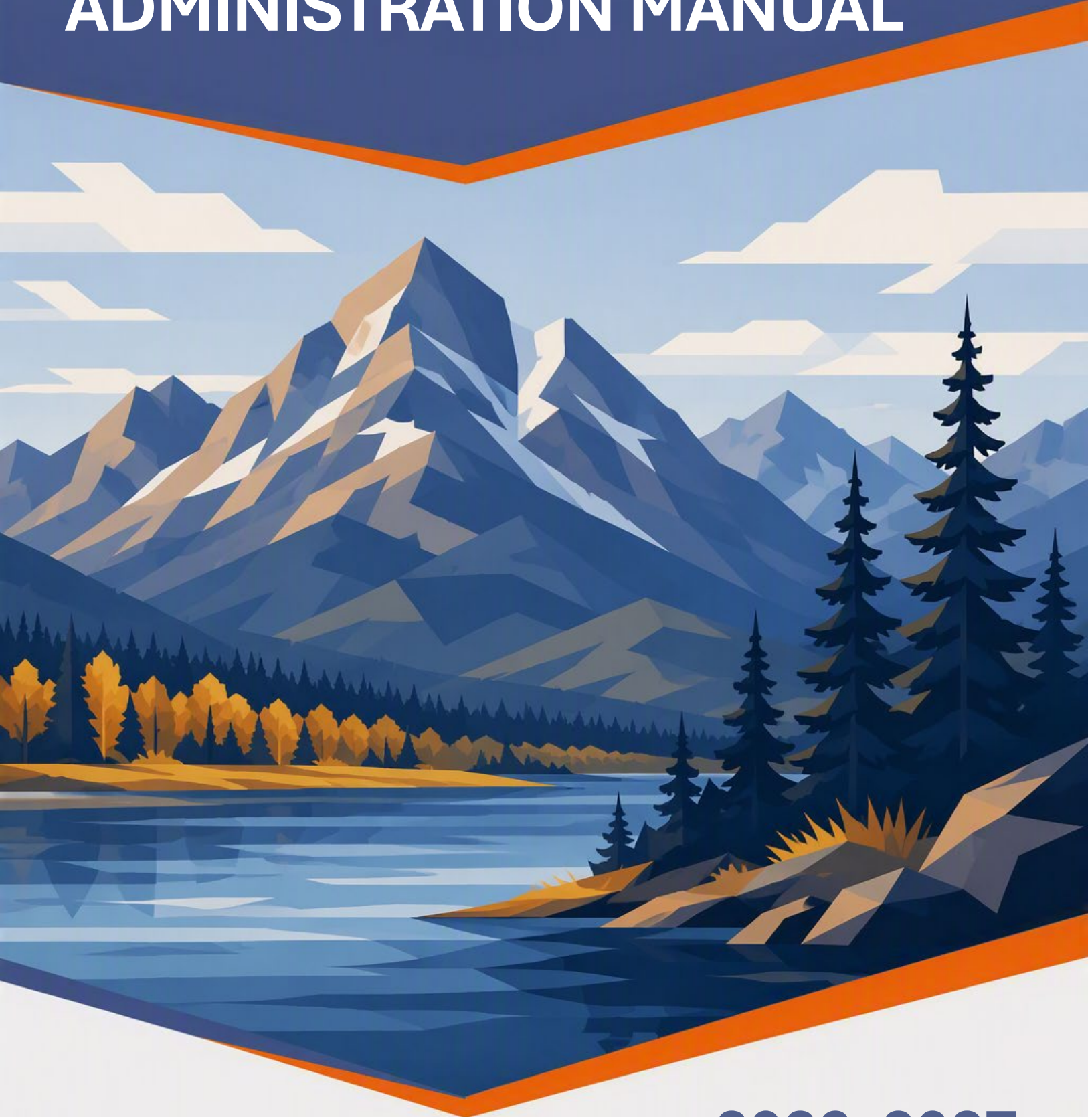


WY-TOPP REMOTE ADMINISTRATION MANUAL



2026–2027

WY-TOPP Contact Information

For Questions About	Who to Contact	Contact Information and Resources
- Technology, including LaunchPad, ADAM and TestNav - WY-TOPP Administrations	Pearson Customer Support	Web: http://wy.mypearsonsupport.com Telephone: (888) 293-0318 Hours: 6:00 a.m. - 6:00 p.m. (CST)
- WY-TOPP Test Policy - Test Security - Testing Irregularities	Wyoming Department of Education (WDE)	Telephone: 307-777-7675 Hours: 8:00 a.m.–5:00 p.m. MT
- Local Testing Schedule - Make-up Testing - Local Remote Proctoring Policy	Remote Proctor Coordinator	Follow local district communication procedures.

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System Reference

Platform/System	Contact Information and Resources
LaunchPad	LaunchPad is the conduit between educators and applications including ADAM and Navvy. Roster data imports into LaunchPad and flows to connected platforms.
ADAM	ADAM (Assessment Delivery and Management) is the assessment administration platform used to organize administrations, view proctor groups, monitor student status, support accommodations, and manage session review activities. Proctor access uses a test code and proctor password generated for the proctor group from ADAM.
TestNav	TestNav is the platform used by students that is secure, reliable, scalable, and supports media-rich and technology-enhanced items. The TestNav App needs to be installed on testing devices.
Wyoming Assessment Portal	The Wyoming Assessment Portal is a site for district and school staff to acquire comprehensive knowledge on setting up and administering WY-TOPP and WY-ALT assessments.
WDE Assessment Training site	The WDE Assessment Training site provides access to assigned assessment training modules and related training resources. It can be accessed from LaunchPad.
Student Readiness Tool (SRT)	The SRT is a tool that students, parents, and educators may use to become familiar with available online testing tools before testing.
Practice Tests	Practice tests provide an opportunity to respond to test questions similar to the questions students will be asked to answer on the WY-TOPP and WY-ALT in each grade/course and content area.
WDE Data Collection Suite (DCS)	DCS is the source for Organization, district and school users, and student data that is rostered nightly into Pearson's platforms.

1.0 Overview

This manual provides operational guidance for Wyoming districts, schools, and approved virtual education programs administering WY-TOPP interim and/or summative assessments remotely. It focuses on the use of ADAM and TestNav before, during, and after remote testing.

1.1 About This Manual

Use this manual with the current Wyoming Assessment Security Guide, Remote Administration State Policy, applicable Test Administrator Scripts, required training, and local security and quality assurance procedures. This manual is not a policy manual and does not replace *Wyoming's 2026 Assessment Security Guide* or *WDE Remote Administration of Wyoming's WY-TOPP Interim and Summative Assessments State Policy*. When a topic involves policy direction, test security, testing irregularities, device policy, consequences for violations, or incident response, staff must follow the Assessment Security Guide, WDE Remote Administration Policy and any current Wyoming Department of Education (WDE) guidance. The *Assessment Security Guide* and *WDE Remote Administration of Wyoming's WY-TOPP Interim and Summative Assessments State Policy* are available at the [Wyoming Assessment Portal](#), located under **Administration Resource >Assessment Resources**.

1.2 Roles of Individuals

LaunchPad and ADAM user roles have been assigned based on what has been recorded in DCS. The assigned user role defines what functionality a user can perform within ADAM. Refer to *Appendix B: ADAM User Role Matrix* of the Test Coordinator Manual (TCM). The TCM is available at the [Wyoming Assessment Portal](#), located under **Administration Resources >Assessment Resources**.

The **District Test Coordinator (DTC)** is the individual at the district level who is responsible for the overall coordination of the test administration and must be kept abreast of testing issues that arise. When testing issues arise, the DTC is the main point of contact with WDE and Pearson Customer Support. The DTC must be the main point of contact when communicating with the WDE.

Note: In ADAM, DTCs are assigned the Test Coordinator Role.

The **Remote Proctor Coordinator (RPC)** is a district- or school-level system user responsible for the overall coordination of test administration within an individual district/school or program. The RPC trains Remote Proctors and acts as the primary point of contact for any issues during testing. Additionally, the RPC manages all post-testing procedures, such as reporting irregularities.

Note: In ADAM, RPCs are assigned the Test Coordinator Role.

A **Technology Coordinator (TC)** is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. Note this is not a role in LaunchPad or ADAM.

Technology Coordinator responsibilities include but are not limited to:

- Ensuring each testing device meets technology requirements.
- Installing the TestNav application.
- Managing problems with firewalls.
- Removing (or turning off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing.
- Providing technical support for DTCs, RPCs and Remote Proctors.

A **Remote Proctor (RP)** is an individual at the school/program who is responsible for administering the assessment. RPs must be PTSB-certified and a Wyoming district employee. RP responsibilities include but are not limited to:

- Complete WDE-required test administration training.
- Complete WDE-required remote test administration training.
- Complete district assessment security training and sign the Wyoming Assessment Security Agreement.
- Meet with the RPC to review test security and administration protocols.
- Review policies and instructions in the Test Administration Manual (TAM).
- Use ADAM proctoring dashboard to monitor students, manage approvals, and track progress.

Note: RPs are created as users in LaunchPad, but not in ADAM. From LaunchPad, RPs can access WDE Assessment Training site to access trainings. For test administration, RPs are provided with the Proctor Card to log into the proctor dashboard.

2.0 Policy Direction and Assessment Security Reference

2.1 Topics Directed to the Assessment Security Guide and WDE Remote Administration Policy

Remote proctoring is strictly limited to the WY-TOPP Interim and Summative Assessments. Districts must ensure all other state-mandated assessments are administered in person at a secure, school-based testing site. Please see additional Remote Testing documents at wyoassessment.org for further guidance and related resources.

Wyoming's *Assessment Security Guide* provides policy direction for administering WY-TOPP and WY-ALT. All staff members involved in the administration of the WY-TOPP and WY-ALT assessments must read the *Assessment Security Guide* and sign the *Assessment Security Agreement Form*. The *Assessment Security Guide* and *Assessment Security Agreement Form* are available at the [Wyoming Assessment Portal](#), located under **Administration Resources >Assessment Resources**.

WDE Remote Administration of Wyoming's WY-TOPP Interim and Summative Assessments State Policy provides establishes the stringent standards necessary to ensure that remote, home-based virtual administration maintains the same validity, security, and fairness as school-based, in-person administration. The *WDE Remote Administration of Wyoming's WY-TOPP Interim and Summative Assessments State Policy* is available at the [Wyoming Assessment Portal](#), located under **Administration Resources >Assessment Resources**.

2.2 Test Administration Training

Assessment Security Training

Every staff member involved in WY-TOPP and WY-ALT administration must complete required annual training before handling secure materials or supporting a testing environment. Districts and schools should retain local documentation showing completion of required training. For additional information, refer to the *Assessment Security Guide*, available at the [Wyoming Assessment Portal](#), located under **Administration Resources >Assessment Resources**.

Test Administration Trainings

In addition to trainings outlined in the *WY-TOPP & WY-ALT Test Coordinator Manual*, RPCs and RPs will need to complete additional remote testing training.

Training	Audience	Additional Information
Remote Proctor Coordinator Training Module	RPC	Prepares Remote Proctor Coordinators to securely deliver assessments in remote settings while supporting students and maintaining testing procedures. Based on the role-based training approach described in the plan. The Remote Proctor Coordinator Training Module will be available on the WDE Assessment Training site.
Remote Proctor Training Module	RP	Prepares Remote Proctors to securely deliver assessments in remote settings while supporting students and maintaining testing procedures. Based on the role-based training approach described in the plan. The Remote Proctor Training Module will be available on the WDE Assessment Training site.

3.0 Before Testing

This section describes activities the RPC and RPs must complete before the first day of testing.

3.1 Receive Test Materials from the RPC

The RPC will ensure RPs are provided with the materials needed to administer tests.

Materials for Remote Proctors:

- Computer or tablet to manage the test session in ADAM.
- Proctor testing card or proctor packet with test code and proctor password.
- Roster or list of expected students for the testing session with their applicable designated supports and/or accommodations.
- *Test Administration Manual*, available at the [Wyoming Assessment Portal](#), located under **Administration Resources >Assessment Resources**.
- *Remote Administration Manual*, available at the [Wyoming Assessment Portal](#), located under **Administration Resources >Assessment Resources**.

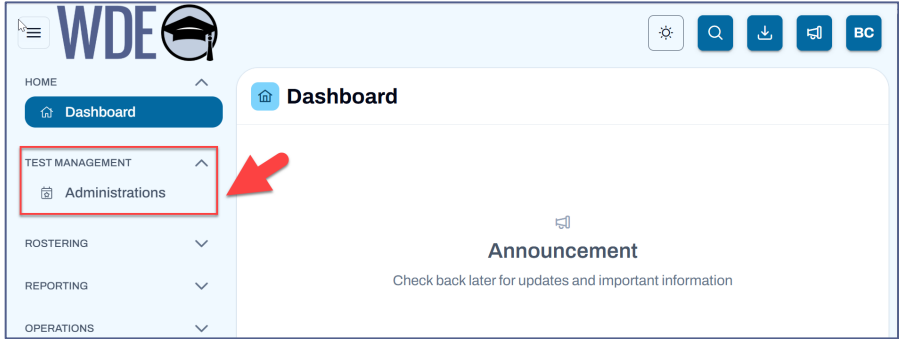
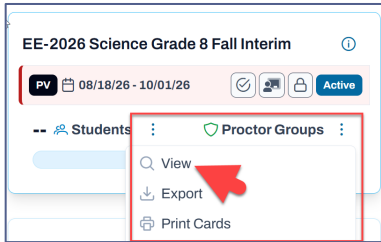
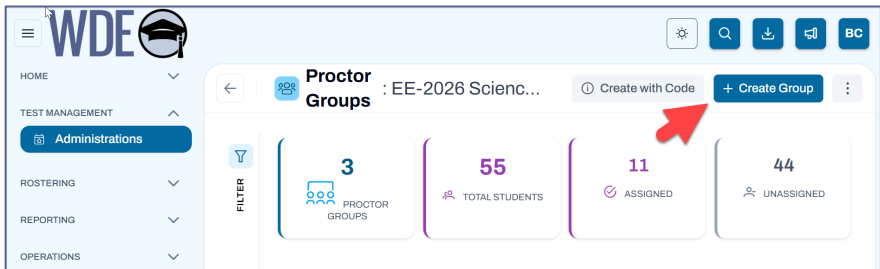
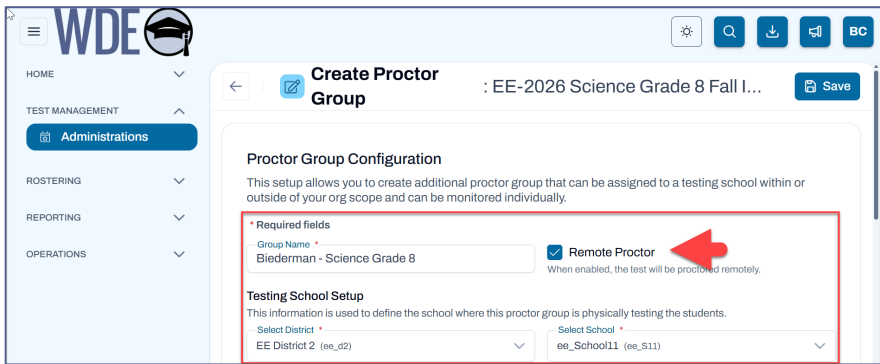
Materials for Students:

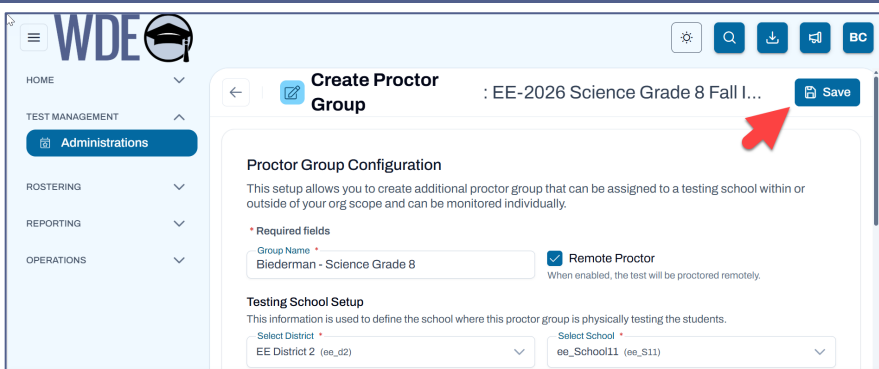
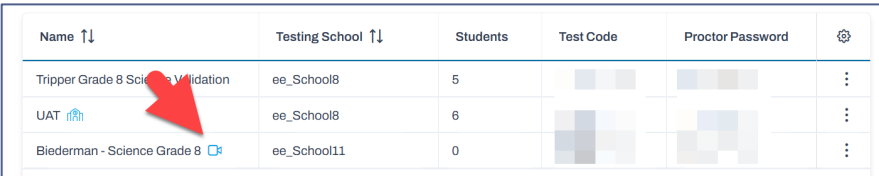
- Student testing tickets or credentials used to log into the test (i.e., Test Code, Last Name, and WISER ID).
- Testing devices with working webcams, microphones, and speakers/headphones
- Scratch paper and WDE approved reference sheets, as applicable.

3.2 Create and Manage Proctor Groups

Proctor Groups are groups of students assigned to test under the supervision of a specific remote proctor. A student must be associated with a proctor group to test. Proctor groups also generate the test code and proctor password used to access the proctor dashboard. For remote proctoring, proctor groups are limited to 10 students. The DTC or RPC is responsible for creating and editing proctor groups.

Steps to create remote proctor groups in ADAM

Directions	Reference
1. Go to Test Management > Administrations .	
2. In the appropriate admin card, select View in the Proctor Groups menu.	
3. Select Create Group .	
4. On the Proctor Group Configuration page, enter the Group Name , select a district and school, and select the Remote Proctoring checkbox. Optionally, select the plus symbol to add students.	

Directions	Reference																								
5. Select Save to save the proctor group.																									
Note: On the Proctor Groups page, a camera icon indicates proctor groups configured for remote testing.	 <table border="1"> <thead> <tr> <th>Name ↑↓</th> <th>Testing School ↑↓</th> <th>Students</th> <th>Test Code</th> <th>Proctor Password</th> <th></th> </tr> </thead> <tbody> <tr> <td>Tripper Grade 8 Science Validation</td> <td>ee_School8</td> <td>5</td> <td></td> <td></td> <td>⋮</td> </tr> <tr> <td>UAT </td> <td>ee_School8</td> <td>6</td> <td></td> <td></td> <td>⋮</td> </tr> <tr> <td>Biederman - Science Grade 8 </td> <td>ee_School11</td> <td>0</td> <td></td> <td></td> <td>⋮</td> </tr> </tbody> </table>	Name ↑↓	Testing School ↑↓	Students	Test Code	Proctor Password		Tripper Grade 8 Science Validation	ee_School8	5			⋮	UAT 	ee_School8	6			⋮	Biederman - Science Grade 8 	ee_School11	0			⋮
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Biederman - Science Grade 8 	ee_School11	0			⋮																				

Existing Proctor Groups can be edited to support remote proctoring by checking/unchecking the **Remote Proctoring** checkbox. Proctor Groups can be created in bulk and then manually edited to support remote proctoring through the user interface. For creating proctor groups through bulk import, refer to **Upload Proctor Groups** section from [ADAM Online Support](#).

Note: The **Remote Proctoring** checkbox is selectable only for organizations that the WDE has approved for remote testing.

3.3 Remote Proctor Dashboard Access

The RP should follow these steps to login to the proctor dashboard:

1. Before Testing, obtain your Proctor Test Ticket and Student Test Tickets from the RPC.
2. Navigate to ltr-tester.adamexam.com/proctor.
3. Enter the Test Code and Proctor Password provided on your Proctor Test Ticket.
4. Select the **Submit** button.
5. Review and confirm the proctoring information on the screen. If correct, select the **Confirm** button.
6. Upon first login, enter your name, read the Proctor Acknowledgement and agree to the security agreement, acknowledging your role as a testing proctor.
7. Select the **Save** button to proceed to your dashboard.
8. Your browser may ask to enable microphone and camera, select to confirm enable. Also, verify your speakers are working and volume is on. **Note:** You will not be able to

share audio and video if your browser is not allowed access to your microphone and camera.

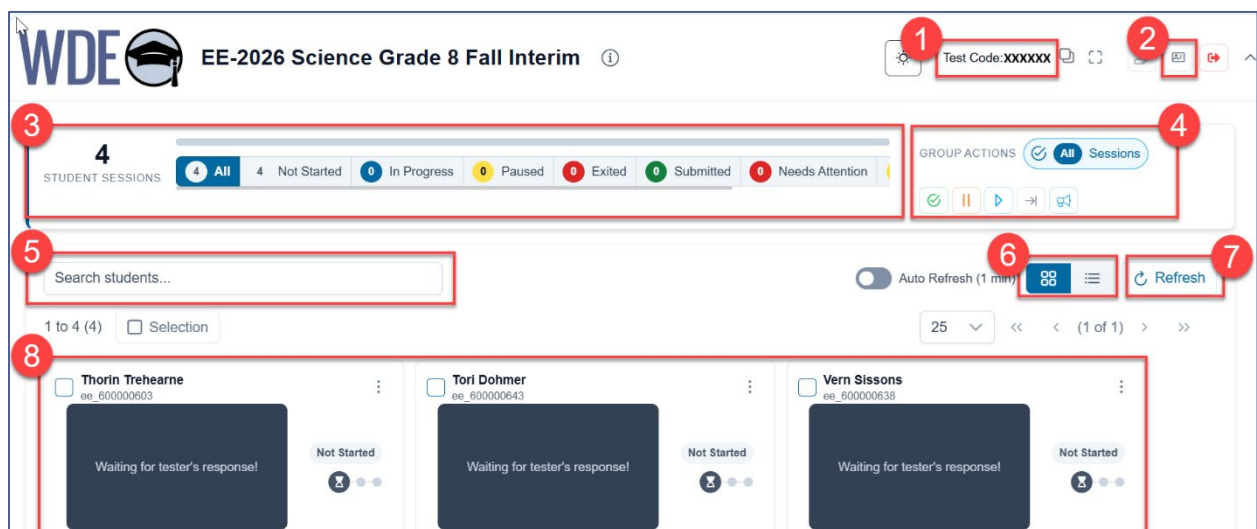
Note: The proctor acknowledgement and security agreement are required only on your first login.

Proctor Dashboard Overview

The proctor dashboard is the central hub for managing student test sessions. Upon logging in, you will see the following key elements:

1. **Test Code:** The unique code for the current test session, visible and expandable for sharing with students.
2. **Print Cards:** Used to distribute test tickets and section codes to students.
3. **Progress Bar:** Shows overall group progress as students answer questions.
4. **Group Actions Menu:** Approve All Sessions, Pause All Sessions, Resume All Sessions, Reseat All Session, and Broadcast message to all students.
5. **Search Feature:** Locate student.
6. **Refresh Button:** Updates the dashboard to reflect the latest student statuses.
7. **Tile and List View:** For remote testing, tile view is defaulted. This is so students' videos are enlarged. List view is still available, but videos will appear smaller (not recommended).
8. **Session List:** Displays all students assigned to your group, their current statuses, and available actions.

Proctor Dashboard Features



Actions for individual students can be accessed via the “kabob” (three dots) menu in the Actions column. This allows for moving students between sections, viewing session details, or exiting a student from a test. For additional information, refer to **Use the Proctor Dashboard** section from [ADAM Online Support](#).

Test Status

The dashboard uses status labels to indicate each student's progress. Understanding these is essential for effective test management:

- **Not Started:** Student has not signed in to the test.
- **Needs Attention:** Student is logging in for the first time; remote proctor approval is required to start the session.
- **In Progress:** Student is actively taking the test
- **Exited:** The student has exited their test without submitting. Student will not be able to re-login to the test until test is resealed.
- **Resealed:** Student has been resealed and allowed to resume testing after an exit.
- **Submitted:** Student has completed and submitted the test.
- **Section Complete:** Student has completed the section and needs to be released to the next section to continue testing (ELA with embedded writing for grades 5, 7, and 9)
- **Paused:** Student or RP have paused the test (e.g., for a break or restroom visit).
- **Breached:** An action taken by the student or another application caused TestNav to exit kiosk mode. The testing device will exit the test and display a message of “Test Breached”. The proctor dashboard will display a status of “Breached”. Students will not be able to log back into the test until the test is resealed.

Before testing begins, students will appear as “Not Started” or “Needs Attention.” During the test, statuses may change to “In Progress,” “Resealed,” or “Exited.” In ELA assessments with multiple sections, once a section is completed and submitted, the status updates to “Section Completed.” Once a full assessment is completed and submitted, the status updates to “Submitted.”

Notes:

- It may take up to 5 minutes for the “Section Complete” status to appear in proctor dashboard after a student completes section 1 and requests to go to the next session.
- Students may appear in an In Progress status if the connection of the testing device was terminated (i.e., device powered down or internet connectivity lost). RPs should rectify the cause (i.e., power up device and provide power supply or work with technology coordinator to resolve internet connection issue). Resealing the test in the proctor dashboard will allow the student to log back into the test.

Verifying Designated Supports and Accommodated Testing

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

Designated supports and accommodations should be determined by a group of educators that are familiar with the student. Student needs must be documented in an IEP, Individualized English Learner Plan (IELP), Section 504 Plan, or other intervention plan. Please refer to the [WY-TOPP and WY-ALT Guidance for Accessibility and Accommodations](#).

Designated Supports and Accommodations are presented in the proctor dashboard under the Accommodations column. Hover over the number in the column to pop out the accommodation assignment. All Test Accommodations and Tool Add-Ons will be listed in the pop-up.

From the proctor dashboard, you may also print a Session Roster that lists each student's designated supports and testing accommodation. From the Print Card Screen, toggle to the accommodations layout and select the Print icon. This view will provide you with a roster of students, a list of designated supports and accommodations for each student and provide student login information.

Note: Accommodations requiring physical materials (e.g., braille, large print, print-on-demand) or a human scribe/transcription cannot be monitored securely in a remote environment. Students requiring these specific accommodations are disqualified from remote testing and must be tested in person to ensure test validity and equity. Additionally, the WDE strongly discourages remote testing for students who require non-embedded accommodations that require an exceptional accommodation approval.

Steps to Display Designated Supports and Accommodations in New Line on Student Roster when Printing Session and Proctor Group Cards

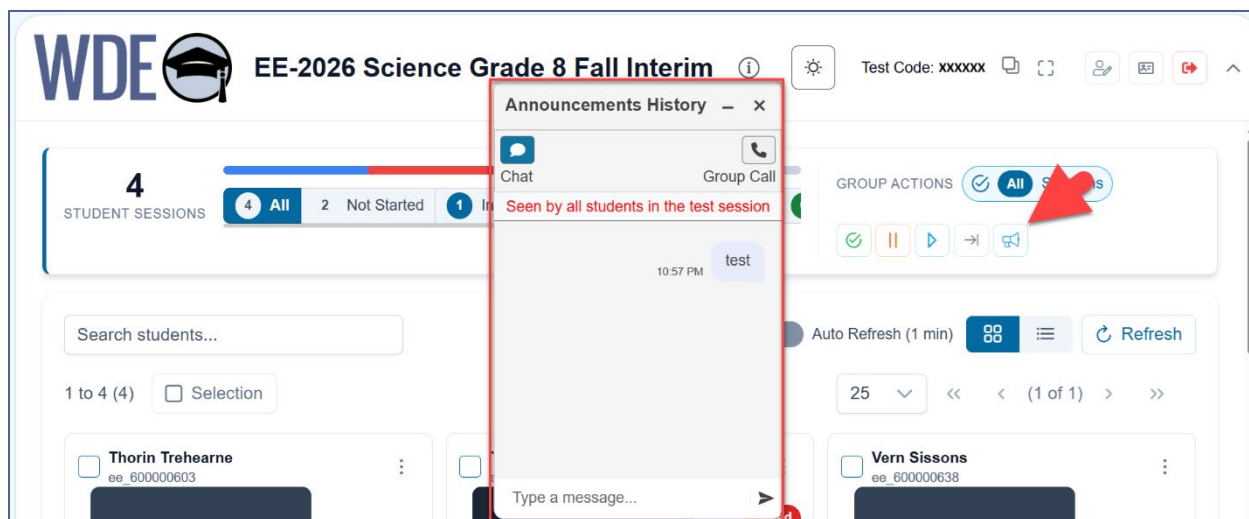
Directions	Reference
1. From the print card screen, select Include Roster Page option.	
2. Then, select Display Accommodations in New Line option.	

Note: Text-to Speech (TTS) and TTS tracking are universal tools for all WY-TOPP mathematics and science assessments.

Remote Proctor Tools

The RP can access the **Broadcast message to all students** feature under **Group Actions**. This feature allows RPs to message all students currently signed into TestNav. Only students currently logged into TestNav will receive messages. Messages sent prior to logging in will not be visible.

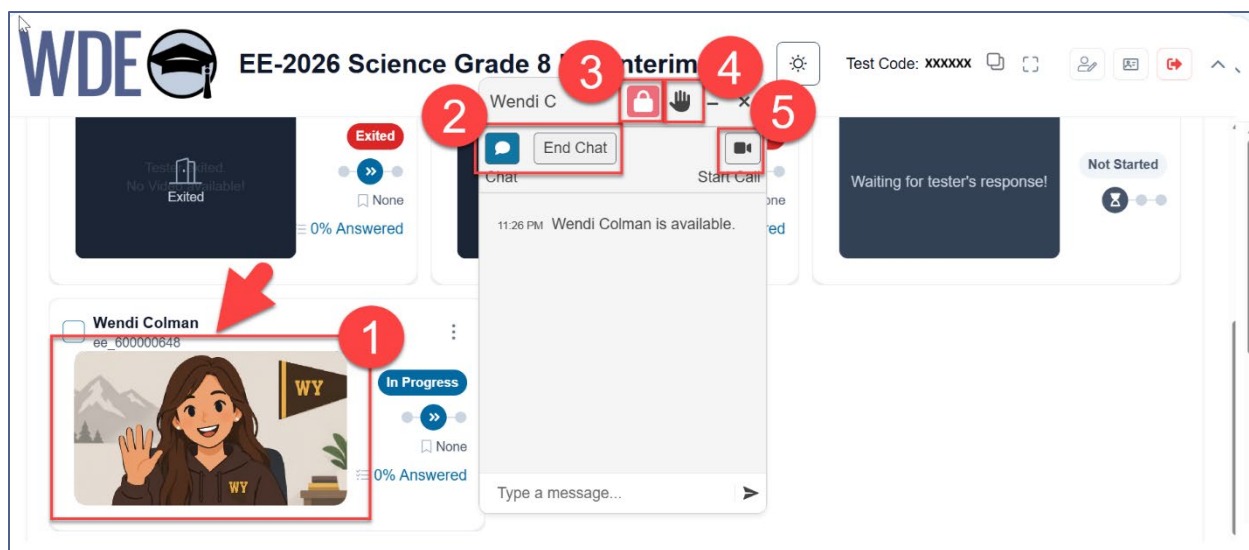
Broadcast to All Students Feature



Once the RP has approved a student in the session, double click on the student video screen area to access the individual student remote proctor feature window.

1. **Student Video Feed:** This is where the student video will display. This is available to select once the students' status changes to In Progress.
2. **Individual Chat:** Use to chat individually with a student.
3. **Lock Icon:** When a student logs in initially, the test will be locked. Students will not be able to proceed to testing until the test is unlocked by selecting this icon. This should only be done after the RP visually confirms identify of the student and performs environmental check.
4. **Raised Hand Icon:** Icon will display highlighted when student has raised their hand. The RP can select this icon to lower hand. **Note:** When a student raises their hand, a hand icon will also appear on the upper right-hand side of their video feed on the proctor dashboard.
5. **Video Call:** The RP can select the video call icon to initiate a video call. The student will be prompted to answer within TestNav.

Individual Student Remote Proctor Features



For additional information about remote testing in ADAM, refer to **Remote Test Proctoring (RTPaaS) Proctor View** section from [ADAM Online Support](#).

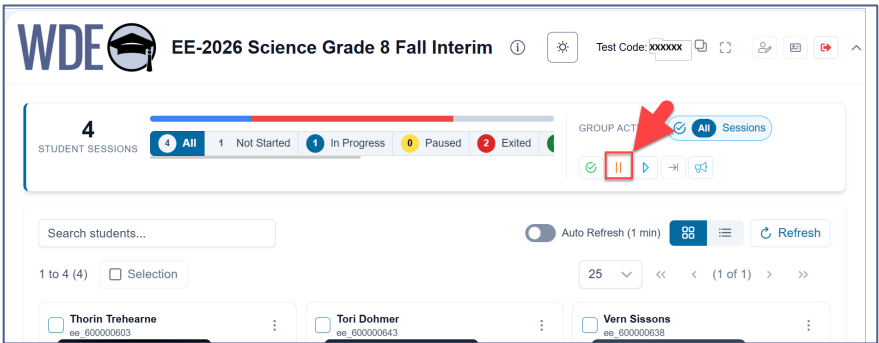
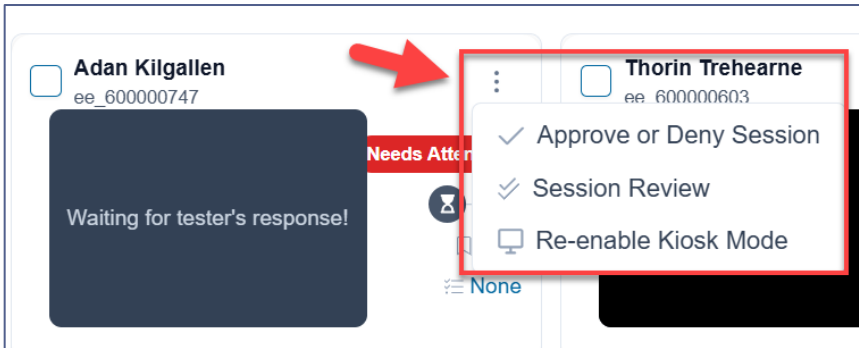
4.0 During Testing

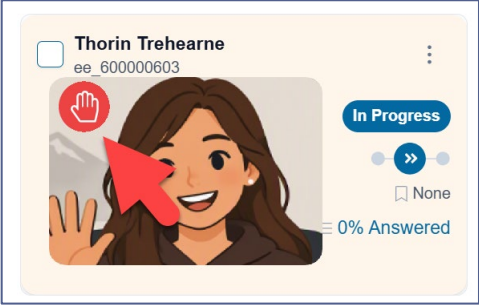
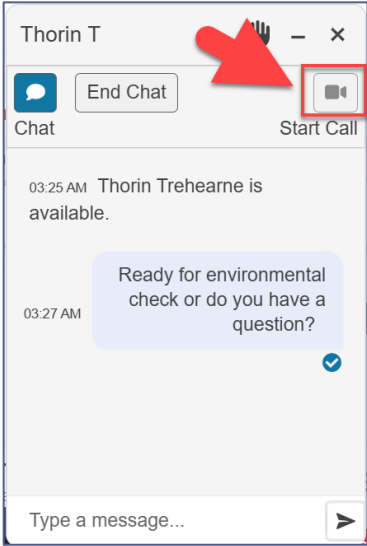
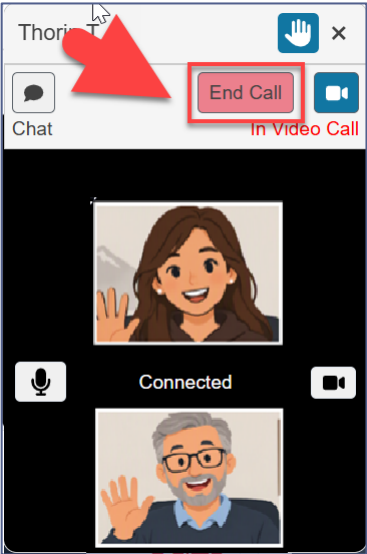
4.1 Student Login Experience

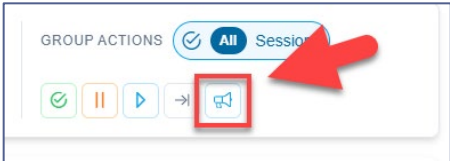
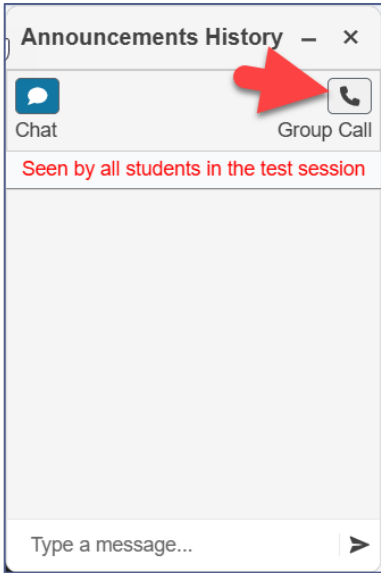
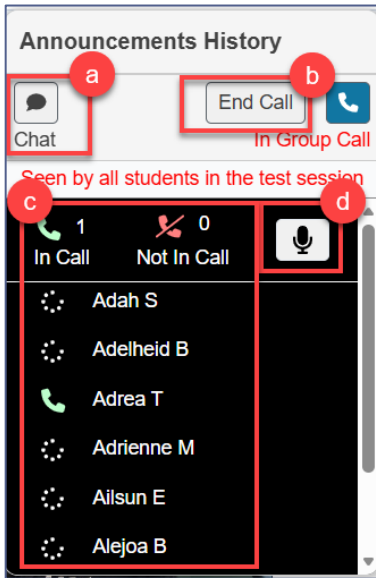
Students will need to be provided with their testing ticket or credentials used to log into the test (i.e., Test Code, Last Name, and WISER ID). Instructions for logging in to TestNav are found in **Appendix A**. This information is also included in the *WY-TOPP Remote Administration – Student Instructions* document and should be provided to students. The *WY-TOPP Remote Administration – Student Instructions* document is available at the [Wyoming Assessment Portal](#), located under **Administration Resources > Assessment Resources**.

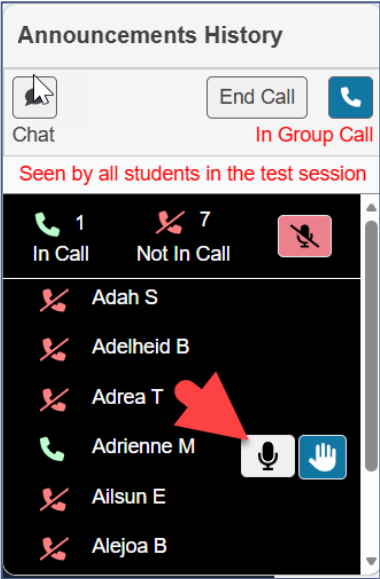
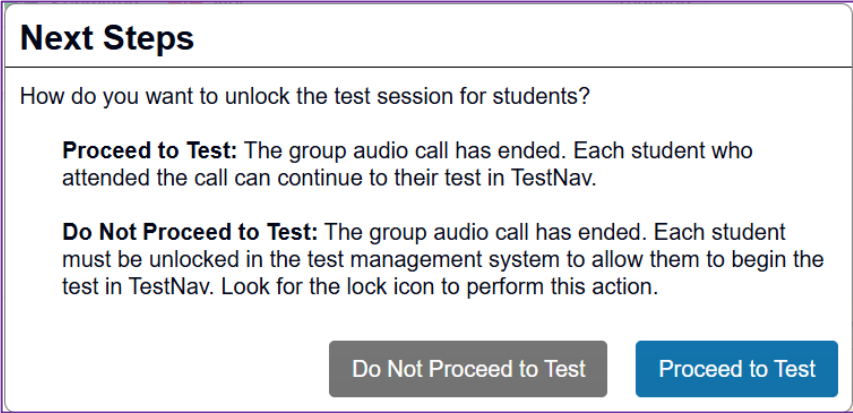
4.2 Monitoring and Managing Sessions

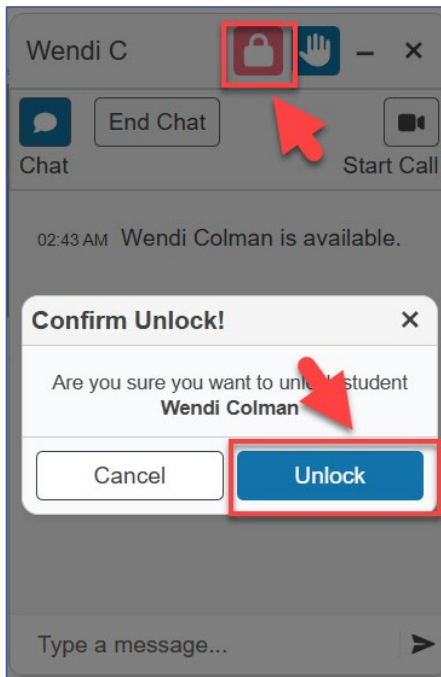
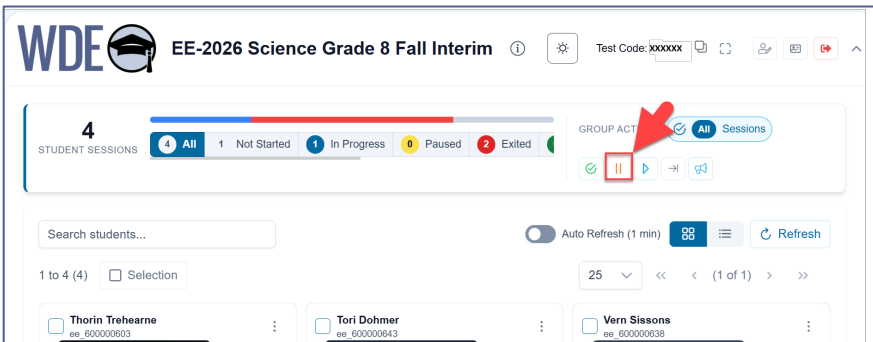
The RP should log into the proctor dashboard. As students log into TestNav, their status should start to change to In Progress. Student video feeds should also start to become visible. The RP should perform the following steps:

Directions	Reference
1. Select the Pause All Sessions icon, then select Pause in the Pause All popup window.	
2. Once a student's status changes to “Needs Attention” and select the kabob menu, select Approve or Deny Session , then select Approve : allowing the student into the session	

Directions	Reference
3. When a student has raised their hand, select their video screen to open the individual communication popup.	
4. Use the chat to ask if they are ready for the environmental check or if they have other questions. Initiate the video call by selecting the Video icon. Note: You can use the chat feature to answer questions regarding video or audio concerns.	
5. After answering questions and performing the environmental check, select End Call.	

Directions	Reference
6. Once all students have completed their one-on-one environmental checks, select the Broadcast icon from the Group Actions menu.	
7. Select the Group Call icon.	
8. Group Call Screen layout: a. Send group chat b. End the call c. Display of students in/not in the call. d. Mute/unmute Use this time to read the <i>Test Administration Scripts</i> found in Section 6.	

Directions	Reference
9. Ask students to use the Raise Hand option if they have questions. Once a student raises their hand, the RP can unmute/mute the student.	
10. After the call, a Next Steps screen will appear. Select Proceed to Test to allow all students that were in the call to proceed to test. You will also have the option to select Do Not Proceed to Test. The next step will provide direction on how to approve Proceed to Test for individual students.	

Directions	Reference
11. If Proceed to Test wasn't selected for all students, or a student wasn't in the group call, select the student's video from the proctor dashboard to open the individual communication popup. Select the Lock icon, then select Unlock in the Confirm Unlock popup window to unlock the student's test.	
12. When you are ready to proceed with testing, select the pause icon to un pause all the test.	

After completing these steps, the RP should continue by reading the appropriate scripts from **Section 6**.

Note: Students will be automatically exited from TestNav if the RP closes or leave the proctor dashboard.

4.3 Secure Material Destruction before Assessment Submission

To ensure test security, the RP must visually verify the destruction of scratch paper materials before a student exits the session. Protocols must ensure that:

1. Upon finishing the assessment and before submission, the student must use the raise hand icon to alert the RP.

2. The RP will initiate a video call with the student and, while on camera, the student must tear any scratch paper into small pieces or completely erase their whiteboard, in full view of the RP.
3. The RP will authorize the student to submit their test and exit the platform only after visually verifying the destruction of these materials and completing the post-administration 360-degree room scan via webcam.

RPs should refer to their local *Remote Test Security and Statewide Assessment Administration Manual*, if the student submits the test before the end-of-test video call. If this happens, RPs will need to use a 3rd party video call application to confirm destruction of scratch paper and environmental check.

4.4 Trouble Shooting and Testing Irregularities

When students begin testing, they use the test code associated with the proctor group and the required authentication information configured for the assessment. If a student cannot sign in, the RP should first verify that the student is using the correct test code and credentials. RPCs or DTCs should then confirm that the student is eligible for the test, appears in the expected organization, and has appropriate accommodations before the student begins or continues testing.

Trouble Shooting

RPs should pause tests for students who no longer have a live video display but still appear as *In Progress* status or for students that are not adhering to remote testing policy. Follow your local *Remote Test Security and Statewide Assessment Administration Manual* to attempt to contact the student. If the student is unable to continue testing, use the **Exit** action on student tests that still show a status of **Paused** or **In Progress**. This will force the students to be automatically logged out of their tests.

If the student should continue testing, the session may need to be resumed or reseated according to the available ADAM options and the user's role permissions. The student should resume from the appropriate point in the test only after the coordinator confirms that continuing is appropriate and secure. For instructions to reseat a student; refer to **Proctoring: Reseat a Student** section from [ADAM Online Support](#).

Occasionally, students encounter errors during an online test. Common issues can be addressed by correcting aspects of the test environment. Other issues require additional investigation. Your RPC and Technology Coordinator should be on hand to help address any technology issues.

If during testing, a student alerts an RP to a possible unanswerable or misprinted test item, use the following steps:

- If the issue being experienced is with a particular item, the RP should instruct the student to bookmark the item and continue testing. At the end of testing, the RP should try to troubleshoot the issue with the remaining item by contacting their Technology Coordinator and RPC. If troubleshooting does not resolve the issue, the Technology Coordinator, or RPC, should call Pearson Support to report the issue. **Note:** Multi-section tests - make sure to troubleshoot any concerns from the previous section of the test before moving on to the next section of the test.
- If a timely solution cannot be found, the RP should: Instruct the student to proceed with the test.
- RPs should note the content area, grade level, form ID, item number, test format, and a brief description of the issue. The RP or RPC should then complete the Session Review in the proctor dashboard. Actual wording from the assessment items should never be included either verbally or in writing.

To record a Session Review note, select the kabob menu on the right side of the student record and select **Session Review**.

In the Session Review Window, Leave the Set Session to Reviewed checkbox unchecked, this is for your RPC. In the Review Notes field, enter information about the event record. Include details such as the content area, grade level, form identification, item number, and a brief description of the problem. Then Select Save Review.

Remember, school personnel may **not** read or review WY-TOPP test items [Exception: Accommodations that require review of items].

4.5 Reporting Irregularities

Proctor Session Reviewer

If a testing irregularity occurs, the RP or RPC should complete the Session Review in the proctor dashboard. Actual wording from the assessment items should never be included either verbally or in writing.

To record a Session Review note, select the kabob menu on the right side of the student record and select Session Review.

In the Session Review Window, Leave the Set Session to Reviewed checkbox unchecked, this is for your RPC. In the Review Notes field, enter information about the event record. Include details such as the content area, grade level, form identification, item number, and a brief description of the problem. Then Select Save Review.

Remember, school personnel may **not** read or review WY-TOPP or WY-ALT test items [Exception: Accommodations that require review of items].

5.0 After Testing

5.1 Verify Student Test Statuses

After testing, RPs and RPCs should follow procedures/processes in their local *Remote Test Security and Statewide Assessment Administration Manual* to ensure the proper destruction of any scratch paper materials and complete other post-testing tasks.

RPs should pause tests for students who no longer have a live video display but still appear as *In Progress* status or for students that are not adhering to remote testing policy. Follow your local *Remote Test Security and Statewide Assessment Administration Manual* to attempt to contact the student. If the student is unable to continue testing, use the **Exit** action on student tests that still show a status of **Paused** or **In Progress**. This will force the students to be automatically logged out of their tests.

6.0 Test Administration Scripts

6.1 Using Test Administration Scripts

The administration scripts will be used for the WY-TOPP remote interim and summative assessments. On the first read through, RPs are required to adhere to this script for administering the WY-TOPP. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should only be read aloud if they are applicable to the students testing. Text that is outside the “**Say**” boxes include directions for RPs to follow and should not be read to students.

Follow these steps to login to the proctor dashboard:

1. Before Testing, obtain your Proctor Test Ticket and Student Test Tickets from the RPC.
2. Navigate to ltr-tester.adamexam.com/proctor.
3. Enter the Test Code and Proctor Password provided on your Proctor Test Ticket.
4. Select the **Submit** button.
5. Review and confirm the proctoring information on the screen. If correct, select the **Confirm** button.
6. Upon first login, enter your name, read the Proctor Acknowledgement and agree to the security agreement, acknowledging your role as a testing RP.
7. Select the **Save** button to proceed to your dashboard.
8. Your browser may ask to enable microphone and camera, select to confirm enable. Also, verify your speakers are working and volume is on. **Note:** You will not be able to share audio and video if your browser is not allowed access to your microphone and camera.

Note: The Proctor Acknowledgement and security agreement are required only on your first login.

Students should have been provided the directions found in **Appendix A**.

All steps from **Section 4.2 - Monitoring and Managing Sessions** should be completed.

6.2 ELA Grades 3–10 Administration Scripts.

Instructions for Administering the test

Students should be ready for you to read the student directions on the Test Start Page. After reading the directions, you will read instructions for ending testing.

 SAY	Follow along while I read the directions on the screen. Today, you will take the __ (fill in Test Name). Read each question carefully, then follow the directions to complete your response. This is the end of the directions on your screen. You must answer the question before moving on. If you do not know the answer to a question, record an answer, bookmark it, and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.
--	---

Read for Grades 5, 7, and 9.

 SAY	When you reach the Section Review screen, you may review your answers in this section. When you are ready, click “Continue to Section 2” button to continue to section 2 of the test and confirm by selecting “Continue” again. Then read the Section 2 directions. When you reach the second Section Review screen, you may review your answers. Do <u>not</u> submit your test. Use the raise hand function to indicate you are done testing. I will initiate a video call to verify the destruction of scratch paper and scan the room. After this is completed, I will provide additional directions.
--	---

Read for Grades 3, 4, 6, 8, and 10.

SAY

When you reach the **Assessment Review** screen at the end of the Test, you may review your answers. Do not submit your test. Use the raise hand function to indicate you are done testing. I will initiate a video call to verify the destruction of scratch paper and scan the room. After this is completed, I will provide additional directions.

SAY

During testing, use the raise hand feature if you have any difficulties or questions, so that I can assist you. I will not be able to help you with test questions or answers, but I can help you with questions about moving through the test or the online tools during the test.

Now Click “Start” and begin testing.

For Grade 5, 7 and 9

ELA Grades 5, 7, and 9 are multi-sectional tests that require RP action to allow the student to continue to the 2nd section of the test. The RP will be alerted to this in the proctor dashboard when the student’s test status displays **Section Complete**. There are two ways to release the student to the next section:

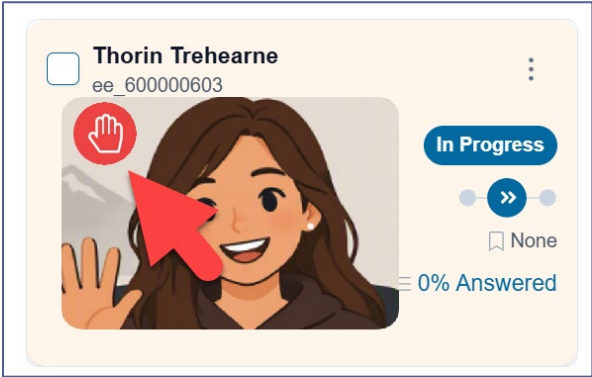
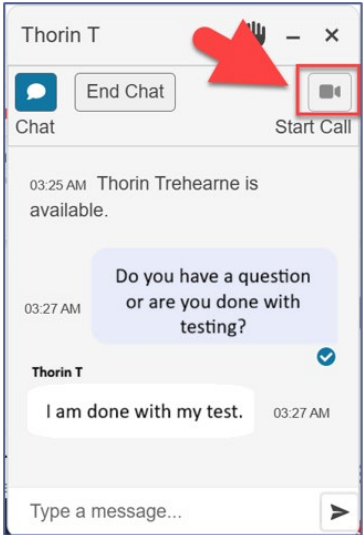
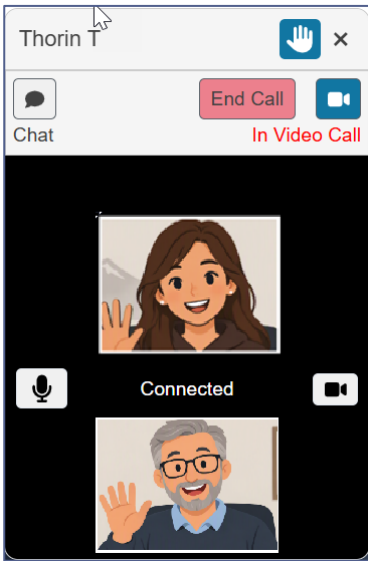
1. RPs can use the **Release to Next Section** action from the kabob menu to allow the student to test the next section of the test.
2. To allow multiple students into the next section, select the student records to apply the action to and then use the **Release Selection Section** action button.

Note: It may take up to 5 minutes from when the student requests to start Section 2 in TestNav until the **Section Complete** status appears in TestNav.

While students are testing, actively monitor the student dashboard to ensure they are progressing through the assessment appropriately. RPs should initiate a chat or video call when a student raises their hand to answer questions related to test directions and procedures but must not provide assistance with test content.

Instructions for Ending the Test

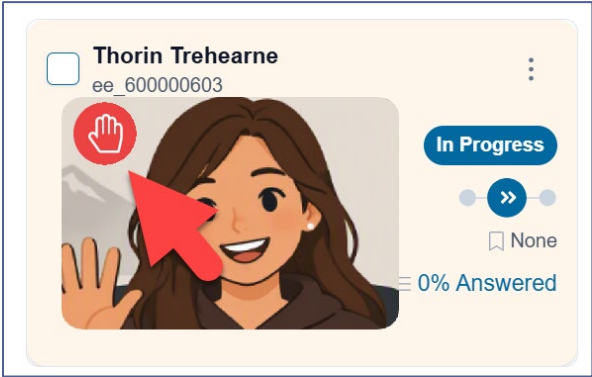
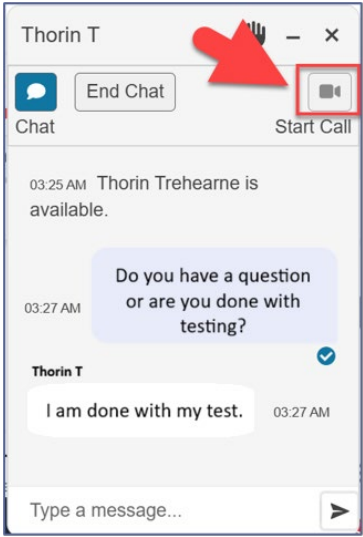
To ensure test security, the RP must visually verify the destruction of scratch paper materials before a student exits the session. Students should indicate they have completed the test by using the raise hand feature.

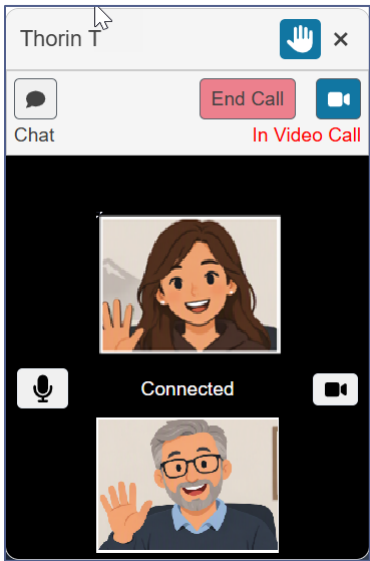
Directions	Reference
1. When a student has raised their hand, select their video screen to open the individual communication popup.	
2. Use the chat to ask if they have a question or are done with the test. Initiate a call by selecting the Video icon if the student is done with their test.	
3. While on camera, the student must dispose of scratch paper according to established security manual protocols. Then ask the student to scan their room to perform the environmental check. Last, instruct the student to click Submit to submit the test and confirm by clicking Submit again. The call will automatically terminate.	

When the test session ends, initiate group call and read the following optional **SAY** box if there are students still actively testing.

SAY	We will be ending this test session now. If you have not finished testing, you will be allowed to continue working at a different time. I will initiate a video call individually with you to review the destruction of scratch paper and scan the room. I will then provide directions to exit the test.
---	---

Most students should have been able 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.

Directions	Reference
1. Select the student's video screen to open the individual communication popup.	
2. Initiate a call by selecting the Video icon if the student is done with their test.	

Directions	Reference
3. While on camera, the student must dispose of scratch paper according to established security manual protocols. Then ask the student to scan their room to perform the environmental check. Last, instruct the student to click the menu dropdown next to their name in the upper right corner, click Exit, and then click OK confirming they want to exit. The call will automatically terminate.	

Verify that these students have their test in “Exited” status. Verify that all other students have submitted their test.

Follow the procedures established by your RPC for students who need additional testing time.

At the end of a test session PRs should:

- Verify all students have successfully exited or submitted the test in the proctor dashboard.
- Submit session review notes on the proctor dashboard as necessary.
- Report students whose tests are in “Paused” or “Exited” status, and absent students.
- Report any testing irregularities to your RPC.

6.3 Mathematics Grades 3–10 Administration Scripts.

Instructions for Administering the test

Students should be ready for you to read the student directions on the Test Start Page. After reading the directions, you will read instructions for ending testing.

 SAY	Follow along while I read the directions on the screen. Today, you will take the __ (fill in Test Name). Read each question carefully, then follow the directions to complete your response. This is the end of the directions on your screen. You must answer the question before moving on. If you do not know the answer to a question, record an answer, bookmark it, and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.
--	---

Read for Grades 3, 4, 5, 7, 8, 9, and 10.

 SAY	When you reach the Assessment Review screen at the end of the Test, you may review your answers. Do <u>not</u> submit your test. Use the raise hand function to indicate you are done testing. I will initiate a video call to verify the destruction of scratch paper and scan the room. After this is completed, I will provide additional directions.
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Read for Grade 6

SAY

When you reach Section Review screen, you may review your answers in this section. When you are ready, click “Continue to Section 2” to continue to section 2 of the test and confirm by clicking “Continue”.

Then read the Section 2 directions.

When you reach the second Section Review screen, you may review your answers. Do not submit your test. Use the raise hand function to indicate you are done testing. I will initiate a video call to verify the destruction of scratch paper and scan the room. After this is completed, I will provide additional directions.

SAY

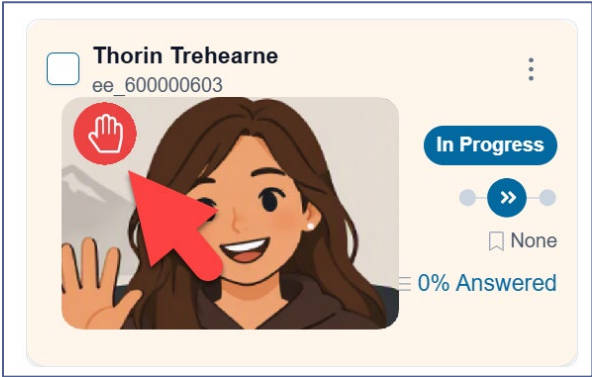
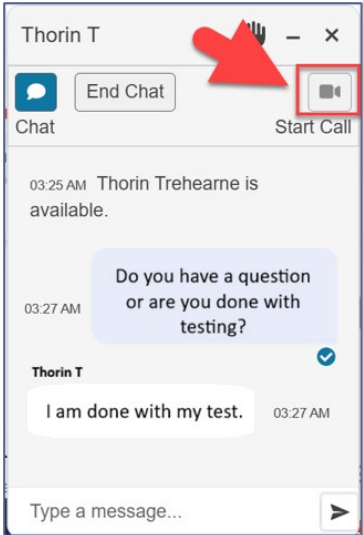
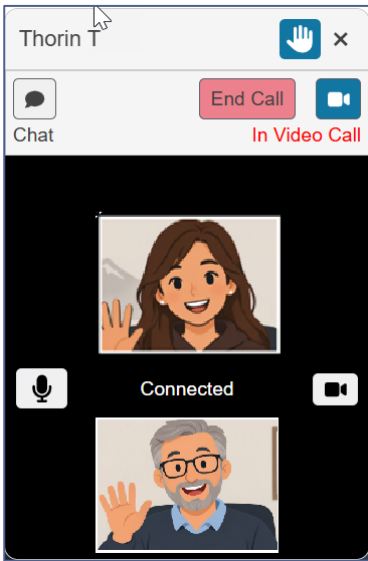
During testing, use the raise hand feature if you have any difficulties or questions, so that I can assist you. I will not be able to help you with test questions or answers, but I can help you with questions about moving through the test or the online tools during the test.

Now click “Start” and begin testing.

While students are testing, actively monitor the student dashboard to ensure they are progressing through the assessment appropriately. RPs should initiate a chat or video call when a student raises their hand to answer questions related to test directions and procedures but must not provide assistance with test content.

Instructions for Ending the Test

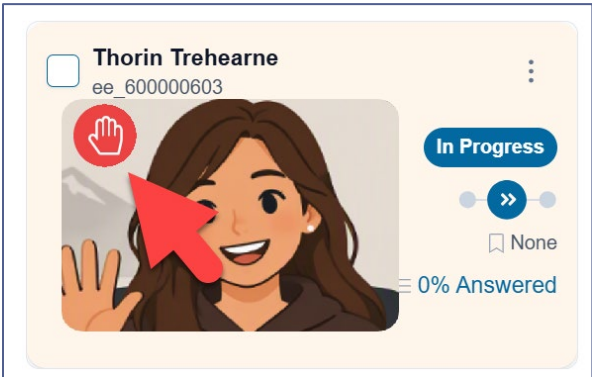
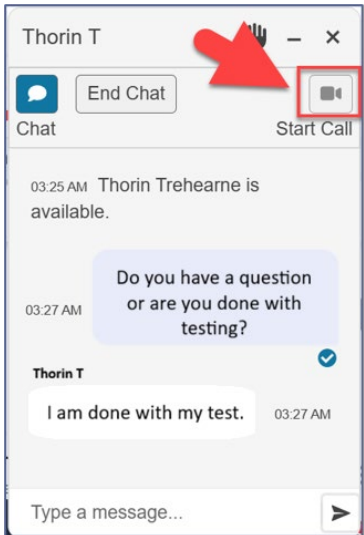
To ensure test security, the RP must visually verify the destruction of scratch paper materials before a student exits the session. Students should indicate they have completed the test by using the raise hand feature.

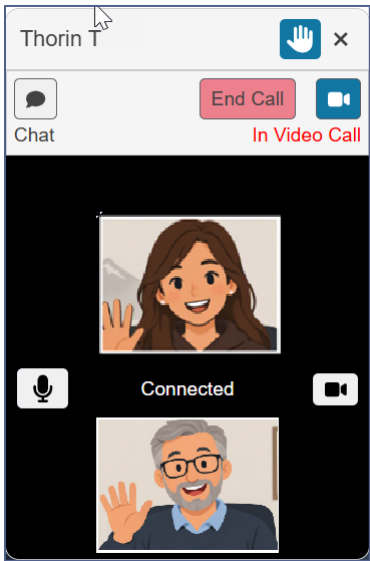
Directions	Reference
1. When a student has raised their hand, select their video screen to open the individual communication popup.	
2. Use the chat to ask if they have a question or are done with the test. Initiate a call by selecting the Video icon if the student is done with their test.	
3. While on camera, the student must dispose of scratch paper according to established security manual protocols. Then ask the student to scan their room to perform the environmental check. Last, instruct the student to click Submit to submit the test and confirm by clicking Submit again. The call will automatically terminate.	

When the test session ends, initiate group call and read the following optional **SAY** box if there are students still actively testing.

SAY	We will be ending this test session now. If you have not finished testing, you will be allowed to continue working at a different time. I will initiate a video call individually with you to review the destruction of scratch paper and scan the room. I will then provide directions to exit the test.
---	---

Most students should have been able 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.

Directions	Reference
1. Select the student's video screen to open the individual communication popup.	
2. Initiate a call by selecting the Video icon if the student is done with their test.	

Directions	Reference
3. While on camera, the student must dispose of scratch paper according to established security manual protocols. Then ask the student to scan their room to perform the environmental check. Last, instruct the student to click the menu dropdown next to their name in the upper right corner, click Exit, and then click OK confirming they want to exit. The call will automatically terminate.	

Verify that these students have their test in “Exited” status. Verify that all other students have submitted their test.

Follow the procedures established by your RPC for students who need additional testing time.

At the end of a test session PRs should:

- Verify all students have successfully exited or submitted the test in the proctor dashboard.
- Submit session review notes on the proctor dashboard as necessary.
- Report students whose tests are in “Paused” or “Exited” status, and absent students.
- Report any testing irregularities to your RPC.

6.4 Science Grades 4, 8 and 10 Administration Scripts.

Instructions for Administering the test

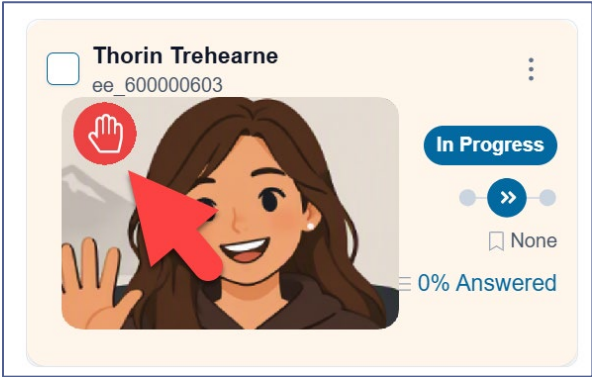
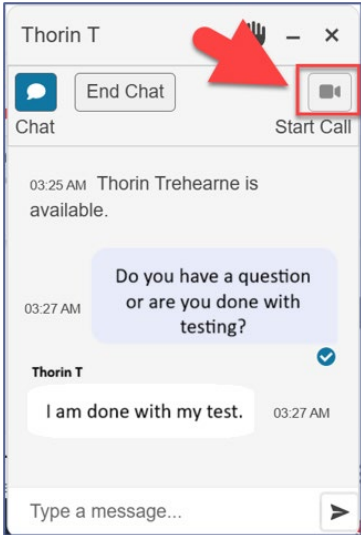
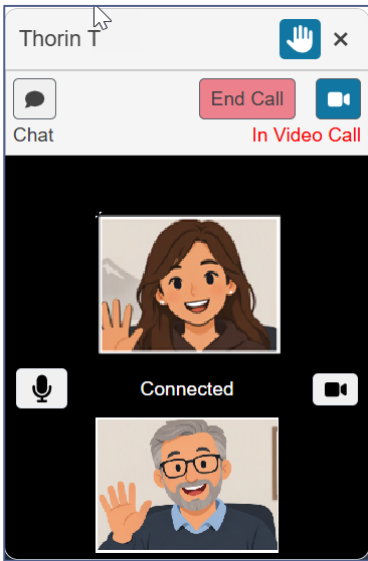
Students should be ready for you to read the student directions on the Test Start Page. After reading the directions, you will read instructions for ending testing.

	Follow along while I read the directions on the screen. Today, you will take the __ (fill in Test Name). Read each question carefully, then follow the directions to complete your response. This is the end of the directions on your screen. You must answer the question before moving on. If you do not know the answer to a question, record an answer, bookmark it and go on to the next question. When you reach the Assessment Review screen at the end of the Test, you may review your answers. Do <u>not</u> submit your test. Use the raise hand function to indicate you are done testing. I will initiate a video call to verify the destruction of scratch paper and scan the room. After this is completed, I will provide additional directions. During testing, use the raise hand feature if you have any difficulties or questions, so that I can assist you. I will not be able to help you with test questions or answers, but I can help you with questions about moving through the test or the online tools during the test. Now click “Start” and begin testing.
---	--

While students are testing, actively monitor the student dashboard to ensure they are progressing through the assessment appropriately. RPs should initiate a chat or video call when a student raises their hand to answer questions related to test directions and procedures but must not provide assistance with test content.

Instructions for Ending the Test

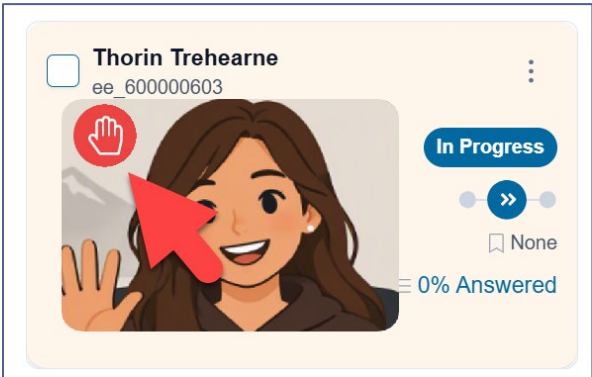
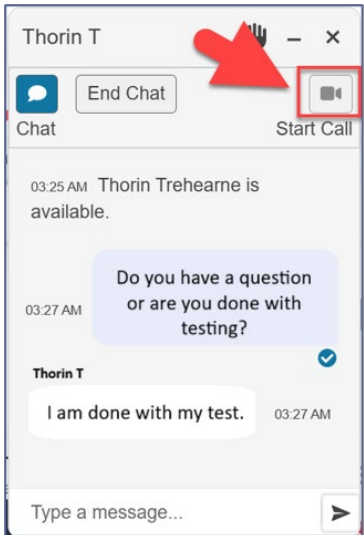
To ensure test security, the RP must visually verify the destruction of scratch paper materials before a student exits the session. Students should indicate they have completed the test by using the raise hand feature.

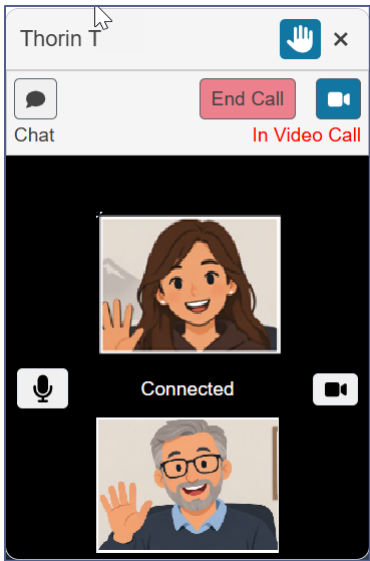
Directions	Reference
1. When a student has raised their hand, select their video screen to open the individual communication popup.	
2. Use the chat to ask if they have a question or are done with the test. Initiate a call by selecting the Video icon if the student is done with their test.	
3. While on camera, the student must dispose of scratch paper according to established security manual protocols. Then ask the student to scan their room to perform the environmental check. Last, instruct the student to click Submit to submit the test and confirm by clicking Submit again. The call will automatically terminate.	

When the test session ends, initiate group call and read the following optional **SAY** box if there are students still actively testing.

SAY	We will be ending this test session now. If you have not finished testing, you will be allowed to continue working at a different time. I will initiate a video call individually with you to review the destruction of scratch paper and scan the room. I will then provide directions to exit the test.
--	---

Most students should have been able 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.

Directions	Reference
1. Select the student's video screen to open the individual communication popup.	
2. Initiate a call by selecting the Video icon if the student is done with their test.	

Directions	Reference
3. While on camera, the student must dispose of scratch paper according to established security manual protocols. Then ask the student to scan their room to perform the environmental check. Last, instruct the student to click the menu dropdown next to their name in the upper right corner, click Exit, and then click OK confirming they want to exit. The call will automatically terminate.	

Verify that these students have their test in “Exited” status. Verify that all other students have submitted their test.

Follow the procedures established by your RPC for students who need additional testing time.

At the end of a test session PRs should:

- Verify all students have successfully exited or submitted the test in the proctor dashboard.
- Submit session review notes on the proctor dashboard as necessary.
- Report students whose tests are in “Paused” or “Exited” status, and absent students.
- Report any testing irregularities to your RPC.

6.5 User Support

Please contact your RPC before contacting the Wyoming Pearson 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.

Phone: (888) 293-0318

Hours of Operation: Monday - Friday

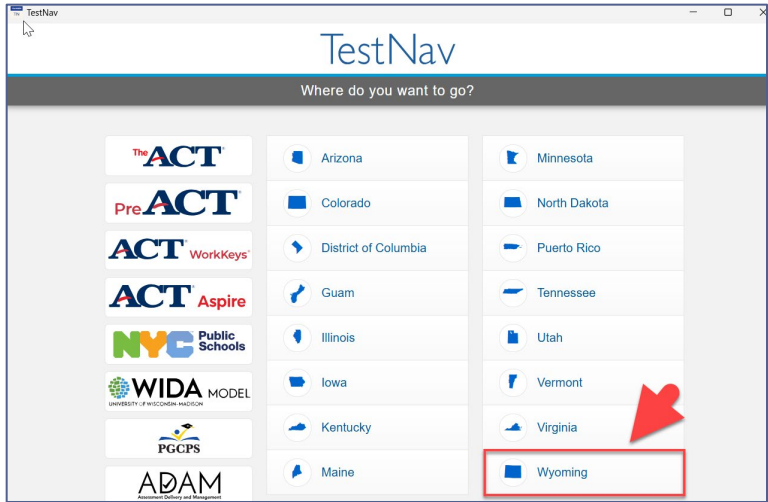
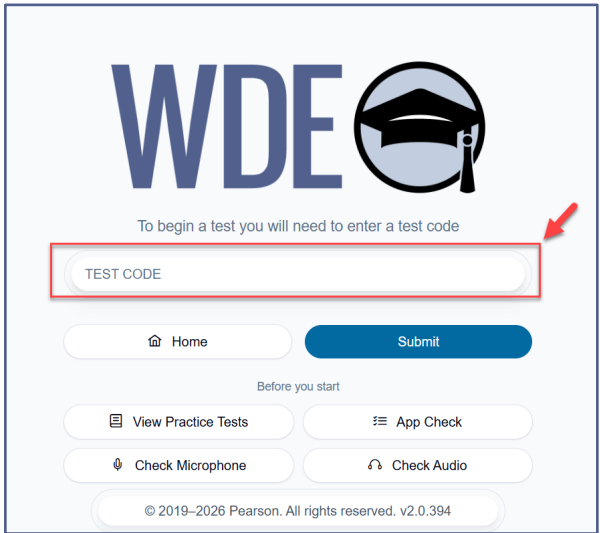
6:00 a.m. - 6:00 p.m. (CST)

When you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. Please be prepared to provide the following information:

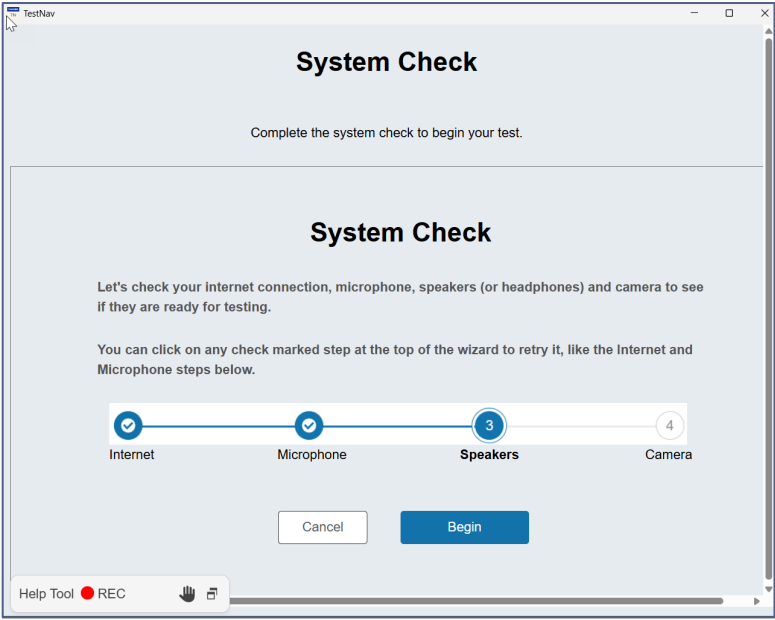
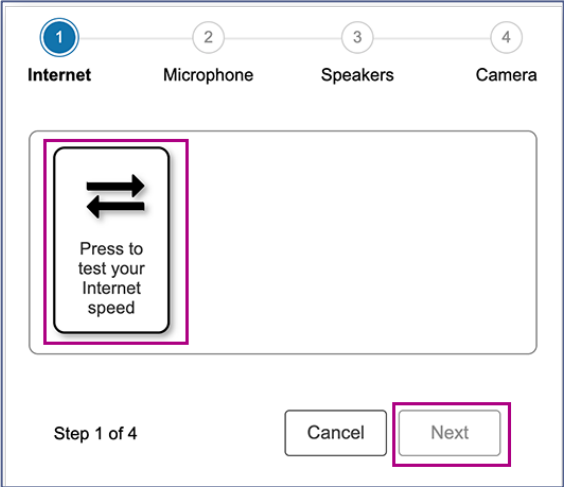
- RPs name, RPC name, and IT/network contact person and contact information
- WISER IDs of affected students
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure Browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

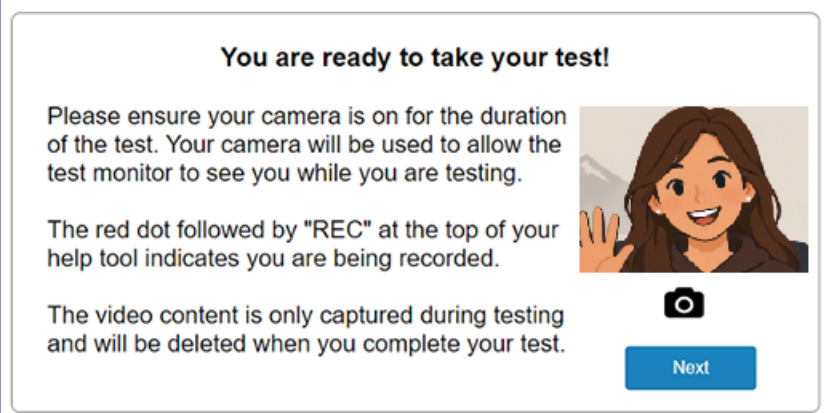
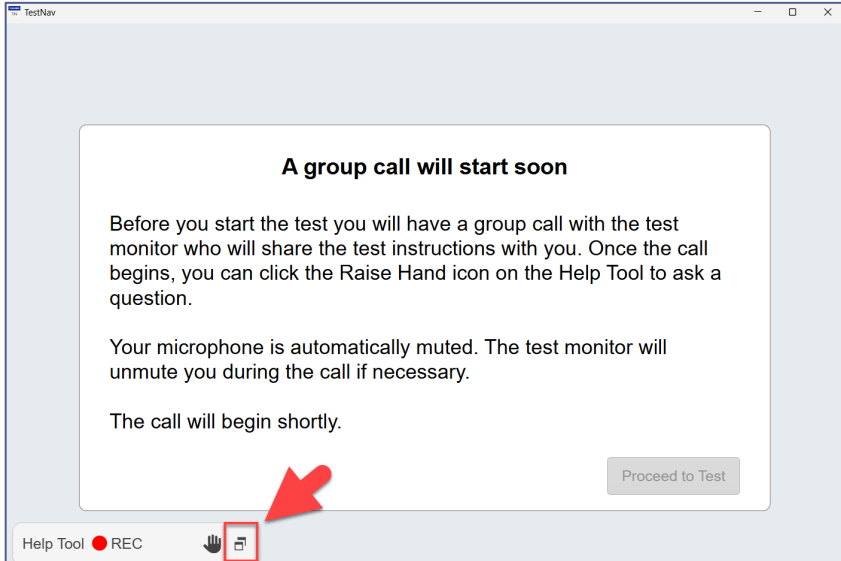
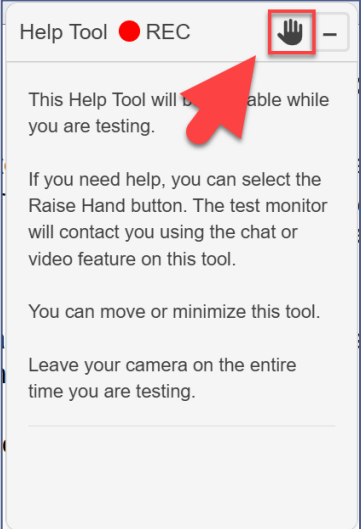
Appendix A - Student Login Experience

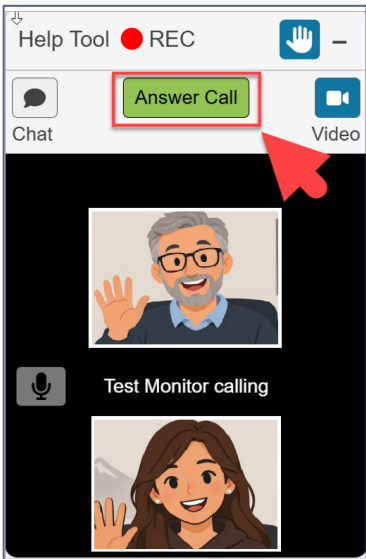
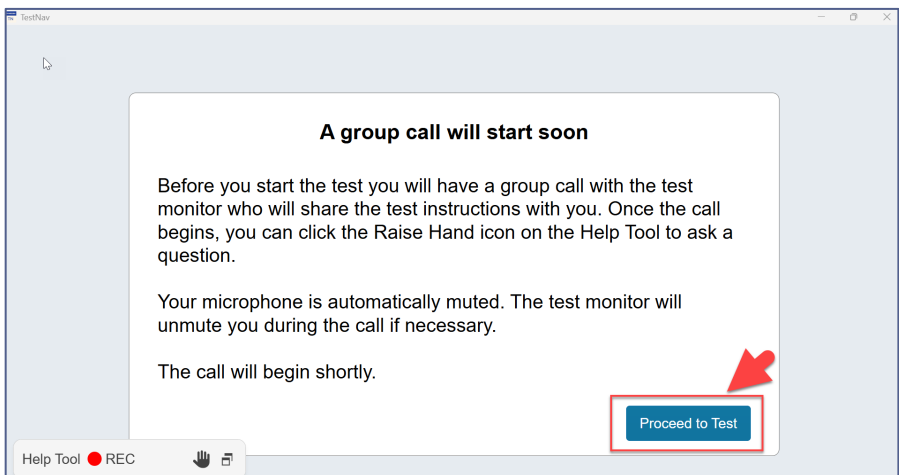
Students should be provided with their testing ticket or credentials used to log into the test (i.e., Test Code, Last Name, and WISER ID). This should be emailed to students before testing along with the following directions:

Directions	Reference
1. Open the TestNav app on your testing device and select Wyoming from the list of states and programs. The login screen should appear.	 The screenshot shows the TestNav app interface with the heading 'Where do you want to go?'. It displays a grid of logos for various states and programs. The logos include The ACT, PreACT, ACT WorkKeys, ACT Aspire, NYC Public Schools, WIDA MODEL, PGCPs, and ADAM. The states listed are Arizona, Colorado, District of Columbia, Guam, Illinois, Iowa, Kentucky, Maine, Minnesota, North Dakota, Puerto Rico, Tennessee, Utah, Vermont, Virginia, and Wyoming. Wyoming is highlighted with a red box, and a red arrow points to it.
2. On the TestNav login screen, enter the Test Code in the Test Code field and click Submit .	 The screenshot shows the WDE login screen. At the top is the WDE logo and a graduation cap icon. Below the logo is the text 'To begin a test you will need to enter a test code'. A text input field labeled 'TEST CODE' is highlighted with a red box, and a red arrow points to it. Below the input field are buttons for 'Home' and 'Submit'. Further down, there are buttons for 'View Practice Tests', 'App Check', 'Check Microphone', and 'Check Audio'. At the bottom, there is a copyright notice: '© 2019–2026 Pearson. All rights reserved. v2.0.394'.

Directions	Reference
3. Your screen should now display Enter your Information followed by Last Name and WISER ID fields. Enter your Last Name and WISER ID and click Next.	
4. Your screen should now display your Name, Test Status, and Test Name. Click Launch Test.	

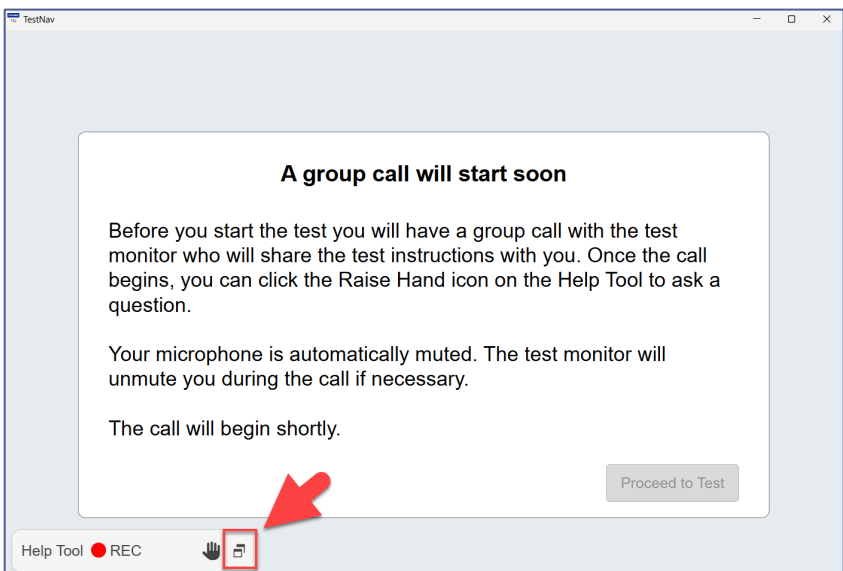
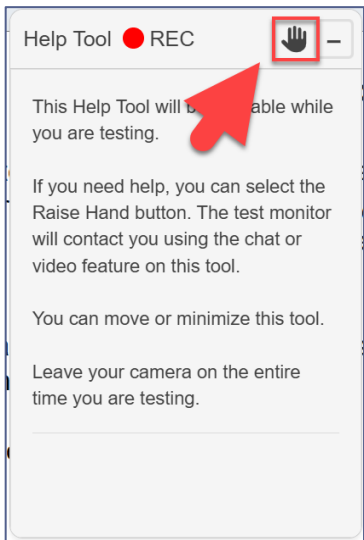
Directions	Reference
5. The System Check screen should appear. Click Begin and go through each System Check step to ensure that the testing device is ready for remote testing. Note: <i>The device might open a pop-up to allow use a microphone, speakers, and camera. Click Allow if these appear.</i>	
6. Review each section instruction and press the button to check that aspect of your device. Then click Next.	

Directions	Reference
7. “You are ready to take your test!” screen should appear. Click Next.	
8. You should now see “A group call will start soon” screen. Click the Maximize icon.	
9. Select the Raise Hand icon to indicate to your proctor you are ready for your environmental check.	

Directions	Reference
10. Wait for your proctor to call you. When you receive the video call, click Answer Call. Note: During the group call your microphone will be muted by default. If you have a question, use the Raise Hand icon to indicate to your proctor.	
11. After the call, click Proceed to Test. Then wait for additional directions from your proctor.	

During Testing

Follow these steps if you have questions or need assistance from your proctor.

Directions	Reference
1. The Help Tool will be able throughout the test. Use the Maximize icon to open this screen.	
2. Select the Raise Hand icon to indicate to your proctor you have a question or need assistance. Your proctor should then reach out via chat or initiate a video call.	

Important: Do **not** submit your test until your proctor directs you to. When you have reached the review screen at the end of the test, use the raise hand feature to signal to your proctor you are done. Your proctor will initiate a video call to verify the destruction of scratch paper and scan the room. After this step is complete, your proctor will provide direction to submit the test.