

WY-TOPP TEST ADMINISTRATION MANUAL

A stylized illustration of a mountain range with a winding river or path through a valley. The mountains are depicted with geometric, faceted shapes in shades of tan and brown. The river or path is a light cream color, winding through the center of the valley. The background consists of soft, hazy mountain ranges in lighter tan tones. A thick, dark blue curved line runs across the bottom of the page, separating the landscape from the footer text.

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 • Test Materials	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 • Room Assignments • Student test tickets, local chain-of-custody procedures, and make-up testing.	Building Coordinator or District Test 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.
Navvy	Navvy is a state-provided formative assessment platform and can be accessed through LaunchPad if the district is opted in.
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

The Wyoming Test of Proficiency and Progress (WY-TOPP) is a statewide assessment used to measure student achievement and progress toward Wyoming academic standards. WY-TOPP includes optional interim opportunities and required summative administrations. WY-TOPP includes English language arts (ELA) and mathematics for grades 3–10 and science for grades 4, 8, and 10.

The WY-TOPP assessment is aligned to the Wyoming Content and Performance Standards (WYCPS). The standards serve several purposes, including articulating a set of expectations for what students should know and be able to do, enabling them to be prepared for college and career success, and to live a life that contributes to the global community. Additional information on the WYCPS can be found on the [Wyoming Department of Education \(WDE\) website](#).

1.1 About This Manual

This Test Administration Manual (TAM) is written for Wyoming PTSB certified district employees who administer Wyoming statewide assessments to students. WY-TOPP assessments are administered to students by Proctors, as outlined in this document. It explains what Proctors must do before, during, and after testing, how to maintain a secure test environment, how to use proctor group information, and how to escalate questions or irregularities through local procedures. Please direct any questions about testing to the Building Coordinator as he or she must be in the building during testing and can expedite resolutions for any test issues that may arise. This manual is not a policy manual and does not replace *Wyoming's 2026 Assessment Security Guide*. When a topic involves policy direction, test security, testing irregularities, secure materials, device policy, consequences for violations, or incident response, staff must follow the Assessment Security Guide and any current Wyoming Department of Education (WDE) guidance. The *Assessment Security Guide* is 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.

The **District Data Reviewer Coordinator (DDR)** is a district-level role with the permission to review student, organizational, and reporting data before, during, and after assessment administrations. This includes verifying student demographics, test eligibility, and testing accommodations.

The **Building Coordinator (BC)** is a school-level system user role responsible for the overall coordination of test administration within an individual school or program. Appointed by school administration, this role may be filled by a principal or a designee. The BC trains building-level staff, including Proctors, serves as the liaison to the District Test Coordinator (DTC), and acts as the primary point of contact for any issues during testing. Additionally, the BC manages all post-testing procedures, such as stopping test sessions, reporting irregularities, and returning secure materials.

The **Building Data Reviewer (BDR)** is a building-level role with the permission to review student, organizational, and reporting data before, during, and after assessment administrations. This includes verifying rosters, student demographics, testing status, testing accommodations, and local data issues requiring correction or escalation.

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. The DTC or BC must designate an individual who will be on site to serve in this role during the administration. 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.
- Ensuring the infrastructure (e.g., wireless access points, bandwidth) is adequate.
- 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, BCs and Proctors.

A **Teacher** role has the permission to review student data for the courses and students rostered to them within the assessment system. This includes verifying rosters, student demographics, testing accommodations.

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

- Complete WDE-required test administration training.

- Complete district assessment security training and sign the Wyoming Assessment Security Agreement.
- Complete additional district-designated training for providing non-embedded accommodations (e.g., scribe or human reader).
- Meet with the BC to review test security and administration protocols.
- Review policies and instructions in the Test Administration Manual (TAM).
- Assist in preparing the testing environment.
- Assist in supervising test administration during each session.

2.0 Policy Direction and Assessment Security Reference

2.1 Topics Directed to the Assessment Security Guide

WY-TOPP assessments are secure, non-public assessments that follow the blueprints for each assessed subject area. Maintaining testing integrity—both the security of materials and the ethics of personnel in the testing environment—is of paramount importance. BCs and Proctors must discuss assessment ethics and security requirements and resolve any questions prior to the test administration.

Wyoming’s *Assessment Security Guide* provides policy direction for administering WY-TOPP and WY-ALT. All staff members (e.g., DTCs, BCs, Proctors) 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**

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 security and in-person trainings, online training modules will also be available.

Training	Audience	Additional Information
Proctor Training Module	Proctors administering WY-TOPP	Provides Proctors with guidance on managing test sessions, following proctoring procedures, supporting accommodations, and using practice tests. The Proctor Training Module is available on the WDE Assessment Training site.

Training	Audience	Additional Information
Remote Proctor Training Module	Remote Proctors	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
WY-ALT Proctor Training Module	Proctors administering WY-ALT	Provides specialized training on WY-ALT administration requirements, policies, procedures, and annual training expectations for staff involved in alternate assessment administration. The WY-ALT Proctor Training Module will be available on the WDE Assessment Training site.

3.0 Before Testing

This section describes activities the Proctors must complete before the first day of testing.

3.1 Receive Test Materials from the Test Coordinator

The BC will distribute test materials to and collect materials from Proctors each test administration day. Test materials must not be stored in classrooms prior to or following the day of administration.

In addition to required test materials for each student, some students may require designated supports, accommodations, or hardware to test. Ask your BC if students in your proctor group(s) require additional designated supports and/or accommodations to test.

Materials for 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 room with their applicable designated supports and/or accommodations.
- *Test Administration Manual*
- Test Administration Scripts: Located in **Section 6**.
- Headphones and microphones must be provided for students to access universal tools, designated supports and/or accommodations.
- Approved non-embedded universal tools, designated supports, and/or accommodation materials and accessibility supports. For a full list, view the *WY-TOPP/WY-ALT Guidance for Accessibility and Accommodations* located at the [Wyoming Assessment Portal](#), located under **Administration Resources > Assessment Resources**.

Materials for Students (to be distributed according to the Test Administration Scripts):

- Student testing tickets.
- Testing devices.
- WY-TOPP summative paper-based test kits (not available for interim).
- Scratch paper and WDE approved reference sheets, as applicable.
- Blank scratch paper.

Headphones and microphones must be provided for students to access universal tools, designated supports and/or accommodations.

Note: WDE approved reference sheets are a universal tool embedded within grade 4–10 math and 8 & 10 science assessments. These reference sheets may also be printed and provided as a paper copy for students to use during testing. If a student writes on a

reference sheet, it is then considered a secure material and must be destroyed after testing.

3.2 Test Proctor Preparation

Proctor Dashboard Access

Follow these steps to login to the Proctor Dashboard:

1. Before Testing, obtain your Proctor Test Ticket and Student Test Tickets from the BC.
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.

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. **Action Buttons:** Approve all students, move between sections, reseal, or print cards for selected students.
5. **Search Feature:** Locate student information in large groups.
6. **Refresh Button:** Updates the dashboard to reflect the latest student statuses. Enable auto refresh for real-time monitoring.
7. **Session List:** Displays all students assigned to your group, their current statuses, and available actions.

Proctor Dashboard Features

The screenshot shows the WDE Proctor Dashboard interface. Numbered callouts highlight the following features:

- 1:** Test Code: XXXXXX
- 2:** Settings and user profile icons
- 3:** Student Sessions summary bar with status counts (All, Not Started, In Progress, Paused, Exited, Submitted, Needs Attention, Breached)
- 4:** GROUP ACTIONS menu with All Sessions and playback controls
- 5:** Search students... input field
- 6:** Auto Refresh (5 mins) toggle and Refresh button
- 7:** Student list table with columns for Student ID, First Name, Last Name, Organizations, Start Time, Test Progress, Test Status, Section Progress, Item Progress, and Actions.

Student ID	First Name	Last Name	Organizations	Start Time	Test Progress	Test Status	Section Progress	Item Progress	Actions
XXXXXXXX	Student	Name	ee_School6	Aug 14, 03:14 PM		In Progress	None	20% Answered	
XXXXXXXX	Student	Name	ee_School1	Not Started		Not Started	None	None	
XXXXXXXX	Student	Name	ee_School12	Not Started		Not Started	None	None	
XXXXXXXX	Student	Name	ee_School6	Not Started		Not Started	None	None	

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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; 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 reseated 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 Proctor 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,” “Reseated,” 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). Proctors should rectify the cause (i.e., power up device and provide power supply or work with technology coordinator to resolve internet connection issue). Reseating 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.

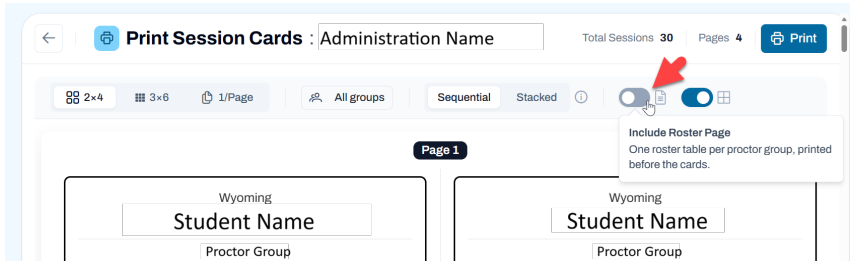
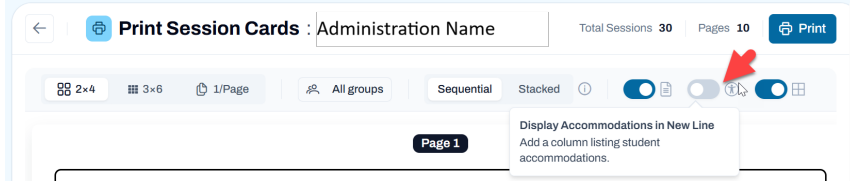
Students will not need to be provided with a handheld calculator unless specified in their IEP. Calculators will be provided within the tests where permitted.

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.

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.	 The screenshot shows the 'Print Session Cards' interface. At the top, there's a search bar with 'Administration Name' and a 'Print' button. Below the search bar, there are filters for 'Total Sessions' (30) and 'Pages' (4). A red arrow points to the 'Include Roster Page' toggle switch, which is currently turned on. A tooltip explains: 'Include Roster Page: One roster table per proctor group, printed before the cards.' The main content area shows a table with columns for 'Wyoming', 'Student Name', and 'Proctor Group'.
2. Then, select Display Accommodations in New Line option.	 The screenshot shows the 'Print Session Cards' interface. At the top, there's a search bar with 'Administration Name' and a 'Print' button. Below the search bar, there are filters for 'Total Sessions' (30) and 'Pages' (10). A red arrow points to the 'Display Accommodations in New Line' toggle switch, which is currently turned on. A tooltip explains: 'Display Accommodations in New Line: Add a column listing student accommodations.' The main content area shows a table with columns for 'Wyoming', 'Student Name', and 'Proctor Group'.

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

Human Reader/Signer/Translation

For students who have the Human Reader/Signer/Translation accommodation, Proctor should select the View Read Aloud Form from the kabob menu on a student record. A new browser window will launch displaying the test to read or sign to students.

4.0 During Testing

4.1 Student Login Experience

Once you have the Proctor Dashboard open, follow the *Test Administration Script* Located in **Section 6** and provide students their credentials. Print cards, also known as 'test tickets,' are typically provided by your BC, but may also be printed from the Proctor Dashboard. You must write the Test Code on a classroom board (visible in the proctor dashboard's top right corner) and direct students to enter that along with their last name and Wiser ID.

Testing devices should have the TestNav app open and Wyoming customer selected, with the login screen appearing. Students will complete the following steps to log into tests. These steps are also included as part of the test administration scripts.

1. Students receive test tickets with their test code, last name, and WISERID.
2. On the TestNav login screen, students enter the test code (also visible in the proctor dashboard's top right corner).
3. Students enter their last name and WISER ID as shown on their ticket.
4. Students confirm their name and test on the confirmation screen and select NEXT.
5. Students see a "Waiting Approval" screen until the proctor approves their session.
6. Once approved, students receive the testing directions.

Troubleshooting Tips:

- If you are unable to log into the proctor dashboard, verify the test code and password from your Proctor Ticket
- If a student cannot access the test, confirm their test code, Last Name, and WISER ID match the ticket.
- For dashboard issues, refresh the page or enable auto-refresh.

Monitoring and Managing Sessions

- **Approve a Single Session:** Once a student's status changes to “Needs Attention” and you have confirmed all accommodations you can select the kabob, select **Approve or Deny Session**, then select **Approve:** allowing the student into the session.
- **Approve All Sessions:** Once all students show “Needs Attention,” and you have confirmed all accommodations are correct, you may use the **Approve All Sessions** button to allow them to proceed.
- **Deny a Single Session:** If an accommodation error, test form error, or other incident occurs you can choose to deny a student into a session by selecting the kabob, select **Approve or Deny Session**, then select **Deny:** denying the student access to the session. Work with your BC to correct the error(s) before allowing the student to test.

- **Reseating Students:** If a student exits (e.g., for a restroom break), their status changes to “Exited.” When they return and log in, status changes to “Needs Attention.” Select their name and use the “Reseated” button to allow them to resume testing.
- **Monitoring Progress:** Watch the progress bar and item/section progress columns to track completion rates and intervene if necessary.
- **Refreshing Data:** Use the refresh button regularly and enable auto-refresh for real-time updates.

Managing ELA Multi-Sectional Tests

ELA Grades 5, 7, and 9 are multi-sectional tests that require proctor action to allow the student to continue to the 2nd section of the test. The proctor 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. Proctors 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.

Options to Release Student to Next Section

The screenshot shows the WDE Proctor Dashboard for the EE-2026 ELA Grade 7 Fall Interim test. At the top, there's a header with the WDE logo and test code QNZK6X. Below the header, a progress bar shows 5 student sessions. A status bar indicates 3 Not Started, 1 In Progress, 1 Paused, 0 Exited, 0 Submitted, 0 Needs Attention, and 0 Breached. On the right, there are group actions for 1 Session, including buttons for Start, Stop, Pause, and Release to Next Section (highlighted with a red box and arrow 2). Below this is a search bar and a table of student sessions. The table has columns for Student ID, First Name, Last Name, Organizations, Start Time, Test Progress, Test Status, Section Progress, Item Progress, and Action. The first student, ee_600000503, is highlighted with a blue checkmark. Their Test Status is 'Section Complete' (highlighted with a red box). The Action column for this student shows a kabob menu with options: View Session Details, Release to Next Section (highlighted with a red box and arrow 1), Reseat Session, Submit Session, Session Review, and Re-enable Kiosk Mode. The bottom of the dashboard shows the copyright notice: © 2019–2026 Pearson. All rights reserved. v2.0.407.

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.

4.2 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 Proctor should first verify that the student is using the correct test code and

credentials. BCs 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

If a student exits TestNav unintentionally or intentionally before completing the test, the Proctor and coordinator should first verify that TestNav has closed on the student device. 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 BC and Technology Coordinator should be on hand to help address any technology issues.

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

- If the issue being experienced is with a particular item, the Proctor should instruct the student to bookmark the item and continue testing. At the end of testing, the Proctor should try to troubleshoot the issue with the remaining item by contacting their Technology Coordinator and BC. If troubleshooting does not resolve the issue, the Technology Coordinator, or BC, 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 Proctor should: Instruct the student to proceed with the test.
- Proctors should note the content area, grade level, form ID, item number, test format, and a brief description of the issue. The Proctor or BC 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 BC. 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].

Procedures for Safety Threats and Severe Weather

In all instances of safety, severe weather, or natural hazard threats, consult your local evacuation policy. If there is a building evacuation, lockdown, or school closure that occurs **before** the start of a section, follow the protocol outlined below:

- Document the situation, noting the event, date, and time, students affected, and any other specific details regarding the situation.
- In the event there is a building evacuation, lockdown, or school closure that occurs **during** the test, follow the protocol outlined below:
 - If possible, note the time of the disruption so that the remaining time for the section can be calculated.
 - If time permits, pause all tests from the proctor dashboard by selecting the Pause all Sessions icon. This will initiate a pause message to appear on testing devices to tests that are in progress and prevent students from viewing test content.
 - If leaving the test environment, take necessary steps to ensure the security of the test materials, if time permits.
 - Upon returning to the testing room, prepare students for the continuation of the test. If testing devices are still showing a pause message, select the Resume All Students icon from the proctor dashboard to allow students to resume testing. If a test shows an In Progress status but the testing device no longer in Kiosk mode (i.e., device was powered down), select the Reseat Session button from the kabob menu and have the student sign back into their test.

4.3 Reporting Irregularities

Proctor Session Reviewer

If a testing irregularity occurs, the Proctor or BC 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 BC. 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

Proctors should follow the *Test Administration Script*, Located in **Section 6**, and help students complete the logout process. Verify that students have logged out by reviewing student status information on the proctor dashboard. Students still appearing in *In Progress* status should be checked to confirm whether TestNav has been properly exited and whether follow-up action is needed.

Use the **Reseat** action on student tests that still show a status of **Paused** or **In Progress**. This will force any remaining students to be automatically logged out of their tests.

Immediately after testing is completed, the BC should collect materials from Proctors. Student testing tickets, used scratch paper, accommodated materials, and WDE approved reference sheets written on by students should not remain in the testing room after testing concludes.

5.2 Collect and Organize Materials

Secure Materials

Immediately after testing, return all materials to your BC.

Materials that must be collected and destroyed include:

- Student test tickets.
- Proctor cards.
- Student rosters containing login information.
- Scratch paper.
- Written-on WDE approved mathematics reference sheets.
- Written-on WDE approved science reference sheets.
- Any reports containing personally identifiable student information.

These materials must never remain in the classroom after testing.

Shredding may be done at the school or a centralized district location. Once secured destruction of materials is complete, it must be documented on a chain-of-custody form or other tracking log. Do **not** return these materials to Pearson.

6.0 Test Administration Scripts

6.1 Using Test Administration Scripts

The administration scripts will be used for the WY-TOPP interim and summative assessments. The scripts must be used with the TAM. On the first read through, Proctors 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 proctor to follow and should not be read to students.

Follow these steps to login to the Proctor Dashboard:

1. On the morning of testing, obtain your Proctor Test Ticket and Student Test Tickets from the BC.
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.

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

Testing devices should have the TestNav app open and Wyoming customer selected, with the login screen appearing. Headphones and microphones must be provided for students to access universal tools, designated supports and/or accommodations.

Distribute WDE approved non-embedded universal tools, designated supports, and/or accommodations materials and accessibility supports.

6.2 ELA Grades 3–10 Administration Scripts.

Instructions for Preparing to Test

 A speech bubble icon containing the word "SAY" in bold, uppercase letters.	Today, you will take an English Language Arts Assessment. You may not have any unapproved electronic devices in your possession during the test, including but not limited to cell phones, smartwatches, earbuds, Bluetooth devices, or microphones. If you have unapproved electronic devices during testing, your test may be invalidated. You may only use your assigned testing device, and any approved materials provided for the assessment. If you have an unapproved electronic device with you now, please turn it off and raise your hand so it can be removed from the testing area.
--	--

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact your BC immediately if there are questions regarding electronic devices.

Checking Audio and Microphone

 A speech bubble icon containing the word "SAY" in bold, uppercase letters.	Make sure your headphones are plugged in and put them on. On your screen below the “Submit” button is a link called “Check Audio.” Click the button to make sure you hear through your headphones and adjust the volume to a comfortable level. You can also adjust the volume in the test after you begin. Click the “Check Microphone” link to make sure you can record your speech with the audio recorder.
--	---

A screenshot of the **Check Audio** and **Check Microphone** functions is provided below. Proctors should assist students with audio adjustments as needed.

TestNav Login Screen – Check Microphone and Audio



Instructions for Logging In

	Please sit quietly while I distribute your student testing tickets and scratch paper. Do <i>*NOT*</i> log in until I tell you to do so.
---	--

Distribute scratch paper and student testing tickets. Make sure students have pencils.

	Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <i>*YOUR*</i> ticket.
---	---

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the BC,

Option A – Read this if students are already assigned to the proctor group.

	Look at your testing ticket again. Beneath your first and last name at the top of the ticket, reads (fill in Test Name); this is the test you are taking today. Along the left is the six-digit test code. Enter the Test Code on your testing ticket beneath the word Test Code on your screen and click “Submit”.
---	--

Example of student ticket for student assigned to proctor group. Note there is a Test Code field displayed.

Option A – Read this if students are already assigned to the proctor group.

Wyoming	
Student Name	

Test Name	
Test Code	
XXXXXX	
Last Name	
Name	
WISER ID	
XXXXXXXX	
	Administration Name
	Proctor Group

Option B – Read this if students are *not* already assigned to the proctor group.

	On your testing device, I will provide you a Test Code to enter in the blank line on your screen.
	(Read the test code from your Proctor Testing Ticket, or from the Proctor Dashboard and write the code on the board.)
	After entering the test code, click “Submit” on the screen.

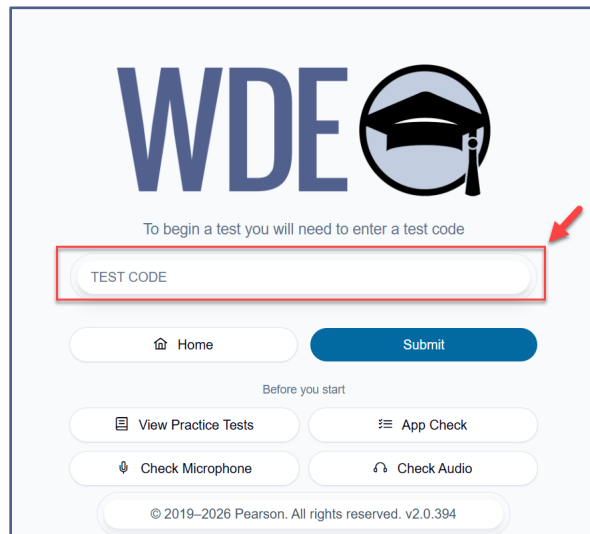
Write the test code on a display at the front of the room that students can see.

Example of student ticket for student not assigned to proctor group. Note there is not a Test Code field displayed.

Wyoming	
Student Name	

Test Name	
Last Name	
Name	
WISER ID	
XXXXXXXX	
	Administration Name
	Proctor Group

TestNav Login Screen



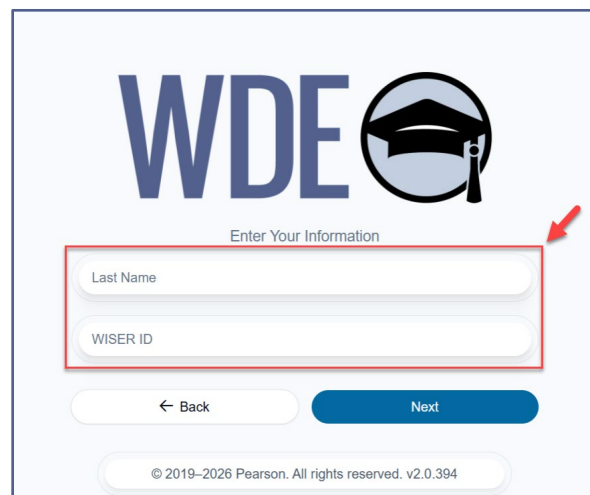
The TestNav Login Screen features the WDE logo and a graduation cap icon. Below the logo, a message states: "To begin a test you will need to enter a test code". A red box highlights the "TEST CODE" input field, with a red arrow pointing to it from the right. Below the input field are two buttons: "Home" and "Submit". Underneath these buttons is the text "Before you start", followed by four buttons: "View Practice Tests", "App Check", "Check Microphone", and "Check Audio". At the bottom, a copyright notice reads: "© 2019–2026 Pearson. All rights reserved. v2.0.394".



Your screen should now display “Enter your Information” followed by Last Name and WISER ID fields. Enter your Last Name and WISER ID as it appears on your testing ticket. After entering your Last Name and WISER ID, click “Next”. Raise your hand if you need help and I will assist you.

Assist any student the needs assistance entering their Test Code, Last Name, or WISER ID.

TestNav Enter Your Information Screen.



The TestNav Enter Your Information Screen features the WDE logo and a graduation cap icon. Below the logo, a message states: "Enter Your Information". A red box highlights the "Last Name" and "WISER ID" input fields, with a red arrow pointing to it from the right. Below the input fields are two buttons: "Back" and "Next". At the bottom, a copyright notice reads: "© 2019–2026 Pearson. All rights reserved. v2.0.394".

SAY	Your screen should now display your Name, Test Status, and Test Name. Click “Launch Test”. Your test screen should now display a message that states: “Your test is pending proctor approval”. Please wait quietly. (Make sure all students are Waiting for Approval before moving on. Help students as needed.) I will now approve you to enter the test. Do not go on until you are told to do so.
---	---

Ensure that students' designated supports and/or accommodations are correct on the proctor dashboard. Approve the tests using the **Approve all students** action button for all students in a **Needs Attention** status or the **Approve or Deny Session** action from the kabob menu for individual students.

Note: Students with designated support or accommodation errors should not begin testing until the error has been corrected.

TestNav Review Screen

WDE

Please review your test information before starting

Student Name

Student Name

Status

Not Started

Test Name

Test Name

← Back
Launch Test

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TestNav Review Screen

ADAM
Assessment Delivery and Management

Your test is pending proctor approval
Please wait while your proctor reviews and approves your test session. This page will automatically update when approved.

What to do while waiting

- Make sure your proctor is aware you are waiting
- Do not close this window or refresh the page
- Check that you have a stable internet connection

Waiting time: 0:09 Auto-checking every 5s

Cancel

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Instructions for Administering the test

Students are now 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. 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. When you are ready, click on the “Submit” button to submit the test and confirm by selecting “Submit” again.

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. When you are ready, click “Submit” to submit the test and confirm by clicking “Submit” again. Please wait for further instructions after clicking “Submit.”

SAY

During testing, raise your hand if you have any difficulties with your testing device, 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 room to ensure they are progressing through the assessment appropriately. Proctors may answer questions related to test directions and procedures but must not provide assistance with test content. Use the Proctor Dashboard to monitor student testing progress and pause assessments when necessary.

For Grade 5, 7 and 9

ELA Grades 5, 7, and 9 are multi-sectional tests that require proctor action to allow the student to continue to the 2nd section of the test. The proctor 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. Proctors 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.

Instructions for Ending the Test

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

	We will be ending this test session now. If you have not finished testing, you will be allowed to continue working but you will need to exit the test. Click the menu dropdown next your name in the upper right corner and click “Exit”. A notification box will appear confirming you want to exit, click “OK”. If you have already finished testing and reviewed your responses, you may click “Submit” now. This concludes this test session.
--	---

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. 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 BC for students who need additional testing time.

At the end of a test session Proctors should:

- Circulate throughout the room to make sure all students have successfully paused or submitted the test.
- Submit session review notes on the proctor dashboard as necessary.
- Collect all test materials.
- Return all test materials to your BC Report any missing materials, students whose tests are in “Paused” or “Exited” status, and absent students.
- Report any testing irregularities to your BC.

6.3 Mathematics Grades 3–10 Administration Scripts.

Instructions for Preparing to Test

 SAY	Today, you will take a Mathematics Assessment. You may not have any unapproved electronic devices in your possession during the test, including but not limited to cell phones, smartwatches, earbuds, Bluetooth devices, or microphones. If you have unapproved electronic devices during testing, your test may be invalidated. You may only use your assigned testing device, and any approved materials provided for the assessment. If you have an unapproved electronic device with you now, please turn it off and raise your hand so it can be removed from the testing area.
--	---

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact your BC immediately if there are questions regarding electronic devices.

Checking Audio and Microphone

 SAY	Make sure your headphones are plugged in and put them on. On your screen below the “Submit” button is a link called “Check Audio.” Click the button to make sure you hear through your headphones and adjust the volume to a comfortable level. You can also adjust the volume in the test after you begin. Click the “Check Microphone” link to make sure you can record your speech with the audio recorder.
--	---

A screenshot of the **Check Audio** and **Check Microphone** functions is provided below. Proctors should assist students with audio adjustments as needed.

TestNav Login Screen – Check Microphone and Audio



Instructions for Logging In

SAY	Please sit quietly while I distribute your student testing tickets and scratch paper. Do <i>*NOT*</i> log in until I tell you to do so.
------------	--

Distribute scratch paper and student testing tickets (For Grades 4–10, also distribute WDE approved Math Reference Sheets, if using paper copies of these universal tools. The reference sheets are embedded within the assessment as well). Make sure students have pencils.

SAY	Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <i>*YOUR*</i> ticket.
------------	---

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the BC.

Option A – Read this if students are already assigned to the proctor group.

SAY	Look at your testing ticket again. Beneath your first and last name at the top of the ticket, reads __ (fill in Test Name); this is the test you are taking today. Along the left is the six-digit test code. Enter the Test Code on your testing ticket beneath the word Test Code on your screen and click “Submit”.
------------	---

Option A – Read this if students are already assigned to the proctor group.

Example of student ticket for student assigned to proctor group. Note there is a Test Code field displayed.

Wyoming
Student Name
Test Name
Test Code XXXXXX
Last Name Name
WISER ID XXXXXXXX
Administration Name Proctor Group

Option B – Read this if students are *not* already assigned to the proctor group.

SAY	On your testing device, I will provide you a Test Code to enter in the blank line on your screen. (Read the test code from your Proctor Testing Ticket, or from the Proctor Dashboard and write the code on the board.) After entering the test code, click “Submit”.
------------	--

Write the test code on a display at the front of the room that students can see.

Example of student ticket for student not assigned to proctor group. Note there is not a Test Code field displayed.

Wyoming
Student Name
Test Name
Last Name Name
WISER ID XXXXXXXX
Administration Name Proctor Group

TestNav Login Screen



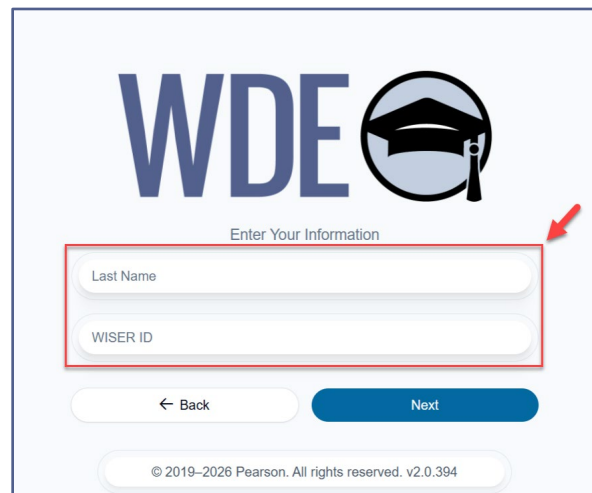
The TestNav Login Screen features the WDE logo and a graduation cap icon. Below the logo, a message states: "To begin a test you will need to enter a test code". A red box highlights the "TEST CODE" input field, with a red arrow pointing to it from the right. Below the input field are two buttons: "Home" and "Submit". Underneath these buttons is the text "Before you start", followed by four buttons: "View Practice Tests", "App Check", "Check Microphone", and "Check Audio". At the bottom, a footer contains the copyright notice: "© 2019–2026 Pearson. All rights reserved. v2.0.394".

SAY

Your screen should now display “Enter your Information” followed by Last Name and Wiser ID fields. Enter your Last Name and WISER ID as it appears on your testing ticket. After entering your Last Name and WISER ID, click “Next”. Raise your hand if you need help and I will assist you.

Assist any student the needs assistance entering their Test Code, Last Name, or WISER ID.

TestNav Enter Your Information Screen.



The TestNav Enter Your Information Screen features the WDE logo and a graduation cap icon. Below the logo, a message states: "Enter Your Information". A red box highlights the "Last Name" and "WISER ID" input fields, with a red arrow pointing to it from the right. Below the input fields are two buttons: "Back" and "Next". At the bottom, a footer contains the copyright notice: "© 2019–2026 Pearson. All rights reserved. v2.0.394".

SAY	Your screen should now display your Name, Test Status, and Test Name. Click “Launch Test” . Your test screen should now display a message that states: “Your test is pending proctor approval”. Please wait quietly. (Make sure all students are Waiting for Approval before moving on. Help students as needed.) I will now approve you to enter the test. Do not go on until you are told to do so.
--	--

Ensure that students' designated supports and/or accommodations are correct on the proctor dashboard. Approve the tests using the **Approve all students** action button for all students in a **Needs Attention** status or the **Approve or Deny Session** action from the kabob menu for individual students.

Note: Students with designated support or accommodation errors should not begin testing until the error has been corrected.

TestNav Review Screen

WDE



Please review your test information before starting

Student Name

Student Name

Status

Not Started

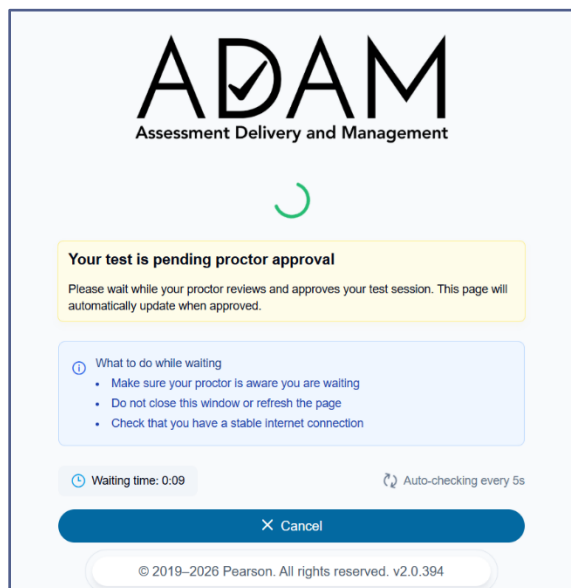
Test Name

Test Name

← Back
Launch Test

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TestNav Review Screen



Instructions for Administering the test

Students are now 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. When you are ready, click “Submit” to submit the test and confirm by clicking “Submit” again.
------------	--

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. When you are ready, click “Submit” to submit the test and confirm by clicking “Submit” again.

SAY

During testing, raise your hand if you have any difficulties with your testing device, 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 room to ensure they are progressing through the assessment appropriately. Proctors may answer questions related to test directions and procedures but must not provide assistance with test content. Use the Proctor Dashboard to monitor student testing progress and pause assessments when necessary.

Instructions for Ending the Test

When the test session ends, 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 but you will need to exit the test. Click the menu dropdown next your name in the upper right corner and click “Exit”. A notification box will appear confirming you want to exit, click “OK”. If you have already finished testing and reviewed your responses, you may click “Submit” now. This concludes this test session.

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. 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 BC for students who need additional testing time.

At the end of a test session Proctors should:

- Circulate throughout the room to make sure all students have successfully paused or submitted the test.
- Submit session review notes on the proctor dashboard as necessary.
- Collect all test materials.
- Return all test materials to your BC. Report any missing materials, students whose tests are in “Paused” or “Exited” status, and absent students.
- Report any testing irregularities to your BC.

6.4 Science Grades 4, 8 and 10 Administration Scripts.

Instructions for Preparing to Test

	Today, you will take a Science Assessment. You may not have any unapproved electronic devices in your possession during the test, including but not limited to cell phones, smartwatches, earbuds, Bluetooth devices, or microphones. If you have unapproved electronic devices during testing, your test may be invalidated. You may only use your assigned testing device, and any approved materials provided for the assessment. If you have an unapproved electronic device with you now, please turn it off and raise your hand so it can be removed from the testing area.
---	---

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact your BC immediately if there are questions regarding electronic devices.

Checking Audio and Microphone

	Make sure your headphones are plugged in and put them on. On your screen below the “Submit” button is a link called “Check Audio.” Click the button to make sure you hear through your headphones and adjust the volume to a comfortable level. You can also adjust the volume in the test after you begin. Click the “Check Microphone” link to make sure you can record your speech with the audio recorder.
---	---

A screenshot of the **Check Audio** and **Check Microphone** functions is provided below. Proctors should assist students with audio adjustments as needed.

TestNav Login Screen – Check Microphone and Audio



Instructions for Logging In

SAY	Please sit quietly while I distribute your student testing tickets and scratch paper. Do <i>*NOT*</i> log in until I tell you to do so.
------------	--

Distribute scratch paper and student testing tickets (For Grades 8 and 10, also distribute WDE approved Science Reference Sheets, if using paper copies of these universal tools. The reference sheets are embedded within the assessment as well) . Make sure students have pencils.

SAY	Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <i>*YOUR*</i> ticket.
------------	---

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the BC.

Option A – Read this if students are already assigned to the proctor group.

SAY	Look at your testing ticket again. Beneath your first and last name at the top of the ticket, reads __ (fill in Test Name); this is the test you are taking today. Along the left is the six-digit test code. Enter the Test Code on your testing ticket beneath the word Test Code on your screen and click “Submit”.
------------	---

Option A – Read this if students are already assigned to the proctor group.

Example of student ticket for student assigned to proctor group. Note there is a Test Code field displayed.

Wyoming	
Student Name	
Test Name	
Test Code	
XXXXXX	
Last Name	
Name	
WISER ID	
XXXXXXXX	
Administration Name	
Proctor Group	

Option B – Read this if students are *not* already assigned to the proctor group.

SAY	On your testing device, I will provide you a Test Code to enter in the blank line on your screen.
	(Read the test code from your Proctor Testing Ticket, or from the Proctor Dashboard and write the code on the board.)
	After entering the test code, click “Submit” on the screen.

Write the test code on a display at the front of the room that students can see.

Example of student ticket for student not assigned to proctor group. Note there is not a Test Code field displayed.

Wyoming	
Student Name	
Test Name	
Last Name	
Name	
WISER ID	
XXXXXXXX	
Administration Name	
Proctor Group	

TestNav Login Screen



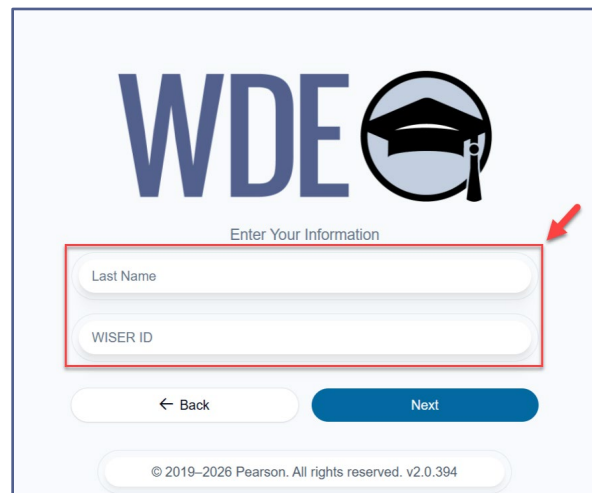
The TestNav Login Screen features the WDE logo and a graduation cap icon. Below the logo, a message states: "To begin a test you will need to enter a test code". A red arrow points to a text input field labeled "TEST CODE". Below this field are two buttons: "Home" and "Submit". Further down, under the heading "Before you start", there are four buttons: "View Practice Tests", "App Check", "Check Microphone", and "Check Audio". At the bottom, a copyright notice reads: "© 2019–2026 Pearson. All rights reserved. v2.0.394".

SAY

Your screen should now display “Enter your Information” followed by Last Name and Wiser ID fields. Enter your Last Name and WISER ID as it appears on your testing ticket. After entering your Last Name and WISER ID, click “Next”. Raise your hand if you need help and I will assist you.

Assist any student the needs assistance entering their Test Code, Last Name, or WISER ID.

TestNav Enter Your Information Screen.



The TestNav Enter Your Information Screen features the WDE logo and a graduation cap icon. Below the logo, a message states: "Enter Your Information". A red arrow points to a text input field labeled "Last Name". Below this field is another text input field labeled "WISER ID". Below these fields are two buttons: "Back" and "Next". At the bottom, a copyright notice reads: "© 2019–2026 Pearson. All rights reserved. v2.0.394".

SAY

Your screen should now display your Name, Test Status, and Test Name.

Click “Launch Test”.

Your test screen should now display a message that states: “Your test is pending proctor approval”. Please wait quietly.

(Make sure all students are Waiting for Approval before moving on. Help students as needed.)

I will now approve you to enter the test. Do not go on until you are told to do so.

Ensure that students' designated supports and/or accommodations are correct on the proctor dashboard. Approve the tests using the **Approve all students** action button for all students in a **Needs Attention** status or the **Approve or Deny Session** action from the kabob menu for individual students.

Note: Students with designated support or accommodation errors should not begin testing until the error has been corrected.

TestNav Review Screen



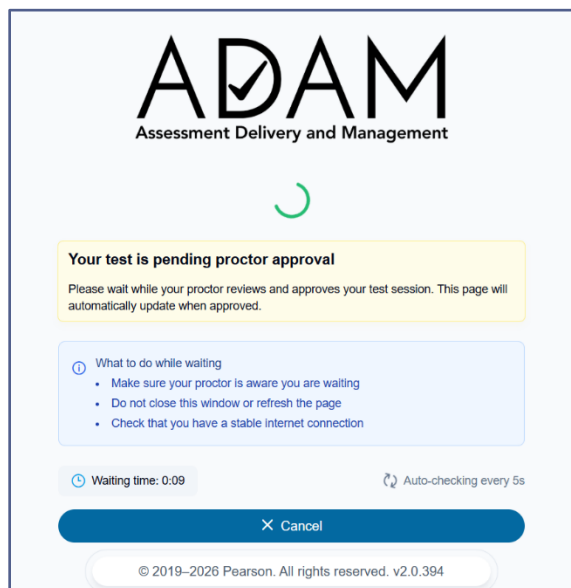
Please review your test information before starting

Student Name Student Name	Status Not Started
Test Name Test Name	

← Back
Launch Test

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TestNav Review Screen



Instructions for Administering the test

Students are now 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. During testing, raise your hand if you have any difficulties with your testing device, 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 room to ensure they are progressing through the assessment appropriately. Proctors may answer questions related to test directions and procedures but must not provide assistance with test content. Use the Proctor Dashboard to monitor student testing progress and pause assessments when necessary.

Instructions for Ending the Test

When the test session ends, 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 but you will need to exit the test. Click the menu dropdown next your name in the upper right corner and click “Exit”. A notification box will appear confirming you want to exit, click “OK”. If you have already finished testing and reviewed your responses, you may click “Submit” now. This concludes this test session.
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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. 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 BC for students who need additional testing time.

At the end of a test session Proctors should:

- Circulate throughout the room to make sure all students have successfully paused or submitted the test.
- Submit session review notes on the proctor dashboard as necessary.
- Collect all test materials.
- Return all test materials to your BC. Report any missing materials, students whose tests are in “Paused” or “Exited” status, and absent students.
- Report any testing irregularities to your BC.

6.5 User Support

Please contact your BC 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:

- Proctor name, BC 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