



Wyoming Assessment Combined Checklist

This checklist is based on the processes and procedures found in the Assessment Security Guide and testing manuals found at wyoassessment.org. It is not a comprehensive list of requirements and does not replace previously established assessment policy. Rather, it simply serves as an annual list of reminders in order to help reduce the most common issues that arise before, during, and after testing. This checklist applies to the WY-TOPP and WY-ALT assessments. Throughout this document, testing roles are abbreviated as follows: District Test Coordinator (DTC), Building Coordinator (BC), Remote Proctor Coordinator (RPC, for WY-TOPP), Remote Proctor (RP, for WY-TOPP), and Proctor (P, for both WY-TOPP and WY-ALT). Please see the our [Resource Website](#) for more information and resources.

Update Quality Assurance Monitoring Documents

DTC/ RPC	BC	P/ RPC	CHECKLIST ITEM	DONE
X	X		Complete the necessary steps for assessment platform password reset.	
X	X		Ensure new assessment platform system access for BC, P, and RP. Note: There should be one designated BC/RPC plus a minimum of one back up per building.	
X	X		Complete WDE provided DTC/BC Canvas course required trainings, attended virtual Q&A sessions as necessary, and disseminated information to all necessary staff.	
X			Complete a Test Security and Statewide Assessment Administration Procedures Manual and update it annually to reflect updated documents and policies.	
	X		Update your building Test Security and Statewide Assessment Administration Procedures Manual with current year's documents and schedules.	
		X	Hold/Attend Test Security Training and administration training for all personnel involved in the assessment, whether directly or indirectly (certified and classified).	
X			Review the Wyoming Assessment Combined Checklist with all Building Coordinators.	
	X		Review the Wyoming Assessment Combined Checklist with all Test Administrators (TA) and proctors.	
X	X	X	Read and sign the Test Security Agreement .	

DTC/ RPC	BC	P/ RPC	CHECKLIST ITEM	DONE
X	X		Ensure all personnel involved in the assessment, whether directly or indirectly (certified and classified) sign the Test Security Agreement .	
	X		Complete Assessment Security Assurance form and submit to the Wyoming Department of Education.	

Before Testing

DTC/ RPC	BC	P/ RPC	CHECKLIST ITEM	DONE
X	X	X	Read the Assessment Security Guide and watch Test Security Module provided by WDE. BC require staff to review the guide and view the module.	
	X	X	Complete the appropriate test administration training corresponding to your specific role and the assessment you will administer.	
X			For students placed in out-of-district facilities, establish clear communication between the resident district and the serving district or agency.	
X	X		Ensure that all testing devices have the Secure Browser installed.	
X	X	X	Read the administration manuals and Allowable Resources Guidelines (found in Accommodations and Accessibility Guide).	
X	X	X	Read the Accommodations and Accessibility Guide.	
X	X	X	Review the Test Security Agreement (DTC/BC/RPC Plan a test security refresher for all staff before each assessment window opens, incorporating a review of the guidance in the Test Security Agreement).	
X	X		Create/Collect testing schedules that include plans for quiet and comfortable testing spaces to promote student engagement. Share these schedules with all appropriate stakeholders (teachers, parents, students, etc.).	
X	X		File Test Exemptions, for the summative assessment, in the SAER System per the test exemption guidelines, if applicable.	
X	X		Submit Exceptional Accommodations requests in the SAER System, if applicable.	

DTC/ RPC	BC	P/ RPC	CHECKLIST ITEM	DONE
X	X		Order paper materials for the summative assessment, if applicable.	
X	X	X	Verify/Confirm that students have been assigned the appropriate accommodations/designated supports in the assessment platform and that they have been accurately entered.	
X	X		If WY-ALT testing, ensure all ALT-Proctors who are administering the WY-ALT have met the training requirements.	
		X	Participate in the WY-ALT Training provided by WDE. (ALT-Proctors only)	
	X	X	Provide students the opportunity to walk through the Training Tests on the Wyoming Assessment Portal to familiarize themselves with the testing set up and tools.	
		X	Prepare the room for testing by taking down or covering any content on the walls and removing or erasing any content on the whiteboards/chalkboards. Ensure testing devices are charged/have power, including any necessary assistive technology for students with approved accommodations/designated supports.	
		X	Create a seating chart in a manner that discourages inappropriate behaviors, supports test security, and is free from noise or interruptions.	
X	X	X	Approach testing calmly, focusing on minimizing student stress. Note: Summative assessments offer a point-in-time view of learning and should be evaluated alongside other indicators of progress for a comprehensive understanding of student performance.	

During Testing

DTC/ RPC	BC	P/ RPC	CHECKLIST ITEM	DONE
X	X	X	Monitor testing practices/administration and enforce guidelines found in the Assessment Security Guide and other state testing manuals.	
X	X	X	Maintain test security protocols at all times for online and paper test administration, including storage, distribution, administration, collection, and return of materials.	
X	X		Report any security breaches/potential improprieties/test irregularities/ possible security breaches invalidations to WDE (follow school/district protocol).	

DTC/ RPC	BC	P/ RPC	CHECKLIST ITEM	DONE
X	X		Use the Quality Assurance Checklist for Secure Testing as a guide when monitoring secure test environments.	
	X	X	Report immediately any security breaches/potential improprieties test irregularities/possible security breaches invalidations to the DTC (follow school/district protocol).	
X			Request to Restart a WY-ALT Assessment in the assessment platform.	
	X	X	On a daily basis, collect any scratch paper, test tickets, and other non-scorable secure materials to be shredded. (follow school/district protocol).	
		X	Complete the Learning Characteristics Inventory (LCI) and enter data into the testing platform for each student prior to administering the WY-ALT. (WY-ALT Proctors Only) (The LCI Questionnaire can be transcribed by the ALT Proctor before the testing session begins and without the student being present).	
		X	Check out necessary testing materials through the BC/RPC, if applicable.	
		X	Confirm students' accommodations and designated supports are showing for their assessment. Do not test until accommodations and supports are correct.	
		X	Review device policy with all students and remove or store all non-allowable devices away from the secure testing environment.	
		X	Read the test directions verbatim from the Test Administration Manual (TAM) .	
		X	Monitor testing practices and enforce guidelines found in the Assessment Security Guide and other state testing manuals.	
		X	Monitor student progress through the assessment administration platform and gently check in with students who appear to not be progressing in the test.	
X	X		Monitor test progress in the assessment platform.	

After Testing

DTC/ RPC	BC	P/ RPC	CHECKLIST ITEM	DONE
		X	Report any potential improprieties to the BC/RPC immediately. (follow school/district protocol).	
X	X		Download user files and accommodation data from the assessment platform for record-keeping or future use. (X for DTC and BC)	
X	X		Maintain test security while collecting materials and wrapping up the testing window. Note: test security protocols live beyond the assessment windows.	
	X	X	Package and return any scorable materials, if applicable (Each school BC collects all scorable materials for packaging & return to testing vendor; DTC ensures all materials in district have been returned).	
X			Retain Test Security Agreements and Proctor certifications for 2 years. (Paper or Digital)	
	X	X	Check that all students who are eligible have completed all grade-level assessments.	
X	X		Within two weeks of the window closing, assign non-participation codes in in the assessment platform for any tests that students did not start or complete. Use the Quick Guide to Non-Participation Codes .	
X	X		Export Invalidation and Non-Participation codes for reference during District Data Validation.	