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Assessment Newsletter (Volume 6, Issue 91)

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February 15, 2019 | WDE Assessment Updates | Volume 6, Issue 91

EXEMPTION REQUEST PROCESS FOR STATEWIDE ASSESSMENTS

All students are expected to participate in the Wyoming Assessment System. Every effort must be made to inform parents, guardians, and students of the testing calendar. On behalf of a student, school administrators may apply for an exemption from participation for the following criteria:

- The student is expelled for the entire testing window.
- The student is an English Learner who has been enrolled in a US school for less than one year.
- The student is placed in an out-of-state facility for the entire testing window.

Administrators should view the SAER site training video to learn how to submit exemption requests. Here is the direct link to the SAER webpage for when you are ready to submit an exemption.

WY-TOPP AND WY-ALT CHROME v72 UPDATE

Do not update your Chrome OS machines to version 72 before testing. AIR is working closely with Google to address an issue in version 72 that prevents AIR from supporting it for online testing. The field will be updated once AIR confirms support of this version. Contact the wyohelpdesk@air.org for support if you need any help with steps to turn off the auto update on your devices.

WY-TOPP UPDATED MANUALS AND RESOURCES

WY-TOPP Summative Test Administration Manual - Online test

WY-TOPP Summative Test Administration Manual - Paper test

WY-TOPP Spring Interim Test Administration Manual

AIR Ways Reporting User Guide

Test Security PowerPoint Slides (editable)

WY-TOPP and WY-ALT UPDATED MANUAL

Test Information Distribution Engine (TIDE) User Guide

WY-TOPP and WY-ALT ADDRESS VALIDATION

The address validation window is March 4-29

In preparation for the delivery of the Individual Student Reports (ISRs) and the WY-ALT/WY-TOPP paper accommodated tests, all District Test Coordinators and/or Building Coordinators must verify school addresses in TIDE. It is important to ensure shipping addresses are correct.

School addresses can be verified using this pathway:

1. Select "Orders" on the TIDE dashboard task menu.
2. From the "Orders" task menu, select "On-Time Orders" to view the "Initial Orders" form.
3. In the "Contact Info" panel, verify shipping information, this address should reflect your school address.

- If an address edit is needed, click "Save" if entering the information for the first time, or
- "Verify" if verifying or editing existing information.

CALL FOR PARTICIPANTS - 1 PERCENT CAP

WY-ALT 1 Percent CAP - CALL FOR PARTICIPANTS (Parents, Service Providers, Educators)

The Wyoming Department of Education (WDE) seeks applicants to participate in developing guidance for IEP teams to use when determining whether a student should take the WY-TOPP or the WY-ALT assessment. The committee meeting will be held in Cheyenne on March 4-5, 2019. A $300/day stipend will be provided to cover travel expenses. PTSB credit will be available. The application window closes at 11:59 p.m. on February 22, 2019. Follow the link to apply.

STANDARD SETTING - CALL FOR PARTICIPANTS

Please note that the date has changed

The WDE seeks general education, special education, academic coaches, curriculum directors, and administrators to participate in standard setting for the WY-ALT assessments in English Language Arts grades 3-10, mathematics grades 3-10, and Science grades 4, 8, and 10. The standards setting meeting will be held in Cheyenne on July 16-18, 2019. Travel and lodging reimbursements will be offered to panel members traveling from outside of Cheyenne. All applications submitted by 11:59 p.m. on May 1, 2019 will be considered. Please note preference will be given to applicants who apply by March 1, 2019.

Follow this link to apply for consideration to participate.

ALT ASSESSMENT SURVEYS

The WDE is looking for input from parents, educators, and specialists as to how IEP teams determine whether a student should take the WY-ALT assessment or WY-TOPP with Accommodations. Please complete the survey appropriate to your role by February 26th.

- Parent/Guardian Survey
- Educator/Specialist Survey

ACT TEST DATE AND ENROLLMENT CONFIRMATION

By **February 15**, use the _PearsonAccess^next User Guide_ to:

1. Make sure your enrollment information and student demographic information is accurate. Follow the "How to Verify Enrollment for Test Materials" instructions.
2. Check each examinee's ACT delivery format (paper or online) to ensure it is correct in PearsonAccess^next. To view or change the format, follow the "How to Change an Examinee's Test Format" instructions.

Note: You will need to submit an additional order if you increase enrollment information after the deadline.

ACT ACCOMMODATIONS AND SUPPORTS REQUEST

Deadline is February 15

Accommodations and EL supports approved by ACT result in reportable scores. Requests are submitted in the Test Accessibility and Accommodations System (TAA).

Non-college reportable (NCR) accommodations do not need ACT approval and scores will not be reported to third parties. NCR materials are ordered in PearsonAccess^{nextTM}.

To Do for the ACT

1. Follow the instructions in the *TAA User Guide* to submit ACT accommodations and/or supports requests by **Friday, February 15**.
2. **February 22** through **March 22, 2019**: Order the appropriate non-college reportable accommodations and/or supports materials in PearsonAccess^{nextTM}. Follow the instructions in the *PearsonAccess^{next} User Guide*.

ACT ONLINE ADMINISTRATION CHECK

For campuses testing online, please complete the following:

- Make sure your systems meet the technical requirements, download the TestNav™ app, and run App Check on every computer.
- Install ProctorCache software, set up proctor caching TestNav configuration in PearsonAccess^{next}™, and complete a mock administration by **February 15, 2019**, following the instructions in the *ACT Test Technical Guide*.
- Make sure all examinees testing online have "online" marked as their delivery format in PearsonAccess^{next}. Follow the "How to Change an Examinee's Test Format" instructions in the *ACT Test Administration Manual Online Testing*.
- If you have not already, school test coordinators should create PearsonAccess^{next} user accounts for your school's technical coordinator and room supervisors.

If proctor caching is not complete by the deadline, all students will be switched to paper testing and appropriate test materials will be shipped.

EL QUARTERLY WEBINAR - MEETING THE NEEDS OF OUR ENGLISH LEARNERS

At 3:45 p.m. on Wednesday, February 27th

Please join WDE for the English Learners (ELs) Fourth Quarterly webinar.

Webinar topics include:

- Active EL Counts for Title III funding,
- Exemption Request Process for misidentified students,
- EL Proficiency Progress and Targets,
- Participation Rate for ELs,
- Professional Development information and more.

We will have updates and more. There will also be time for a Q&A at the end of the presentation. To join the webinar, please follow this link.

ACCESS FOR ELLS 2.0 ADDITIONAL MATERIALS ORDERING WINDOW

The additional materials ordering window for ACCESS and Alternate ACCESS for ELLs will **end on Tuesday, February 19, 2019**. Until this time, you may order additional testing materials needed via the WIDA AMS Additional Materials functionality.

- Your initial shipment of test materials included extra copies of certain high-demand materials to ensure that additional orders will rarely be required.
- All districts received additional quantities of test materials with their initial shipment. These materials must be used before any orders for additional materials may be placed.

- Test Administrators who need additional materials must consult and get approval from the District Test Coordinator to determine whether the district has the material on hand or whether an order for additional materials is necessary.
- Orders for additional materials may be placed by District Test Coordinators.

For assistance with ordering additional materials, view the Additional Materials Ordering tutorial that is posted in the ACCESS for ELLs training course on the WIDA Secure Portal.

- Orders generally take one day to process and are shipped ground (one to four days depending on location). Please order additional materials sufficiently in advance.

ACCESS 2.0 AND ALT ACCESS TEST WINDOW

The testing window for ACCESS for ELLs and Alternate ACCESS for ELLs ends on February 26, 2019

Prior to testing, please ensure that all students' demographic data and accommodations are correct in WIDA AMS Student Management. For students testing on paper, verify that their Pre-ID student labels are correct. Incorrect Pre-ID labels may still be used, but updated in the students' demographic data in WIDA AMS Student Management. Online testers must also be placed into test sessions within WIDA AMS Test Management. Students submitted via the Pre-ID file process were automatically placed into generic test sessions by grade and domain. If that set-up is suitable to you, you're under no obligation revise the generic test sessions. Alternatively, you may revise the sessions to group students according to your local needs. Students who were not uploaded via the Pre-ID process must be added to WIDA AMS and placed in test sessions. To check the test sessions, follow the below directions to generate a report showing the students in test sessions.

1. Log in to WIDA AMS.
2. Click on Report Delivery > Status Reports.
3. Select the Administration and District (Select the School, if applicable).
4. Click on the Daily Cumulative Student Status Report.

For detailed information on the above processes, please refer to the WIDA Assessment Management System (WIDA AMS) User Guide located in WIDA AMS under All Applications > General Information > Documents. Please contact DRC Customer Support with any questions at 1-855-787-9615 or WIDA@DataRecognionCorp.com.

ACCESS FOR ELLS 2.0 SHIPPING TEST MATERIALS TO DRC

The testing window for ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs ends on February 26, 2019. The deadline for UPS pickup of ALL secure test materials for return to DRC is Tuesday March 5th, 2019. Remember, if you do not have daily UPS pickup, you must call UPS to schedule the day before you need the pickup.

If you have completed your testing, you do not need to wait until the deadline to shop materials back. As soon as your students have completed the assessment, you may prepare, box, and return the materials.

Please note: It is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled on each student booklet. Failure to address incorrect, missing, or incomplete student information and labels may result in late reporting or no student score. Please follow the steps carefully.

Please review the After Testing tutorial posted in the ACCESS for ELLs 2.0 training course on the WIDA website.

4th ANNUAL ENGLISH AS A SECOND LANGUAGE CONFERENCE

April 26-27, 2019 in Casper

The Wyoming ESL Conference aims to provide forums for disseminating and sharing of information among K-12 teachers, dual language immersion and ESL teachers, administrators, community program teachers, and graduate students involved in teaching English as a second language and dual language instruction. For more information please contact conference chairs Dr. Jenna Shim (jshim@uwyo.edu) or Kim Jones (kim811@myncsd.org). Follow this link for

more information and to register for the conference.

The WDE will present during the ESL conference. Session topics include:

- Description of the methodology used for accountability in Wyoming to measure English learners who are making progress towards achieving English language proficiency.
- Expected English Learner progress will be defined for individual ELs.
- Targets set for individual schools will be defined.
- Definition of English Proficient will be described along with supporting evidence for this definition.

ENGAGING ENGLISH LEARNERS WORKSHOP: SCAFFOLDING LEARNING THROUGH LANGUAGE

From 8 a.m.-4 p.m. on March 12-13, 2019 in Sheridan

Audience: EL Teachers, Instructional Facilitators/Coaches, Curriculum Coordinators, EL Coordinators, Paraprofessionals, Principals & anyone interested

This two-day workshop provides educators with a fresh look at how to engage multilingual learners in rigorous content area learning with a balance of challenge and support. The purpose of the workshop is to encourage educators to consider a dynamic set of classroom practices that support multilingual students as they move toward increasing independence and expertise in grade-level content. Participants will explore how rigorous, well-sequenced curriculum within the content of meaningful experiences contributes to rich classroom interactions that mediate learning.

WIDA Presenter: Maya Martinez-Hart

WDE Facilitator: Antoinette Hallam, EL & Foreign Language Consultant

Participants will be able to:

- Develop an understanding of scaffolding practices based on prior knowledge, new learning, and shared experience.
- Build awareness of macro- and micro-scaffolding practices that apprentice students into language use for content area learning.
- Consider how students' resources can support collaborative learning.
- Recognize the importance of establishing a collaborative community of learners that moves forward and upward together.
- Examine ways to engage students in exploring language use for content learning.

Register Here

ENGLISH LEARNER-PROFESSIONAL DEVELOPMENT SURVEY

This survey is designed to help WDE in selection of professional development offerings for 2019-2020. The purpose is to generate feedback as to the topic areas where you would like additional training. Topics cover areas such as pedagogy and assessments, among others. Please select the training topics that are of interest/benefit to you in your current assignment. Please respond to this survey by March 1st, 2019.

Take the Survey

IMPORTANT UPCOMING DATES

- **January 2-February 19**: ACCESS for ELs additional materials ordering window
- **January 22-February 26**: ACCESS 2.0 assessment window (Grades K-12)
- **January 28-March 8**: NAEP assessment window (Grades 4 & 8 for selected campuses)
- **February 15**: ACT site readiness check deadline
- **February 15**: ACT accommodations/supports request deadline
- **February 25-April 17**: WY-ALT additional paper response options ordering window
- **February 26**: WY-ALT TA training 11:00 a.m. - 1 p.m. - Laramie
- **February 27**: WDE EL Quarterly Webinar at 3:45 p.m.
- **February 28**: ACT Test Administration Q&A Webinar at 3:30 p.m.

- **March 4 - 29**: WY-TOPP and WY-ALT address validation window
- **March 4 - 29**: WY-TOPP paper form ordering window
- **March 12-13**: WIDA Scaffolding Workshop - Sheridan
- **March 11-April 24**: WY-ALT online assessment window (Grades 3-10)
- **April 2**: ACT paper test day (Grade 11)
- **April 2-4, 9-11**: ACT online test window (Grade 11)
- **April 15-May 10**: WY-TOPP Spring Summative window (Grades 3-10)
- **April 15-May 10**: WY-TOPP Spring Interim window (Grades K-2)
- **April 16-30**: WorkKeys assessment window (Grades 11 & 12)
- **April 26-27**: Wyoming English as a Second Language Conference - Casper
- **May 21**: ACCESS 2.0 Interpreting Score Reports for Instruction Workshop - Casper
- **May 22**: ACCESS 2.0 Interpreting Score Reports for Instruction Workshop - Riverton

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