RENAISSANCE

Administering Star Assessments Remotely
Administrator Guide

As schools and districts are problem solving around what instruction will look like during the 2020—2021 school year, administrators are faced with making unprecedented decisions, including those regarding assessment. The information in this guide will help you make informed decisions about remote administration of Star Assessments and will help you define your assessment plans and procedures in the event that remote administration is necessary.

Preparing for remote administration of Star Assessments

Assessments are only useful if they are administered as intended, which makes extra preparation for remote testing essential. We encourage educators to stress the importance of mimicking a normal standardized testing environment. The assessments should take place in as similar conditions as possible to the degree it can be achieved remotely. During a standard administration of Star, a teacher or test monitor would observe students while taking the test. Therefore, **Renaissance recommends that best practices for the remote administration of Star also includes a teacher or test monitor observing students taking the assessment using a video conferencing tool.** Ensuring this level of test fidelity and security will lead to data you can trust, and Renaissance is carefully monitoring and analyzing response data to ensure the ongoing integrity of Star results.

Use the list below as you develop your plans for administering Star Assessments remotely. Thoughtful consideration during the planning process will help you gauge the impact these factors will have for each of your schools and their ability to effectively administer Star remotely.

> **Testing environment & context:** *When planning for remote test administration, it's important to provide a testing environment that mimics a normal standardized testing environment to the greatest degree possible.*

- Ensure students have access to internet and a device that meets the technical requirements for administering a Star test before scheduling remote testing.

- Consider your standard testing plan—screening frequency, testing schedules and procedures, progress monitoring protocol—and revise for remote testing as necessary.

- Determine need for monitor password and date/time restrictions.

- Build a communication plan that includes educators, families, and other stakeholders to ensure understanding of the purpose for remote testing.

- Ensure that IEP accommodations are followed.

- If using a hybrid model of instruction, consider whether it will be more effective to test students onsite or remotely.

- Consider tracking whether students test remotely or onsite (i.e. noting in your student information system or other format) so you can look at data separately.

Ability to proctor remotely: *Ideally, remote tests (like onsite tests) should be proctored by a school or district staff member.*

- Ensure remote administration processes are in place to ensure fidelity of testing.

- Identify a video conferencing tool that can be used to proctor a test remotely and provide teachers and students guidance on use.

- Communicate with teachers about remote testing procedures and expectations. Provide additional training as needed.

- Inform families about the purpose of testing and provide guidance on appropriate supervision without assistance.

- If videoconferencing is not an option, ensure families understand their role as test monitors.

Communication with families

It is critical that you communicate with teachers and families about your plans for remote assessment. Successful remote administration of Star requires that teachers, students, and families have a clear understanding of the process and what they will be expected to do. Use the sample message below as an example of what you might share with families in a digital format so they can access any links. Revise the message as appropriate to meet the needs of your testing plans. As part of your communication, be sure to share the guide for families which includes guidance for how they can help their child get ready to take the test, log in, and do their best without providing assistance.

As you may know, we use Star Assessments to help teachers understand what students know and are ready to learn. Students take Star tests once in the fall, winter, and spring and teachers typically give this test while students are in school. Because we are currently unable to be at school, students will be taking the Star test while at home.

Your child's teacher will schedule a time for the assessment and will monitor your child while they take the test using Zoom. An adult should be available during this testing time to help your child log in and ensure they are on task and trying their best. We ask that you avoid helping your child answer test questions—the best help is no help.

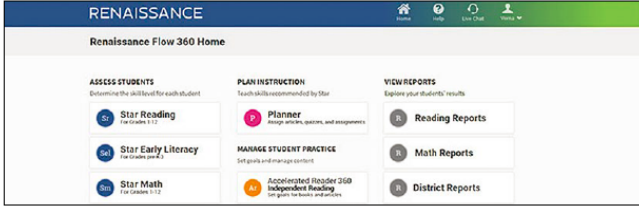*In order for your child to log in to take the test, they will need the following information:*
- *Renaissance URL or link and login credentials for single sign-on portal*
- *Student username*
- *Student password*
- *Test(s) student should take*
- *Monitor password (if needed)*

Please be sure to check out this guide for families to learn more about how you can support your child as they take the Star test.

We truly thank you for your assistance.

Setting up remote access to Star Assessments

Follow the steps below to ensure your Renaissance site is set up for remote administration. Once your screening window is closed, revisit these steps to adjust your site permissions appropriately. If you will not be progress monitoring with Star assessments remotely, you may want to change the IP restrictions until the next testing window. If you will be progress monitoring with Star assessments remotely, you will want to verify that the monitor password is in use (see below for best practices for the monitor password).

Does your home page look like this?	Does your home page look like this?
If so, the following will need to be completed to allow remote administration of Star Assessments. • Adjust IP Restrictions • Set Monitor Password Requirement and define Monitor Password • Set Date and Time Restrictions	If so, the following will need to be completed to allow remote administration of Star Assessments. • Adjust IP Restrictions • Set Monitor Password Requirement and define Monitor Password

Best practices for the monitor password with remote administration

The monitor password is used to start a test or to stop/pause a test before the student finishes. This provides an added level of test fidelity and security. Below are suggested best practices for using the monitor password with remote administration of Star assessments.

a) Change the password and provide it to parents, caregivers, or test monitors to use during a defined period of time (e.g., one day, between certain hours over multiple days). As soon as the defined testing time is over, change the password to prevent testing outside those windows.

b) Define testing times and disable the password just for that specific time frame to allow students to test without a monitor entering the password. When you turn it back on after that testing time frame, students will no longer be able to test.

Additional Resources

- For more information on testing with Star, refer to the complete test administration manual for Star Early Literacy, Star Reading, and/or Star Math.

- Review the Renaissance blog series that discusses many aspects of remote testing, data use, monitoring growth, and overall guidance for using Star assessments during this unique time. The 8-part series also provides short videos for teachers who will be implementing Star.

- View the Star Assessments Toolkit and share it with your teachers. This guide provides a simplified path for using Star Assessments as students return to school and throughout the school year.

We recognize that districts and schools will come to different conclusions about how and when to administer Star assessments remotely based on a wide variety of considerations. Our mission at Renaissance is to "Accelerate Learning for All." In the spirit of partnership, we are committed to helping our school and district partners make the best decisions possible for their students.