1:52
9	36	0:51 - 1:35
10	42	0:52 - 1:38

ELA - WRITING		An average student will be able to complete his/her writing within an hour. Some students may take longer depending on their approach (e.g., webs, paper drafts, etc.) Writing should be completed in one sitting.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
3	1	0:30 - 2:00
5	1	0:30 - 2:00
7	1	0:30 - 2:00
9	1	0:30 - 2:00

MATHEMATICS		Online Computer-Adaptive Testing (CAT) - recommend testing be broken into 2-3 time blocks, but the test will be more fluid and will not have specific breaking points. Students will be able to progress through the test at their own pace. Note: Upon break, have your students pause testing. Breaks should be 15 minutes or less.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
3	40	0:59 - 2:02
4	45	1:12 - 2:19
5	45	1:24 - 2:34
6	45	1:20 - 2:33
7	45	1:16 - 2:24
8	45	1:02 - 2:12
9	40	0:57 - 2:00
10	40	0:58 - 2:01

SCIENCE		Online Computer-Adaptive Testing (CAT) - recommend testing be broken into 2-3 time blocks, but the test will be more fluid and will not have specific breaking points. Students will be able to progress through the test at their own pace. Note: Upon break, have your students pause testing. Breaks should be 15 minutes or less.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
4	40	1:30 - 2:30
8	40	1:30 - 2:30
10	42	1:30 - 2:30

Test Administrator Responsibilities

It is the responsibility of Test Administrators to uphold test security measures to ensure valid and reliable results. With this in mind, a Test Administrator or a Test Proctor needs to hold Wyoming professional licensure. Test Administrators need to be in the same room as the students to whom the test is being administered. A paraprofessional may assist the student with access to the test per an IEP. Anyone who administers or proctors a test must complete the online Test Certification course. Individuals involved in test administration must also complete the Test Security Agreement, this includes paras who may be working as access assistants.

Responsibilities of the Test Administrator include:

- participating in training activities scheduled by the Building Coordinator;
- reviewing this document in advance of testing;
- reviewing and signing the Test Administrator Security Agreement and adhering to test administration security procedures;
- confirming that student accommodations and test settings in TIDE are correct;
- approving WY-TOPP testing access to the appropriate students only;
- 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;

Security

The WY-TOPP Summative assessments are secure, non-public assessments that follow the blueprints for each assessed subject area. Maintaining testing integrity—both the security of materials and the ethics of personnel in the testing environment—is of paramount importance. Building Coordinators and Test Administrators must discuss assessment ethics and security requirements, and resolve any questions prior to the test administration.

It is unethical and shall be viewed as a violation of test security for any person to:

- Capture images of any part of the test via any electronic device;
- Duplicate in any way any part of the test;
- Examine, read, or review the content of any portion of the test;
- Disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;
- Discuss any test item before, during, or after test administration;
- Allow students access to any test content prior to testing;
- Allow students to share information during test administration;

- Read any parts of the test to students except as indicated in the Test Administration Directions or as part of an accommodation;
- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test;
- Instruct students to go back and reread/redo responses after they have finished their tests since this instruction may only be given before the students take the test;
- Review students' responses;
- Read or review students' scratch paper; or
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Reporting

The WY-TOPP Summative student scores will be available to schools and districts to support local instruction. Student results for all content areas will be available in the Online Reporting System (ORS) up to ten days after the student has completed and submitted the assessment. Note the Summative ELA assessments for grades 3, 5, 7 and 9 are combination tests. A student must complete and submit the two separate tests (reading and writing) to review the full score of the ELA test.

Administering WY-TOPP Summative Assessments

Before testing is conducted, review this *WY-TOPP Summative 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 assessments. The course can be accessed from the Wyoming Assessment Portal at <https://wyoassessment.org/resources/wy-topp-test-admin-coordinator/>.

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 <https://wyoassessment.org/resources>.

Step 3: Verify User Accounts

Each person administering an 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 <https://wyoassessment.org/resources>.

Step 4: Review and Sign Test Administrator Security Agreement

Test Administrators, and anyone who comes in contact with testing material, must read and keep a signed copy of the Test Administrator Security Agreement provided in [Appendix B](#).

Step 5: Administer Training Tests

The training tests are provided to help students, teachers, Test Administrators, and Building Coordinators prepare for the WY-TOPP assessments. Whenever a training test is administered in a school, it is strongly recommended that the test be accessed using the Secure Browser to 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 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 allows 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 <https://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 6: Verify Student Accommodations and Test Settings

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

Accommodations

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

Students will not need to be provided with a handheld calculator unless specified in their IEP. Calculators will be provided within the tests where permitted.

Accommodations are usually determined by an Individualized Education Plan (IEP), Individual English Learner Plan (IELP), or Section 504 team. More information about available accommodations can be found in the Test Administrator User Guide available on the Wyoming Assessment Portal at <https://wyoassessment.org>.

Step 7: Prepare Testing Materials

To make student login to the Secure Browser 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 <https://wyoassessment.org/resources>.

Students with the text-to-speech accommodation will require access to headphones.

During Testing

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

Test Administrators will help students log in to their assessments by reading the Scripted Directions for WY-TOPP Summative Assessments section of this manual. All scripted directions are indicated by the word “**SAY**” and are in bold type enclosed in a gray box, as shown below.

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

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 students have access to a keyboard and students with the TTS accommodation have access to headphones.

Step 2: Test Administrator Log in to the TA Interface

- Navigate to the Wyoming Assessment Portal at <https://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 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 test administration.

Scripted Directions for WY-TOPP Summative Assessments

All Test Administrators should refer to the *Test Administrator User Guide* found on the Wyoming Assessment Portal (<https://wyoassessment.org/resources>) for step-by-step instructions on the various tasks necessary to administer 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 Summative ELA Test

SAY	<p>Today you will be taking Summative ELA 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 which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	You should now see the "Your Tests" page. Select the ELA Summative test. You will then be taken to a page that says "Waiting for Approval" at the top.
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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 and edit student test settings during the approval process. Color choice, zoom level, and Braille type are the accommodations and settings that can be updated in the TA Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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. 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 Test 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. Test Administrators can monitor and pause student assessments within the TA Interface.

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 Grades 3, 5, 7 and 9 Summative ELA Writing Test

SAY	<p>Today you will be taking the writing portion of the Summative ELA 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	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.
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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 which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	You should now see the "Your Tests" page. Select Summative Writing test. You will then be taken to a page that says "Waiting for Approval" at the top.
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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 and edit student test settings during the approval process. Color choice, zoom level, and Braille type are the accommodations and settings that can be updated in the TA Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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. 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 Test 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	Click “Begin Test Now.”
------------	-------------------------

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. Test Administrators can monitor and pause student assessments within the TA Interface.

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 Summative Mathematics Test

SAY	<p>Today you will be taking Summative Mathematics 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, 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 which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	<p>You should now see the "Your Tests" page. Select the Summative Mathematics test. You will then be taken to a page that says "Waiting for Approval" at the top. I will approve your tests now.</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 and edit student test settings during the approval process. Color choice, zoom level, and Braille type are the accommodations and settings that can be updated in the TA Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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	<p>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.</p>
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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. 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 Test 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. Test Administrators can monitor and pause student assessments within the TA Interface.

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.

Scripted Directions for the Summative Science Test

SAY	<p>Today you will be taking Summative Science 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, 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 which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	<p>You should now see the “Your Tests” page. Select the Summative Science test. You will then be taken to a page that says "Waiting for Approval" at the top. I will approve your tests now.</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 and edit student test settings during the approval process. Color choice, zoom level, and Braille type are the accommodations and settings that can be updated in the TA Interface. All other test settings must be edited by the Building Coordinator in TIDE. 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.
------------	--

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. 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.
------------	--

Ensure that students see the Test 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>
------------	--

Answer any questions.

SAY	Click "Begin Test Now."
------------	-------------------------

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. Test Administrators can monitor and pause student assessments within the TA Interface.

When the test session ends:

SAY	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. If you have already finished testing, reviewed your responses, and clicked “End Test,” you may click “Submit Test” now. This concludes the test session.
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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 appeal is appropriate if a student accidentally submits a test before reviewing it. After you reopen a test, a student can resume the test then submit when completed.

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 appeal is appropriate 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 their previous responses. This appeal should be used 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.

Report Test Irregularity

If something about a test session was irregular but does not rise to the level of needing one of the listed appeals. Test Irregularity sends a report to the Wyoming Department of Education about unusual circumstances that may potentially affect student performance on the test, test security, or test validity. This might be used if a student's cell phone rings, testing is interrupted by a fire drill, etc.

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

After Testing

Step 1: Collect and securely destroy all scratch paper.

Step 2: Report any testing anomalies to your Building and/or District Test Coordinator.

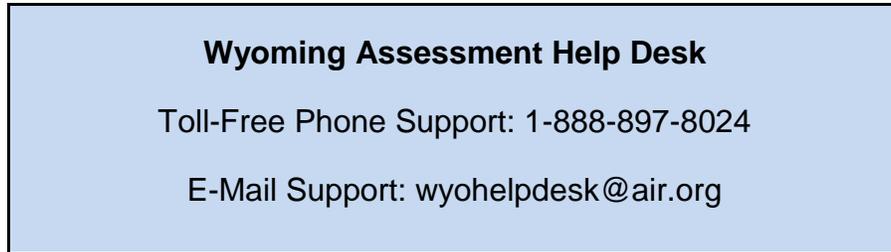
Step 3: Check that all students who are eligible have completed the assessments.

Appendix A. 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 5:00 p.m. Mountain Time (except holidays).



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

Appendix B. Test Security Agreement



Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Wyoming Department of Education (WDE) must take every step to ensure the security and confidentiality of the state test materials. All personnel involved in testing must agree to the following to maintain test security:

1. I will not divulge the contents of the tests to any other person through verbal, written, or any other means of communication.
2. I will not copy or take a photo of any part of the test or test materials.
3. I will keep the tests secure until the tests are ready to be administered. Keeping materials secure means that testing materials are required to be kept in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet or closet within that room.
4. I will keep all assigned, generated, or created usernames, passwords and logins secure and not divulge pupil personal information to anyone other than the pupil to whom the information pertains for the purpose of logging on to the assessment delivery system.
5. I will not allow anyone other than the assigned student to log in to their assigned tests. I may assist a student with using their information to log into his/her assigned test.
6. I will not allow students to access electronic devices that enable them to access outside information (including social media), communicate with other students, and/or photograph or copy test content. This includes, but is not limited to cell phones, personal digital assistants, tablets, laptops, cameras, and electronic translation devices.
7. I will actively supervise students throughout the assessment and verify that pupils have selected the appropriate assessment for the testing session.
8. I will collect and account for all materials following each period of testing and will not permit students to remove test materials, including scratch paper, from the room where testing takes place.
9. I will not review any test questions, passages, or other test items independently or with students or any other person before, during, or following testing.
10. I will return all test materials, including secure test forms, scratch paper, etc., to the designated Building Coordinator **daily** upon completion of testing.
11. 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.
12. I will administer the test in accordance with the Directions for Test Administration and the Test Administration Manual prepared by the testing contractor.
13. I have been trained to administer the tests.
14. I understand that failure to comply with the administration and security requirements may result in one or more of the following penalties:
 - a. invalidating test scores for an individual student or for groups of students; and
 - b. placing a school on a monitoring list for future test administrations; and
 - c. prohibiting specific personnel from administering a test in the future; and
 - d. requiring re-training plan for a school or district; and
 - e. reporting findings to the Professional Teaching Standards Board for potential actions related to professional licensure in Wyoming consistent with Chapter 9, Section 7(c) Reprehensible Conduct.

<i>Signed</i>	
<i>Print Name</i>	<i>Assessment</i>
<i>School</i>	<i>District</i>
<i>Date</i>	

This form is to be kept as a testing record.
This form may be photocopied.
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Keep on file or keep a digital copy for two years.