

RENAISSANCE

Administering Star Assessments Remotely Teacher Guide

The goal in setting procedures for administering Star remotely should be to mimic as closely as possible the testing experience that students have when taking Star onsite. When test procedures are consistent, they help ensure test results which are true representations of student achievement. Please review the [Renaissance Star Assessments Administration Manual](#) (written for onsite administration), which provides test details, including images of what the student test looks like that can be used to support students and answer questions prior to the test.

However, **following the guidelines and modified test instructions below will help you prepare for and monitor your students' remote testing events effectively.**

Guidelines and best practices

- It is critical that schools/teachers communicate testing information clearly with students and [families](#). At a minimum, students will need to know how to log in to Renaissance, their username and password, the monitor password (if one will be used) and which test(s) to take. A sample message to families can be found in the [Administrator Guide](#) for remote assessment.
- Use a video-conferencing tool that allows the test monitor to see students while they are testing.
- Test students individually or in small groups (2-4 for younger students, 4-8 for older students) so viewing video feeds and providing support is manageable.
- Students taking Star Early Literacy (or using the audio for Star Math) will need headphones, speakers, or audio on their device as the test questions are asked to the student out loud by the computer.
- Family members/caregivers may help students get online and log in. Once the test begins, students are not permitted to use other people, devices, or any other resources to help them answer test questions.
- If a student needs a testing accommodation or has special circumstances, please contact your building administrator or intervention specialist for guidance.
- Use the [Star Record Book](#) to verify that student assessments were recorded and to check for any issues with testing (i.e. student failed the practice or rushed through the test).
- Students may see practice questions at the start of the test. They will need to answer these questions correctly or the test will stop. (See page 4 of the Renaissance Star Assessments Administration Manual for details about practice questions.)
- Students may need to enter a monitor password to begin the test. Decisions on the use of the monitor password should be made at the school or district level and guidance should be provided to teachers and test monitors. See the [Administrator Guide](#) for more information about the monitor password.
- The chat feature of your video-conferencing tool can be used to communicate with students without disturbing others if you are testing a group of students. Students should know how to use this tool or have an adult nearby who can help.

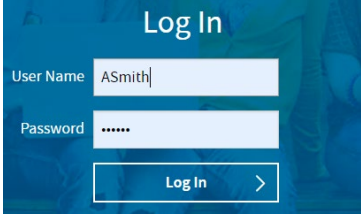

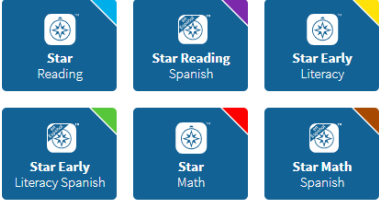

Click on an assessment below to watch a sample demo of administering Star assessments remotely.

RENAISSANCE
Star Reading

RENAISSANCE
Star Math

RENAISSANCE
Star Early Literacy

Login Steps



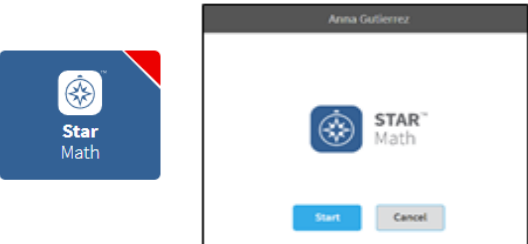
If your school uses a Renaissance link...	If your school uses a single sign-on solution like ClassLink or Clever...
<ol style="list-style-type: none"> 1. Open an internet browser and enter the Renaissance link received from your school. 2. Click I'm a Student. 3. Enter the student's username and password. (If multiple students are using the same computer, verify it is the correct username and password.) Then click Log In. 	<ol style="list-style-type: none"> 1. Log in to your single sign-on portal. 2. Select the Renaissance tile. 
<p>Select the appropriate tile for the test your student needs to take. (Students may not see all of the test options.)</p> 	
<p>Verify the student's name is correct at the top of the screen and that the correct test name is shown.</p> <p>Do NOT click Start (or enter a monitor password) until test instructions have been read to the student and the student is completely ready to begin the test.</p> 	

Instructions for test administration

Prior to beginning the test, we recommend that you ask students to use the restroom and get a drink of water if needed. Students should silence any phones or other distractions as well as they can and place their phones out of reach.

Ensure students have any materials they may need for the test (headphones or other audio for Star Early Literacy, note paper and pencil or pen for Star Math) by asking them to hold them up to the camera so they can be seen.

When all students are ready to begin, read aloud, word for word, the following material printed in bold type. You may repeat directions as needed. Text in italic font is information meant for you and should not be read aloud to students.

	Say...	Visuals student should see...
Star Early Literacy	Please login to Renaissance if you have not already done so. You will see a blue tile called Star Early Literacy with a yellow corner. Click on that tile and wait for more instructions. Do NOT click the blue Start button yet. You should see your name at the top of the screen, and it should say Star Early Literacy. Raise your hand if that is what you are seeing.	 <p>The visual shows a blue tile with a white star icon and the text 'Star Early Literacy' with a yellow corner. To the right is a screenshot of the login screen for 'Bella Barrett' showing the 'STAR Early Literacy' logo and 'Start' and 'Cancel' buttons.</p>
Star Reading	Please login to Renaissance if you have not already done so. You will see a blue tile called Star Reading with a light blue corner. Click on that tile and wait for more instructions. Do NOT click the blue Start button yet. You should see your name at the top of the screen, and it should say Star Reading. Raise your hand if that is what you are seeing.	 <p>The visual shows a blue tile with a white star icon and the text 'Star Reading' with a light blue corner. To the right is a screenshot of the login screen for 'Bella Barrett' showing the 'STAR Reading' logo and 'Start' and 'Cancel' buttons.</p>
Star Math	Please login to Renaissance if you have not already done so. You will see a blue tile called Star Math with a red corner. Click on that tile and wait for more instructions. Do NOT click the blue Start button yet. You should see your name at the top of the screen, and it should say Star Math. Raise your hand if that is what you are seeing.	 <p>The visual shows a blue tile with a white star icon and the text 'Star Math' with a red corner. To the right is a screenshot of the login screen for 'Anna Gutierrez' showing the 'STAR Math' logo and 'Start' and 'Cancel' buttons.</p>

Pause to be sure all students are logged in to the correct test.

Today you will take a test called Star. Don't worry if someone finishes the test before you because every test is different. You will need to leave your video on while you are testing. An adult can help you if you have trouble with your computer, but you are not allowed to have other people, your phone, or other websites help you answer any of the questions.

Some of the questions will be easy, while others will be more challenging. Don't worry about how many questions you think you get right or how many you think you get wrong. Everyone will likely miss some of the questions. The main goal is for you to do the best you can. This information will help me know the best way to support and teach you.

Be sure to read each question and all the answer choices carefully before selecting your answer. If you do not know the answer to a question, go ahead and choose what you think is the best answer.

FOR STAR MATH TESTS ONLY

You will answer the questions on a computer or tablet, but you can work the problems out on note paper.

If students are in grade 7 or higher: For some of the algebra and geometry questions, there will be an on-screen calculator and an on-screen formula reference sheet that you can use to answer the questions.

If students are taking the test using audio: Listen to the audio when a new question is presented to you. You will be able to pause, resume, or replay the audio if you need to.

Pause for questions.

Remember that once you have selected your answer, you will need to click Next to move on to the next question. You can change your answer choice before you select Next but not after. Once you move on to the next question, you cannot go back.

The test may start with a few practice questions. Please answer those as best you can, or the test will end. If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your best answer and select Next to move on to the next question. If you do not choose an answer in time, you will see a message that time is up for that question. The next question will appear in a few seconds. Don't worry if this happens.

Pause for questions.

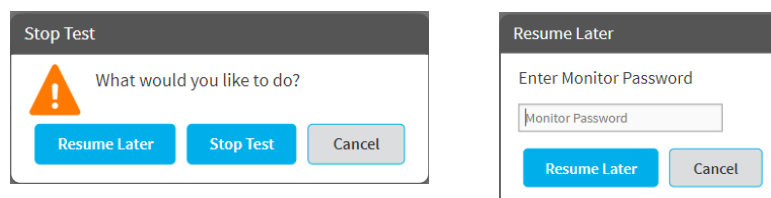
You will see a message that tells you when you have finished the test. Select OK and you will be automatically logged out. Send me a message in the meeting chat to tell me you are done with the test and I will reply to you with instructions for what to do next. *(Consider what you will want students to do when they are done testing—read a book quietly, leave the call, etc.)*

Pause to answer any final questions students may have.

If you need anything from me during the test, please use the chat so we don't disturb the other students. You may select Start and begin. Do your best!

While students are testing, watch for anything out of the ordinary, much like you would in a face-to-face administration. Keep notes on anything you see that may impact student results (i.e. disruptions in the background, people helping or talking to the student regularly, student looking at another device). These notes may be helpful in interpreting results or may lead you to retest some students.

If there is an unexpected distraction or a student needs help for more than a few seconds, use the chat or unmute and tell them to click the **Stop Test** button at the top right corner of the screen and then click **Resume Later** to save their progress. They will need to enter the monitor password (the default is **admin**). You can then assist the student and have them log back in to continue the test.



- STOP THE TEST option will cancel the test and it will start from the beginning next time student starts.
- RESUME THE TEST LATER option will save the test and the student can resume later. A student has eight days to resume a test at the point where they left off (the student will see a different item, however).