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# Assessment Newsletter (Volume 4, Issue 5)

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## ACT ADMINISTRATION Q & A

The ACT Administration Q&A session is a follow-up webinar to the pre-recorded ACT Administration Training. It is intended for Test Administrators who viewed the training and still have questions about administering the assessment. Register **two days (48 hours) before** the session date. You'll receive a confirmation email after you register. Please use the "system test" link from this email to see if your computer will be able to load the session.



- Tuesday, February 9, 3 pm MT

[Register Here](#)

## ACT ASPIRE AVOCET PROVIDES WYOMING-SPECIFIC LIBRARY

The ACT Aspire Avocet site now has a Wyoming-specific library! This new Avocet library contains all the manuals and documents that are specific to Wyoming.

To access the Wyoming-specific library:

1. Go to the Avocet site, <http://actaspire.avocet.pearson.com>, and click on the Wyoming hyperlink in the right pane.
2. Bookmark the direct link to the Wyoming Avocet library, <http://avocet.pearson.com/WyomingACTAspire/Home>

If you have any questions please contact ACT Aspire customer service at 1.888.802.7502 or [actaspire\\_implementation@actaspire.org](mailto:actaspire_implementation@actaspire.org).

## ACT ASPIRE TEST TIMES BY SUBJECT

**Table 1. ACT Aspire Test Time by Subject (in minutes) for EHS**

English	Math	Reading	Science	Writing
<b>Standard Test Forms</b>				
40	65	60	55	30
<b>English Text Audio for Sighted, English Audio for Blind</b>				
-	195	-	165	90

## ACT WORKKEYS TRAINING OPPORTUNITIES

There are 2 delivery methods for ACT WorkKeys this year, online and paper/pencil.

If you are administering WorkKeys online, there are a number of suggested training webinars available to assist Test Coordinators and Test Administrators with that transition.

### ACT WorkKeys Test Administration Training for Online Testing Webinar (Duration: 1 hr.)

Feb. 12 (2 pm), Feb. 24 (2 pm), March 11 (1 pm), April 1 (10 am), or April 12 (1 pm)

This webinar is intended for new test coordinators and proctors administering the online version of ACT WorkKeys.

Register here: [WorkKeys Test Administration Training for Online Testing](#)

### ACT WorkKeys Groups and Batch Load Training for Online Testing Webinar (Duration: 1 hr.)

Feb. 19 (2 pm), March 29 (1 pm), or April 15 (2 pm)

This training will cover using "Groups" and/or "Batch Loading" as part of the ACT WorkKeys online test administration process.

Register here: [ACT WorkKeys Groups and Batch Load Training for Online Testing](#)

## EXEMPTION REQUESTS FOR SPRING 2016

Consistent with last year's practice, WDE will be accepting exemption requests in the following three categories:

- Students who are expelled (or suspended pending expulsion) but still receiving services from the district,
- Students who are served in out of state placements, and
- Students who are ELLs who have been in US schools for less than a year (students must participate in the ACCESS in order to receive the exemption, and they are still required to participate in math (and science, if applicable)



The updated WDE673 form can be found [here](#). To ensure confidentiality of these sensitive materials, the only method for submission of the WDE673 form and associated documentation is via the Wyoming Transcript Center. Faxes and mail are not acceptable methods of submission. Step-by-step instructions for the upload process can be found [here](#).

Exemption requests will be accepted and processed through the following dates:

- PAWS: March 18, 2016
- Wy-ALT: March 18, 2016
- ACT and Aspire: April 19, 2016

Additional 2016 Administration Materials are available at the following link.

[Find Out More](#)

## REMINDER: ACCESS FOR ELLS MATERIAL RETURN INFO

The testing window for ACCESS for ELLs 2.0 concludes at end-of-day on Friday, March 4, 2016. The deadline for UPS pickup of all test materials for return to DRC is **Friday, March 11, 2016**. Remember, if you do not have daily UPS pickup,



you must call UPS to schedule one the day before you need the pickup.

## 2015-2016 WYOMING ASSESSMENT HELPLINES

Below please find the various helpdesk lines for statewide assessments. Please use these numbers when you have questions about PAWS, Wy-ALT, or any of the ACT assessments. For any policy-related questions, please contact WDE assessment team.

<i>Wyoming State Assessment Helplines 2015-16</i>		
Vendor	Phone Number	Email
ACT	1-800-553-6244 ext. 2800	<a href="http://www.act.org/aap/state/contact.html">http://www.act.org/aap/state/contact.html</a>
ACT Accommodations	1-800-553-6244 ext. 1788	ACTStateAccoms@act.org
ACT Aspire	1-888-802-7502	ACTAspire_implementation@ACTAspire.org
ACT WorkKeys	1-800-967-5539	workkeys@act.org
ACT Compass	1-800-645-1992	<a href="http://www.act.org/compass/contact/index.html">http://www.act.org/compass/contact/index.html</a>
ACCESS for ELLs	1-866-276-7735	help@wida.us
Wy-ALT (AIR)	1-888-897-8024	wyalthelpdesk@air.org
PAWS (ETS)	1-877-327-9415	Wyoming-support@ets.org
MAP (NWEA)	1-877-469-3287	<a href="https://www.nwea.org/contact-us/support/">https://www.nwea.org/contact-us/support/</a>
NAEP	1-800-283-6237	naephelp@westat.com



## WORD OF THE WEEK

### bias committee

A group established to assess whether a specific test or test item disfavors or is prejudiced against a particular group. Bias committees typically have not only included individuals knowledgeable about disabilities, but have also focused on race, culture, and gender issues.



## IMPORTANT UPCOMING DATES

- [February 8](#): TOMS Supplemental Orders Window Opens
- [February 16](#): Wy-ALT Additional Pre-ID Window and Ordering Window Opens
- [February 16](#): Test Security Webinar
- [February 18](#): Test Security Webinar
- [February 29](#): Wy-ALT Testing Window Opens
- [March 7](#): PAWS Testing Window Opens
- March 11: Last Day to Return ACCESS for ELLS Materials
- [March 29-30](#): Assessment Literacy and Formative Assessment Resource Development Training - Casper
- [March 30](#): Last Day to Ship PAWS Materials
- [April 11 - 14](#): ACT: Test Coordinator Receives Secure Shipment of Testing Materials
- [April 12](#): District Assessment Development for Elementary Educators - Riverton
- [April 13](#): District Assessment Development for Secondary Educators - Riverton
- [April 19](#): ACT Test Administration
- [April 26](#): ELA and Social Studies District Assessment Development Training - Green River
- [April 27](#): Math/Science/STEM/CTE District Assessment Development Training - Green River
- [May 2](#): ELA and Social Studies District Assessment Development Training - Sheridan



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