



WY-TOPP Test Administration Manual

Paper-and-Pencil 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 reading, 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 paper-and-pencil summative assessment is fixed-form test that assesses grade level standards. Items within a fixed-form assessment do not change based on a student's 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

Guidelines 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 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.

Estimated Testing Times for Paper-and-Pencil Summative Assessments

The tables below provide recommended time blocks for WY-TOPP paper-and-pencil summative testing by subject area.

ELA - READING		*Paper-and-Pencil sessions will be broken out into 2 sections. Session times are based on what is estimated for the majority of students to complete the full session. A break, no longer than 15 minutes may be taken between the 2 sections.		ELA - WRITING	
TOTAL		Tests are not timed - students' needs will vary			
Grade	# of Items	Estimated Time Range		# of Items	Estimated Time Range
3	36	1:45 - 2:15		1	1:00 - 2:00
4	42	1:39 - 2:09		0	
5	36	1:29 - 1:59		1	1:00 - 2:00
6	42	1:43 - 2:13		0	
7	36	1:29 - 1:59		1	1:00 - 2:00
8	42	1:23 - 1:53		0	
9	36	1:05 - 1:35		1	1:00 - 2:00
10	42	1:09 - 1:39		0	

MATHEMATICS		*Paper-and-Pencil sessions will be broken out into 2 sections. Session times are based on what is estimated for the majority of students to complete the full session. A break, no longer than 15 minutes may be taken between the 2 sections.	
TOTAL		Tests are not timed - students' needs will vary	
Grade	# of Items	Estimated Time Range	
3	40	1:31 - 2:01	
4	45	1:40 - 2:10	
5	45	2:02 - 2:32	
6	45 (29 no calc / 16 calc)	2:01 - 2:31	
7	45	1:46 - 2:16	
8	45	1:40 - 2:10	
9	40	1:27 - 1:57	
10	40	1:29 - 1:59	

SCIENCE		*Paper-and-Pencil sessions will be broken out into 2 sections. Session times are based on what is estimated for the majority of students to complete the full session. A break, no longer than 15 minutes may be taken between the 2 sections.
	TOTAL	Tests are not timed - students' needs will vary
Grade	# of Items	Estimated Time Range
4	40	1:00 - 2:00
8	40	1:00 - 2:00
10	42	1:00 - 2:00

Administering Large Print and Accommodated Paper Tests

Students taking Large Print or Paper-and-Pencil WY-TOPP tests should record their responses by marking their responses directly on their Large Print or Paper-and-Pencil test booklet. The Test Administrator must record responses directly into DEI after the student completes the test or a section of the test. Responses not recorded in DEI will not be scored.

The Building Coordinator should ensure that every Test Administrator administering the Large Print or paper version of the test is provided with a complete Large Print/Paper form test kit. The kit includes:

- *WY-TOPP Test Administration Manual* for paper-and-pencil tests (located on the Wyoming portal);
- Large Print and/or regular print test booklet;
- FedEx return label.

Administering Braille Tests

Students taking the Braille test should write their responses directly into their test booklet, dictate their responses to the Test Administrator, or use a Braille writer. Test Administrators should record dictated student responses into the DEI simultaneously as the student provides them. Student responses using a Braille writer or written into the test booklet should be recorded into the DEI after the student completes the test or a section of the test. The Test Administrator **must not read or interpret** any test questions for the student.

The Building Coordinator should ensure that every Test Administrator administering the Braille version of the test is provided with a complete Braille test kit. The Braille Test Kit includes:

- *WY-TOPP Test Administration Manual* for paper-and-based tests (located on the Wyoming portal);
- Braille test booklet and regular print test booklet;
- FedEx return label.

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 paraprofessionals 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 Administer 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;

Additional responsibilities for Test Administrators administering paper-and-pencil versions of WY-TOPP include:

- Receiving test materials from the Building Coordinator;
- Verifying the quantities of test materials received;
- Distributing and collecting all test materials on testing days;
- Returning all test materials to the Building Coordinator.
- Receiving the Test Kit from the Building Coordinator;
- Following all directions provided in this Test Administration Manual for paper tests;
- Verifying that the student's responses are entered in the Data Entry Interface (DEI); and
- Returning all the test materials in the Test Kit to the Building Coordinator.

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.

Additional security violations for paper-and-pencil testing include the following:

- Changing any student's response in the test booklet;
- Erasing any student's response in the test booklet; or
- Failing to return all test booklets and other test materials.

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.

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 *Data Entry Interface User Guide* for instructions on entering student responses into the online system. 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 sign the Test Administrator Security Agreement provided in [Appendix B](#).

Step 5: Using the Data Entry Interface for Paper-and-Pencil Tests

The Data Entry Interface (DEI) is a component of the online testing system that must be used to transfer all responses for students using a paper-and-pencil version of a WY-TOPP summative assessment. This includes the writing response, multiple choice responses, and extended or open-ended responses produced by students in their paper test booklets. Each student response must be transferred appropriately into a computer-based test using the Data Entry Interface per this *Test Administration Manual*. Student responses not transferred into DEI will not be scored. No student responses in the paper test booklets will be scored. The DEI can be accessed on the Wyoming Assessment Portal (<http://wyoassessment.org>). For guidance, refer to the [Using the Data Entry Interface](#) section of this document.

Step 6: Verify Student Accommodations and Test Settings

Ensure that student test supports and accommodations are available and correctly documented in TIDE.

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 need to be provided with a handheld calculator for the paper version of the assessments, where permitted by the calculator policy. Please refer to the *Paper Testing Allowable Resource Guidelines* available on WDE's website (<https://edu.wyoming.gov/educators/state-assessment/materials/>).

Supports and accommodations should be determined by a group of educators that are familiar with the student. Student needs must be documented in an Individualized Education Plan (IEP), Individual English Learner Plan (IELP), Section 504 Plan, or other intervention plan. Please see the *WY-TOPP Guidance for Accessibility and Accommodations*.

Step 7: Prepare Testing Materials

- Ensure that you have a copy of this *Test Administration Manual*.
- Ensure that you have sufficient quantities of the appropriate hand-held calculators if you are administering a Grade 6-10 Math test. Please refer to the *Paper Testing Allowable Resource Guidelines* available on WDE's website (<https://edu.wyoming.gov/educators/state-assessment/materials/>).
- Check out test kits from the Building Coordinator at the beginning of each day of testing.
- WY-TOPP test booklets are secure documents. While in the possession of the Building Coordinator and Test Administrator, test booklets must be kept in secure, locked storage except during actual test administration times.
- Test Administrators will return all test materials to the Building Coordinator at the end of each day of testing.

During Testing

Below are some paper-and-pencil test administration precautions for Test Administrators:

- Do not allow students to use correction fluid on the test booklets.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the test booklets.
- Do not insert loose papers into the test booklets.
- Do not tape or glue additional paper into the test booklets.
- Do not photocopy the test booklets.
- Do not erase any stray marks, duplicate responses, or any other student-created response from a student test booklet.

Test Administrators will instruct students to write their information on the test booklet covers and begin the test session 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.

Scripted Directions for Paper-and-Pencil WY-TOPP Summative Assessments

Before starting a test session, verify that all students have appropriate accommodations marked in TIDE and check out the testing materials from the Building Coordinator. Students will need access to an approved dictionary for the Writing test. Do not allow students to use ink, colored pens/pencils, or markers in their test booklets. Students may use a No. 2 pencil for any annotation or underlining.

Scripted Directions for the Summative ELA Test

SAY	Today you will be taking a Summative ELA test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
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Assist any students who need help writing this information. For visually impaired students, the TA can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

SAY	Today’s ELA test contains several reading passages followed by questions about those passages. You may refer to the passages when answering the questions. Open your test booklet to page 1.
------------	--

Make sure all students have turned to the correct page.

SAY	Carefully read the directions on this page.
------------	---

Give the students time to read the directions.

SAY	Are there any questions?
------------	--------------------------

Answer any questions.

SAY	<p>Be sure to read each question carefully. Some questions will require you to mark more than one answer.</p> <p>When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session.</p> <p>Turn the page and you may begin your test.</p>
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Make sure all students have turned to the correct page in their test booklets. 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.

As each student finishes the test, collect the student's test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

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 please close your test booklet at this time.</p> <p>This concludes the test session.</p>
------------	---

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. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The Test Administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as nonscorable, secure materials.

Scripted Directions for the Summative ELA Writing Test

SAY	Today you will be taking a Summative ELA Writing test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
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Assist any students who need help writing this information. For visually impaired students, the TA can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

SAY	Today’s Writing test has one prompt and one or more passages for you to read and respond to. Are there any questions?
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Answer any questions.

SAY	Be sure to read the prompt carefully. When you finish writing your response in the test booklet, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session. Turn the page and you may begin your test.
------------	---

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.

As each student finishes the test, collect the student’s test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

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 please close your test booklet at this time. This concludes the test session.
------------	--

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. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. The Test Administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. All test booklets will be returned as nonscorable, secure materials.

Scripted Directions for the Grades 3-5 Summative Mathematics Test

SAY	Today you will be taking a Summative Mathematics test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
------------	---

Assist any students who need help writing this information. For visually impaired students, the TA can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

SAY	Today’s Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. Open your test booklet to page 1.
------------	---

Make sure all students have turned to the correct page.

SAY	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

SAY	Are there any questions?
------------	--------------------------

Answer any questions.

SAY	Be sure to read the directions within each question carefully. When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session. Turn the page and you may begin your test.
------------	--

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.

As each student finishes the test, collect the student’s test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

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 please close your test booklet at this time. This concludes the test session.
------------	--

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. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The Test Administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as nonscorable, secure materials.

Scripted Directions for the Grade 6 Summative Mathematics Test

The Grade 6 mathematics test has two sections. Calculators are **not** permitted in section one. Calculators may be used in section two. As students reach the end of section one, they will see a STOP page. Ensure there are enough of the appropriate calculators in the room to pass out to the students during section two of the test.

SAY	Today you will be taking a Summative Mathematics test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
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Assist any students who need help writing this information. For visually impaired students, the TA can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

SAY	Today’s Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. Calculators are only permitted in section two of this test. I will provide you with a calculator when you reach section two; you may not use any other electronic devices. Open your test booklet to page 1.
------------	---

Make sure all students have turned to the correct page.

SAY	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

SAY	Are there any questions?
------------	--------------------------

Answer any questions.

SAY	Be sure to read the directions within each question carefully. When you reach the STOP page, raise your hand and I will bring you a calculator for section two. You must remain silent until the conclusion of the test session. Turn the page and you may begin your test.
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While students are taking the test, move around the room to make sure students are progressing through the test and are not using a calculator in section one of the test booklet. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

As each student finishes the test, collect the student's test booklet and calculator. Do not allow students to use prohibited electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

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 please close your test booklet at this time. This concludes the test session.
------------	--

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. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The Test Administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as nonscorable, secure materials.

Scripted Directions for the Grades 7-10 Summative Mathematics Test

Calculators are permitted on the Grade 7-10 Summative Mathematics test.

SAY	Today you will be taking a Summative Mathematics test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled “Student Name” and write your WISER ID on the line labeled “WISER ID.”
------------	---

Assist any students who need help writing this information. For visually impaired students, the TA can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

SAY	Today’s Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. You may use the calculator I provided; you may not use any other electronic devices. Open your test booklet to page 1.
------------	--

Make sure all students have turned to the correct page.

SAY	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

SAY	Are there any questions?
------------	--------------------------

Answer any questions.

SAY	Be sure to read the directions within each question carefully. When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet and calculator. You must remain silent until the conclusion of the test session. Turn the page and you may begin your test.
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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.

As each student finishes the test, collect the student’s test booklet and testing materials. Do not allow students to use prohibited electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

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 please close your test booklet at this time. This concludes the test session.
------------	--

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. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The Test Administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as nonscorable, secure materials.

Scripted Directions for the Summative Science Test

SAY	Today you will be taking a Summative Science test. On the front cover of your test booklet you will see lines labeled with your name and WISER ID. Now write your name on the line labeled "Student Name" and write your WISER ID on the line labeled "WISER ID."
------------	---

Assist any students who need help writing this information. For visually impaired students, the TA can pre-fill the WISER ID ahead of testing; the student should write their own name on the test booklet.

SAY	Today's Science test contains several types of science problems. You will mark your answers in the test booklet in the designated area for each question. Open your test booklet to page 1.
------------	---

Make sure all students have turned to the correct page.

SAY	Carefully read the directions.
------------	--------------------------------

Give the students time to read the directions.

SAY	Are there any questions?
------------	--------------------------

Answer any questions.

SAY	Be sure to read the directions within each question carefully. When you finish, check your work. Then, close your test booklet and raise your hand. I will collect your test booklet. You must remain silent until the conclusion of the test session. Turn the page and you may begin your test.
------------	--

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.

As each student finishes the test, collect the student’s test booklet and testing materials. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all the students testing.

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 please close your test booklet at this time. This concludes the test session.
------------	--

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. *Follow the procedures established by your Building Coordinator for these students who need additional time to complete the test.*

Once the student has completed testing and turned in their test booklet, no student or adult can go back and change or correct the test booklets for any reason. The Test Administrator must enter the student responses into the DEI exactly as the student has provided them in the test booklet. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned as nonscorable, secure materials.

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.

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

Step 2: All students who tested using a paper-and-pencil test version of the test must have all their written responses transferred to the Data Entry Interface by a TA following the procedures in the next section of this TAM. **The deadline for entering student responses into the DEI is May 10, 2019.**

Step 3: Return Test Materials to the Building Coordinator. All WY-TOPP test booklets are to be returned to the Building Coordinator at the end of each testing day. Test Administrators should arrange the test booklets facing up.

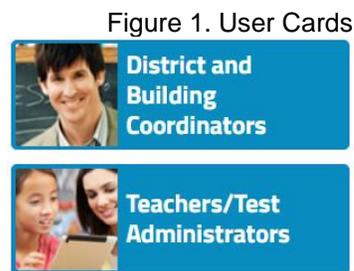
All scratch paper is to be securely destroyed based on district/charter guidance.

Step 4: Check that all students who are eligible have completed the assessments.

Understanding the Data Entry Interface

Authorized users can access the Data Entry Interface via the Wyoming Assessment Portal. **All student responses must be entered in the DEI by the end of the test window, May 10, 2019.**

-
1. Navigate to the Wyoming Assessment Portal (<https://wyoassessment.org/>).
 2. Select your user role.



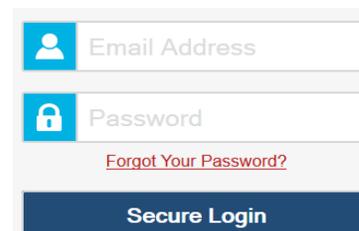
-
3. Select **Data Entry Interface**. The login page appears.

Figure 2. DEI card



-
4. Enter your email address and password.
 5. Click **Secure Login**.

Figure 3. Login



Accessing the Student's Assessment

This section explains how to enter student information and select the correct test form.

Step 1 – Entering Student Information

After you log in to the Data Entry Interface, the **Enter Student Information** page appears. On this page, you can enter the login information for the student being tested.

Figure 4. Enter Student Information Login Page

Enter Student Information

Student First Name:

Student ID:

Run Diagnostics Browser: Chrome v64

To enter a student's information:

1. In the *Student First Name* field, enter the student's first name as it exists in TIDE.
6. In the *Student ID* field, enter the student's WISER ID.
7. Click **Sign In**.



Notes: DEI generates an error message if you cannot sign in. The following is the most common student login error.

Student Name and ID Do Not Match: Verify that you correctly entered the WISER ID and first name. If this does not resolve the error, consult the student's record in TIDE to verify the first name associated with the student's WISER ID.

Step 2 – Verifying Student Information

After entering a student's information, the *Is This the Student?* page appears. On this page, you can verify the student's information is correct.

Figure 5. Is This the Student? Page

Is This the Student?

Please review the following information.

First Name: Demo

SSID: 99944473

Last Name: Student

Grade: 06

Date of Birth: February 22, 2003

School: Demo School

Next Step:
If the student's information is correct, choose **Yes**. If not, choose **No**.

To verify the student's personal information:

- If all the information is correct, click **Yes**. The **Available Tests** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Click **No**. You must notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

Step 3 – Selecting the Test

The **Available Tests** page displays the tests available for data entry. On this page, you can select the test for the student.

Figure 6. Available Tests Page

The screenshot shows the 'Available Tests' page with the following content:

- Available Tests**
Choose a test for data entry.
- ELA**
 - Start DEI Grade 9 Reading**
This is opportunity 3 of 3
 - Inactive DEI Grade 10 Writing**
No opportunities available in this testing window. [11875]
- Math**
 - Start DEI Algebra I**
This is opportunity 3 of 3
 - Resume DEI Algebra II**
This is opportunity 2 of 3
- Next Step:**
If you wish to log out, select **Back to Login**.
- [Back to Login](#)

Available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.



Important: If no tests appear for the student, confirm the student's test eligibility in TIDE.

To select an available test:

- Click the test name. The **Choose a Test Form** page appears.
- If the tests available for the student are not correct, click **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record in TIDE.

Step 4 – Confirming the Test and Selecting the Test Form

After you select a test, a session ID automatically generates. The session ID can be used to look up test information in the Online Reporting System. The **Choose a Test Form** page displays the session ID and the test you selected. On this page, you can select the test form for the student.

Figure 7. Choose a Test Form Page

Choose a Test Form

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: UAT-0AD3-1

Test Forms:

Grade 11 Writing

Color Contrast: Black on White (default)

Mouse Pointer: System Default

Language: English

Text-to-Speech: Instructions

Print Size: No default zoom applied

Next Step:
To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

To select a test form:

1. From the **Test Forms** drop-down list, select the appropriate form.
8. Click **Next**.

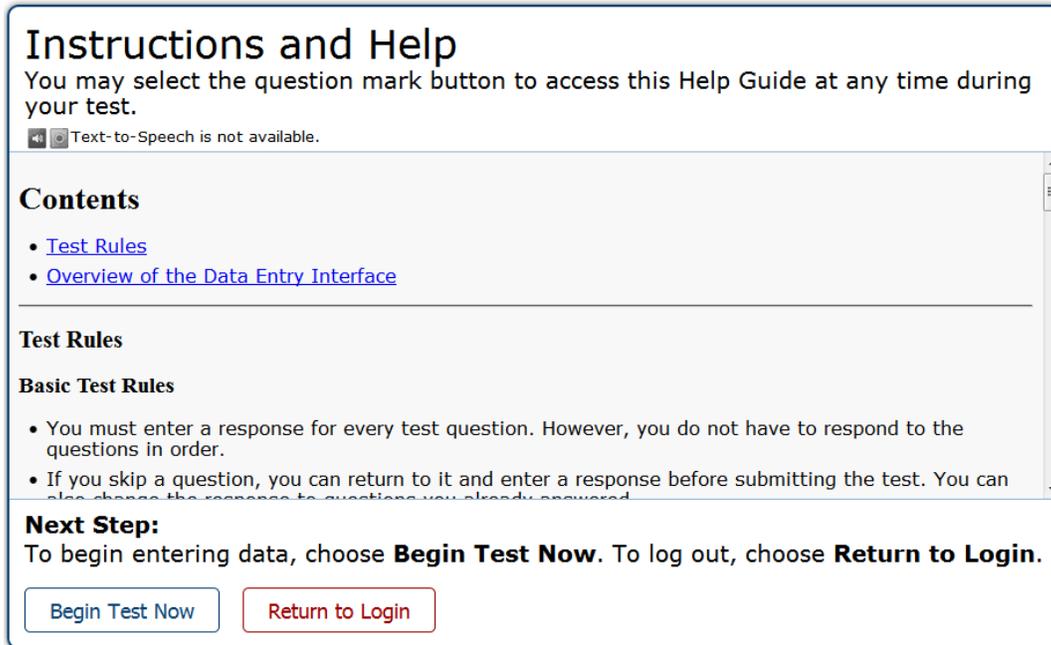


Warning: If multiple forms are listed, the test form selected must match the form indicated on the test materials.

Step 5 – Test Instructions and Help

After selecting a test form, the **Instructions and Help** page appears. On this page, you can review the rules of the Data Entry Interface and its available tools.

Figure 8. Instructions and Help Page



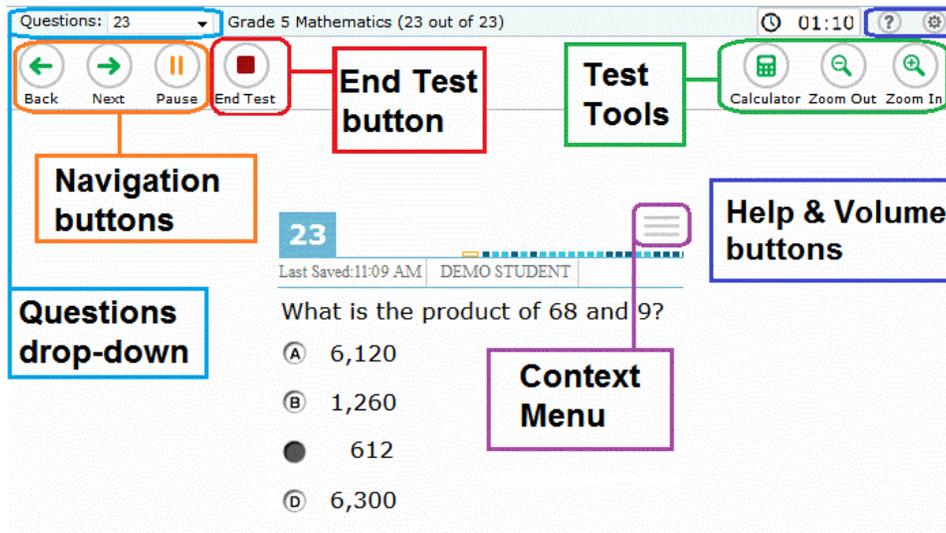
To proceed and begin data entry:

1. Review the information on this page.
9. To officially begin or resume the test opportunity, click **Begin Test Now**.

Using the Data Entry Interface

Figure 9 displays a sample DEI test page. Some test pages may have only one question, and others may have multiple questions. You must select the appropriate response option for each question. DEI automatically captures and saves the response data when you enter it.

Figure 9. Sample Test Page



Test Tools

DEI has several on-screen tools that support users' needs. These include global tools and context menu tools. Global tools are those available on every page in the top banner. Context menu tools are available for each question and stimulus on the test.

Global Tools

- The question mark button in the upper-right corner opens the *Instructions and Help* page.
- **Zoom** buttons allow you to magnify font size. Multiple zoom levels are available.
- The **Questions** drop-down list enables you to quickly return to a specific test question.
- The **Pause** button allows you to pause the test. Pausing a test logs you out of DEI. When you return to the test, you are directed to the first page with unanswered questions.
- The **Calculator** button opens an on-screen calculator (where permitted).
- The **Dictionary** tool allows you to look up words in the Merriam-Webster dictionary.
- The **Line Reader** tool allows you to highlight individual lines of text.
- The **Masking** tool allows you to cover distracting areas of the test page.
- The **Notes** tool allows you to enter notes in an on-screen notepad. These notes remain available throughout the test.
- The navigation buttons in the upper-left allow you to move between test pages.

- The **Finished** button appears after you respond to all required questions. To start the test submission process, click  in the top banner.

Context Menu Tools

You can select tools from the context menu available for each question. To open the context menu, select  next to a question or stimulus. You can also open the context menu by right-clicking a question or stimulus. The following context menu tools are available:

- **Highlight:** Select an area of text and then select Highlight Selection from the context menu to highlight the text.
- **Notepad:** Select **Notepad** from the context menu to enter notes or comments for a question. After entering a note, a pencil icon  appears next to the question number on the test page.
- **Mark for Review:** Select **Mark for Review** from the context menu to identify a question as one you may want to return to later. The question number displays a dog-eared style flap. In the **Questions** drop-down list, and a flag icon  appears next to the number on the test page. The **Questions** drop-down list displays (marked) for the selected question.
- **Strikethrough:** Each question's response option can be struck out.
 - To strike out an option, right-click in the response option area and select **Strikethrough**. A line appears through the text or image.
 - To remove a strikethrough, right-click that option again and select **Undo Strikethrough**.
- **Tutorial:** Select **Tutorial** from the context menu to view an animation explaining how to respond to a question type.

Expansion Tool

When questions are associated with a passage or other stimuli, you can expand the stimulus section so that it overlaps the question section.

- To expand the stimulus section, click  in the corner of the stimulus section.
- To collapse the stimulus section, click  again.

General Test Rules and Navigation

This section describes how to navigate a test, pause data entry, end a test, and submit a test for scoring.

Navigation and Pause Rules

You may review questions before pausing or submitting the test. You may change the selected responses for questions only if you have not submitted the test for scoring.

You may pause tests at any time and return to them later to complete data entry. Tests must be completed and submitted before the end of the administration window.

Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test.



Note: Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

All scores that have been entered are automatically saved. Pausing the test does not impact any scores that you entered.

Proceeding through the Test

You must enter student response data for each required question on a page before proceeding to the next page in the test. After you select response options for the required questions on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.



Note: Questions that are grouped together may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner. You can click these tabs to navigate to the next question in the group.

Figure 10. Question Buttons

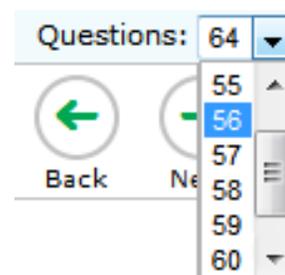


Navigating to Questions

You can navigate to questions page by page or jump directly to a question page.

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a question page, select the appropriate question from the **Questions** drop-down list.

Figure 11. Questions Drop-Down



Pausing Tests

You may pause data entry at any time. When you are ready to resume data entry for the test, you must log in and select the test form again. DEI opens the test to the first page with unanswered

questions in the segment from which you paused the test. You may also go back to review or change scores for questions already entered.

To pause data entry:

1. Click **Pause** in the top banner. A confirmation message pops up.
2. Click Yes to confirm that you want to pause the test.

Completing Data Entry and Reviewing Questions

The **Finished** button appears at the top of the screen.

Figure 12. Finished Button



When you click **Finished**, the next page gives you two options:

- Review the data you entered.
- Submit the test for scoring.

Figure 13. Done Entering Data Page

You are done entering data.
If you wish to review your entries, select a question number below.

Questions:

Next Step:
When you are done reviewing your entries, select **Submit Test**. You cannot change entries after you submit the test.

Done Entering Data page options:

- To review answers and go back to the test, select a question listed on this page. Questions that were marked for review display a flag  icon. Questions that were not answered display a warning  icon.
- To complete the testing process, click **Submit Test**.

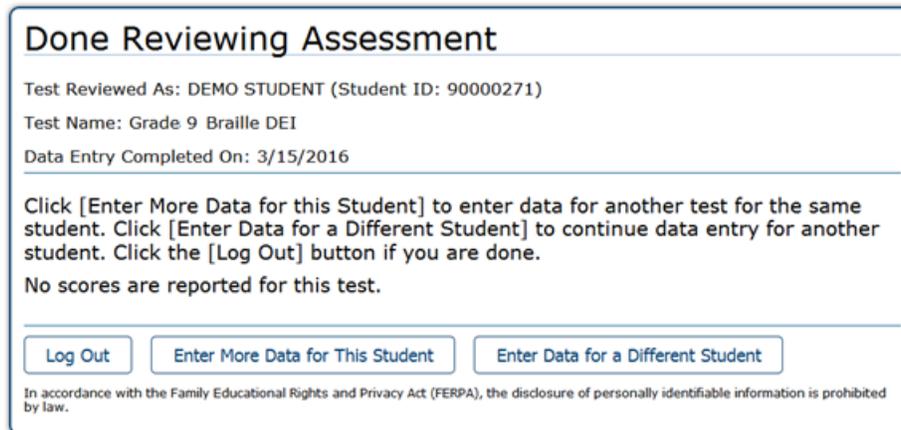


Note: After you click **Submit Test**, the test is officially completed. You cannot log back in and review the data you entered.

Done Reviewing Assessment Page

After you submit the test, the **Done Reviewing Assessment** page appears, displaying the student's name, the test name, and the data entry completion date.

Figure 14. Done Reviewing Assessment Page



Done Reviewing Assessment

Test Reviewed As: DEMO STUDENT (Student ID: 90000271)
Test Name: Grade 9 Braille DEI
Data Entry Completed On: 3/15/2016

Click [Enter More Data for this Student] to enter data for another test for the same student. Click [Enter Data for a Different Student] to continue data entry for another student. Click the [Log Out] button if you are done.

No scores are reported for this test.

[Log Out](#) [Enter More Data for This Student](#) [Enter Data for a Different Student](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Results page options:

- Click **Enter Data for Different Student** to enter scores or responses for another student. You are directed to the **Enter Student Information** login page.
- Click **Enter More Data for this Student** to enter data for the same student without having to enter that student's demographic information again. You are directed to the **Tests For This Student** page. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.

Return Materials

At the end of testing, all scratch paper must be securely destroyed by the TA and all paper test booklets must be returned to the Building Coordinator.

Instructions for Returning Materials

All paper test materials must be returned to AIR by **May 17, 2019** as nonscorable materials. The test kit includes a FedEx shipment label to be used to return the kit to AIR.

Return all materials included in the test kits you received in the original shipping box. Secure the box well with packing tape to avoid damage and/or loss during shipping. Place the FedEx Return Label on the top of the box. Be sure to either **cover the original FedEx address label** or mark through it to avoid any address confusion during shipping.

Call 1-800 GO-FedEx (1-800-463-3339) to schedule a pick-up. Please ship your test materials via FedEx Air Standard 2-day delivery.

If you need assistance regarding your return shipment, please contact the Wyoming Assessment Helpdesk at 1-888-897-8024.

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.

Help Desk Hours of Operation

The Help Desk is open Monday–Friday from 7:00 a.m. to 5:00 p.m. Mountain Time (except holidays).

<p style="text-align: center;">Wyoming Assessment Help Desk Toll-Free Phone Support: 1-888-897-8024 E-Mail Support: wyohelpdesk@air.org</p>

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.

<hr/>	
<i>Signed</i>	
<hr/>	
<i>Print Name</i>	<i>Assessment</i>
<hr/>	
<i>School</i>	<i>District</i>
<hr/>	
<i>Date</i>	<p>This form is to be kept as a testing record. This form may be photocopied. Copyright © 2018 Wyoming Department of Education</p>

Keep on file or keep a digital copy for two years.