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Assessment Newsletter (Volume 5, Issue 48)

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ACCOMMODATIONS GUIDEBOOK REVIEW COMMITTEE

The Wyoming Department of Education would like to convene Special Education teachers and directors to review and give input on the Accommodations Manual for state testing. This committee will help finalize a 2018 Accommodations Guidebook to be released before the WY-TOPP Summative test window and will convene again following that window to make any necessary adjustments and finalize the 2019 Accommodations Guidebook/Manual. The first set of committee meetings (face-to-face) will occur in early March in Cheyenne. If you are interested and available, please complete the following survey by February 13, 2018.

If you have any questions, please feel free to contact me at Anne-Marie.Williams@wyo.gov.

[Take the Survey](#)

EXEMPTION REQUEST PROCEDURE

This year the department will be using a Secure Google Drive folder to collect exemption request documents from districts. Please contact Catherine Palmer at catherine.palmer@wyo.gov or Michelle Carroll at michelle.carroll@wyo.gov to request access to your campus' Secure Google Drive Folder. Here is a link to the [exemption request document](#). Please view this [tutorial on how to submit your exemption request and documentation](#).

WY-TOPP K-2 AUDIO SETTINGS

This is a reminder to all users proctoring Grade 1 and 2 assessments that TTS is not a functionality used within these tests. Kindergarten through grade 2 assessments have audio embedded in the items where audio should be provided for all students. Since text-to-speech (TTS) is an optional support, embedding within each item was intentional in order to provide audio support for all students where appropriate, based upon the standard being measured. Additionally, there are some items within the grade 1 and 2 assessments that will have audio for answer choices and some that do not, again due to purposeful item design.



Please Note: If TTS is enabled in TIDE this will not carry over to the early grade assessments.

WY-TOPP STUDENT UPLOAD

As you prepare to administer the WY-TOPP interim assessment and/or the WY-TOPP summative assessment, please remember to add/edit student information. Information



for students in grades K-2 must be uploaded prior to testing day. Log in to TIDE to update or add student information. Here is the link to the [Wyoming Assessment Portal](#). See pages 24 and 41-44 in the [TIDE manual](#) for guidance on uploading student information. Please call the help desk at 888-897-8024 if you have issues with your student upload.

COMMUNICATION DEVICE POLICY FOR STATE ASSESSMENTS

It is very important to maintain test item security before, during, and after test administration. We suggest that campuses communicate a strict policy for communication devices during testing. For campuses that do not have cell phone or communication device policy, please follow this [link to an example of a communication device policy](#) that can be read or distributed to faculty, staff, and students during state testing.



WY-TOPP INTERIM AND MODULAR TEST SECURITY: "NON-SECURE, NON-PUBLIC"

Modular and Interim assessment items are non-secure because teachers have access to view items and student answers. These items are non-public because items should not be printed, sent home, duplicated in any media or printed source, or projected. It is incumbent upon schools and TAs to keep items secure in order to be able to use the interim assessments as intended as a predictive indicator of student's performance on the summative assessment.

WY-ALT TESTING WINDOW

The WY-ALT testing window is February 26th - March 28th.



All WY-ALT Test Administrators and Second Scorers should have attended a WY-ALT training or WY-ALT refresher training in the past 30 days in order to administer the WY-ALT assessment this year. Please follow this link to the [WY-ALT Directions for Administration](#) manual.

ACCESS 2.0 FIELD TESTING



If you would like to participate, please contact Alex Bauer at 1-608-265-0601 or email alex.bauer@wisc.edu as soon as possible.

As we prepare for the third operational year of the ACCESS 2.0 assessment, the department would like to share with you the details of an upcoming **writing field test** for the computer-based **ACCESS for ELLs 2.0**. This will be the **only** field test for this year, and it is on a volunteer basis and may be administered before or after a student completes the operational test. This field test gives students and administrators practice and preparation for testing.

- Testing time will be approximately 20-30 minutes and participating campuses will receive a small stipend for school supplies.
- Students in grades 1-3 may test November 14, 2017 through February 16, 2018. (All students in grades 1-3 will hand write their responses)
- The window for grades 4-12 is December 4, 2017 through March 2, 2018. (All students in grades 4-12 will keyboard their responses)

WIDA states are held to the following U.S. Department of Education Peer Review Guidance.

- Must provide evidence of appropriate field testing
- Field test student sample must be representative of the "population" of final test takers (of adequate size and diversity).

Thank you for your continued dedication and effort supporting the development of ACCESS for ELLs 2.0. Please contact Antoinette Hallam at 777-5217 or antoinette.hallam@wyo.gov with questions regarding Wyoming state policy for the ACCESS 2.0 assessment.

ACT TEST ADMINISTRATION Q&A WEBINAR

Wednesday, February 28th, 3:30-4:30

ACT will host one more Q&A webinar for Building Test Coordinators and District Test Coordinators. Topics that will be discussed during the webinar include:

- Staff and facility requirements
- Preparation activities, such as handling test materials and completing the examinee non-test information
- Managing information in PearsonAccessnext™
- Test day policies and procedures
- Returning test materials
- Topics specific to your testing program

You must register 48 hours before the session start time.

[Register Here](#)

WORKKEYS



This spring, Wyoming schools will have an opportunity to administer the ACT WorkKeys Assessment in the following window:

Test Mode and Test Window

ACT WorkKeys- Online April 17-May 1, 2018

ACT WorkKeys- Paper April 17-May 1, 2018

ACT will communicate information about ACT WorkKeys by email in late February. The communication will include information about the ordering paper window, online testing realm set up, training, etc.

Key information to keep in mind about ACT WorkKeys:

Late February- School Test Coordinators will receive an email from ACT with information about ACT WorkKeys

3/5/2018 – 3/9/2018 - The window to order paper test and to receive online testing realm information

Training- Attend one of ACT WorkKeys' webinars. ACT offers recorded and live webinars on topics such as Introductions to ACT WorkKeys Online Test Administration, ACT WorkKeys Test Administration Training for Paper Testing, Explore What's changed with ACT WorkKeys, etc.

To view or register for a training please follow the link [here](#).

For more detailed information please refer to the [Wyoming- ACT WorkKeys Schedule of Events](#) and the [Wyoming's ACT State testing Website](#).

IMPORTANT UPCOMING DATES

- **November 6-February 2:** ACT Request ACT-approved accommodations window
- **December 4-February 2:** ACT Install ProctorCache software and setup proctor cache
- **January 16-February 9:** WY-TOPP Winter Interim window (Grades 1-10)
- **January 16-February 2:** ACT Verify student information in PAnext
- **January 23-February 27:** ACCESS 2.0 testing window
- **February 1-2:** Green River - Phase III The Art and Science of Teaching, Unit 2
- **February 2:** ACT Deadline for accommodations approval
- **February 26-March 28:** WY-ALT testing window (Grades 3-11)
- **February 28:** ACT Standard Administration Q&A webinar @ 3:30 p.m.
- **March 3-9:** WorkKeys Window to order paper materials
- **March 3-9:** WorkKeys Schools will receive online testing realm email and information
- **March 5-30:** WY-TOPP paper test initial order window
- **March 20:** Option 1 - ACT paper test day
- **April 2-6:** WorkKeys Schools will receive paper test materials
- **April 3:** Option 2 - ACT paper test day
- **April 3-5 and 10-12:** Option 3 - ACT online testing window

- **April 16-25:** WY-TOPP paper test late order window
- **April 16-May 11:** WY-TOPP Interim Spring window (Grades K-2)
- **April 16-May 11:** WY-TOPP Summative testing window (Grades 3-10)
- **April 17-May 1:** WorkKeys testing window (Grades 11-12)
- **June 21-22:** WY-TOPP Science Content Bias and Fairness Review in Cheyenne



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