



SCSD#1 Curriculum, Instruction & Assessment WY-TOPP Newsletter

March 2018

This newsletter is dedicated specifically to WY-TOPP assessment information to help coordinate and administer the test.

WY-TOPP Memo from State Superintendent Balow

The Spring 2018 WY-TOPP window is fast approaching (**April 16-May 11**). This is the testing window where **participation is required for most grades**. Here are a few general talking points and reminders:

- Online with multiple item types (e.g., enhanced multiple choice, constructed response, technology enhanced, performance task)
- Testing time is limited to 1% of the school year (e.g., 9 hours for elementary, 10 for middle school, and 11 for high school); this is for “actual testing time” and does not include test prep, breaks, or time reading the instructions
- Comparability across states – students’ scores are to be comparable to students’ scores from other states
- Readiness check and training should have already been conducted to ensure schools have a smooth online test administration

Not only is this a new assessment, aligned with our state content and performance standards, it is also a new format. Thus, ensuring that stakeholders in your community have an understanding that **assessment data is just one measure of school success**, is essential.

This year, maybe more so than in recent years, it is important to pull data together from formative classroom assessments, district benchmark assessments, and the WY-TOPP to tell the assessment story for your students in your district. Student success is richer than assessment data yet sometimes that seems to be the main focus. Our improved and refined accountability system puts a greater emphasis on student growth and a well rounded education and this will be reflected in this year's performance ratings.

Exemption Request Process

English Learners that have been enrolled in U.S. schools for less than one year may be exempt from the reading portion of the WYTOPP Assessment. In order for a student to qualify for exemption; the student must participate in the ACCESS for ELL’s assessment. School principals must complete the exemption requests and provide official enrollment documentation to support the student’s EL status. The deadline to submit exemption requests for the WY-TOPP assessment is April 23, 2018.

This year WDE will be using a Secure Google Drive folder to collect exemption request documents from districts. Please contact Catherine Palmer at catherine.palmer@wyo.gov to request access to your campus' Secure Google Drive Folder.

[Exemption Request Tutorial](#)

[Exemption Request Form](#)

Quality Assurance Checklist-Test Security

The Wyoming Department of Education (WDE) will be using the [Quality Assurance Checklist](#) when conducting test site visits. The purpose of the visit will be to observe test security practices and answer any questions school staff may have about statewide assessment. Principals will be contacted in March to schedule test site visits for the spring WY-TOPP administration.

Please contact Catherine Palmer at 307-777-5296 or catherine.palmer@wyo.gov, if you have any questions regarding the checklist.

WY-TOPP Estimated Testing Times for the Spring Summative Assessments

[Download Testing Times Document Here](#)

ELA - READING		Online Computer-Adaptive Testing (CAT) - recommend testing be broken into 2-3 time blocks, but the test will be more fluid and will not have specific breaking points. Students will be able to progress through the test at their own pace. Note: Upon break, have your students pause testing. Breaks should be 15 minutes or less.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
3	36	1:23 - 2:15
4	42	1:18 - 2:09
5	36	1:03 - 1:59
6	42	1:21 - 2:13
7	36	1:12 - 1:06
8	42	1:06 - 1:52
9	36	0:51 - 1:35
10	42	0:52 - 1:38

WDE recommends
15-minute breaks when
giving students a break
during a test session.

WDE highly recommends that individual subjects be completed in one day by the student since pausing test for over 20 minutes will result in the student being unable to review and edit previous items and responses.

MATHEMATICS		Online Computer-Adaptive Testing (CAT) - recommend testing be broken into 2-3 time blocks, but the test will be more fluid and will not have specific breaking points. Students will be able to progress through the test at their own pace. Note: Upon break, have your students pause testing. Breaks should be 15 minutes or less.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
3	40	0:59 - 2:02
4	45	1:12 - 2:19
5	45	1:24 - 2:34
6	45	1:20 - 2:33
7	45	1:16 - 2:24
8	45	1:02 - 2:12
9	40	0:57 - 2:00
10	40	0:58 - 2:01

ELA - WRITING		An average student will be able to complete his/her writing within an hour. Some students may take longer depending on their approach (e.g., webs, paper drafts, etc.) Writing should be completed in one sitting.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
3	1	0:30 - 2:00
5	1	0:30 - 2:00
7	1	0:30 - 2:00
9	1	0:30 - 2:00

[Download Q&A Responses](#)

SCIENCE		Online Computer-Adaptive Testing (CAT) - recommend testing be broken into 2-3 time blocks, but the test will be more fluid and will not have specific breaking points. Students will be able to progress through the test at their own pace. Note: Upon break, have your students pause testing. Breaks should be 15 minutes or less.
Grade	TOTAL # of Items	Tests are not timed - students' needs will vary Estimated Time Range
4	40	1:30 - 2:30
8	40	1:30 - 2:30
10	42	1:30 - 2:30

Allowable Resources

The Wyoming Tests of Proficiency and Progress (WY-TOPP) are standardized assessments, used for school and district accountability determinations, and **must be administered in a standardized manner**. The assessments measure a student's mastery of academic knowledge and skills as defined in the Wyoming Content and Performance Standards in ELA and mathematics at grades 3–10 and science at grades 4, 8, and 10. [The Allowable Resources Guide](#) contains the only materials or resources to be used by students (not on an IEP, ILP or 504) during the assessment. Use of any other resources (human, electronic, manipulative, or paper) will be considered an unethical assessment administration practice that may lead to invalidated test results.

Some changes to note on the Allowable Resources Guide are:

- ◆ **Background music is not permitted**
 - * This has been permitted in the past, but is no longer permitted
- ◆ **Personal electronic devices (i.e.: phones) are prohibited**
 - * This includes teachers
- ◆ **Headphones are not permitted *EXCEPT***
 - * For students with Text-To-Speech accommodations listed on their IEP, ILP
 - * For students in K-2 taking the WY-TOPP Spring Interim
- ◆ **Calculators are not permitted**
 - * Calculators are provided on the assessment platform for calculator specific questions

[WY-TOPP Artificial Intelligence \(AI\) Writing Scoring recorded webinar](#) provides information regarding the AI scoring process and the difference between scoring writing on the Interim and Summative assessments.

Make sure students that are using headphones, only use the headphones provided by the district.

Headphones with the volume control on the them will cause iTunes to open and interrupt the student's test.

Supporting All Students During WY-TOPP Testing

It is imperative that students with an Individualized Education Plan (IEP), Individual Learning Plan (ILP), or 504 receive their documented accommodations. With statewide testing around the corner it is good to review the individual needs of your students and the accommodations allowed during the assessment.

Take the time to read the allowable accommodations in the Test Coordinator Manual. Students who have an IEP, ILP, or 504 may have specific accommodations for testing.

[Download Accommodations FAQs here.](#)

We will continue to update the [Sharepoint WY-TOPP Resources](#) page with any newly released information on WY-WOPP.

Another resource is the [WY-TOPP Portal](#) webpage which contains an announcement feed and a Resources link.