Renaissance Star Assessments® Administration Manual

Instructions for administering Star Early Literacy, Star Reading, and Star Math assessments

RENAISSANCE®

Contents

Introduction

This manual provides general information about the Star assessments and specific guidelines for administering Star Early Literacy, Star Reading, and Star Math. Test administrators and teachers should carefully read and review the contents of this manual prior to testing to ensure the highest levels of test fidelity.

About Star Assessments

Star assessments are computer-adaptive tests that measure student achievement on early literacy, reading, and math skills. As a student takes the assessment, the assessment selects items based on the student's responses. If the student answers the item correctly, the assessment increases the difficulty level of the next item. If the student answers incorrectly, the assessment lowers the difficulty level of the next item. By continually adjusting the difficulty of an item to what the student has shown she can or cannot do, the assessment is tailored to accurately measure each student's level of achievement.

▶ Star Early Literacy tests are designed for students in grades pre-K through 3 (beginning readers who do not yet read independently or need early literacy skills assessed). Star Early Literacy consists of 27 items of literacy (including 5 numeracy items) and generally takes fewer than 15 minutes for the student to complete the assessment.

▶ Star Reading tests are designed for students in grades K–12. Star Reading consists of 34 items and generally takes fewer than 30 minutes for the student to complete the assessment.

▶ Star Math tests are designed for students in grades 1–12. Star Math consists of 34 items and takes approximately 20 minutes for the student to complete the assessment.

Student Accommodations

The Star assessments are suitable for students with disabilities and English Language Learners. For information about accommodations, please visit http://doc.renlearn.com/KMNet/R00581317DED9FC4.pdf.

Interpreting Star Data

Renaissance Star assessments provide you with useful information to help you make informed decisions about your instructional next steps. The Report Interpretation Guide highlights some of the key Star reports you can use to answer your questions about how well students are performing, what to prioritize for instruction and practice, and how quickly students are growing. You can find the guide at https://doc.renlearn.com/KMNet/R61186.pdf.

Contact for Support

For assistance, call (800) 338-4204. Outside the US, call 1.715.424.3636.

Software Requirements

For the most current system requirements for Star assessments and other Renaissance software, please visit https://doc.renlearn.com/KMNet/R004312127GJB43D.pdf.

Test Security Overview

Security is a concern in any testing situation, and sound testing procedures are the hallmark of test security. When teachers and test administrators consistently follow the procedures presented in this manual before, during, and after testing, they help ensure test results which are true representations of student achievement.

Additionally, test security safeguards are built in to Star's computer-adaptive test design. It is highly unlikely any two students will see the same test items at the same time. This is because Star assessments are computer-adaptive based on individual student performance, and test items are selected from a large pool of items.

Preparing for Testing: All Star Assessments

Preparation for testing is a key component of test fidelity. We recommend that test administrators and/or teachers complete the following tasks prior to testing.

- ☐ Read this test administration manual thoroughly and carefully.
- ☐ Create a schedule for testing. Try to avoid distracting locations or times when other students, school bells, or public address announcements can interfere with student concentration. Provide a copy of the schedule to each person involved with testing.
- ☐ Cover or remove any materials on the walls, whiteboard, and other areas that might help students answer test items
- ☐ Make sure there is enough light and ventilation in the test area.
- ☐ Ensure all testing devices are working properly. If you are administering the test with a tablet or laptop, make sure the battery is adequately charged before testing.
- ☐ Create a seating chart for the testing area. Consider students who may have difficulty concentrating with distractions such as windows, doorways, or classmates.
- ☐ Post a "Do Not Disturb" sign outside the testing environment.
- ☐ Access students' user names and passwords (see "Identify Students' User Names and Passwords" on page 2 for step-by-step instructions). It is important to note that teachers can only search for students in their own classes. If you choose to print this information, be sure it is stored in a secure location before and during testing, and destroyed after testing.

Identify Students' User Names and Passwords

1. On the Home page, select your name in the upper-right corner. In the drop-down list, select **Manage Apps & Users**.

2. Select **Users.**

3. Select **Password Report** under "Students." See https://help2.renaissance.com/setup/22115 for more information.

Additional Guidance for Star Early Literacy

☐ It is *extremely* important that students understand how to take the assessment. Because Star Early Literacy may be the first testing experience for young students, we suggest introducing them to the test a few days before taking it. You can show the students these introductory videos:

Using a keyboard, mouse, or trackpad:

▶ In English: https://resources-zone08.renaissance-go.com/Scripts/video/no-touch/SEL_PTI.mp4

▶ In Spanish: https://resources-zone08.renaissance-go.com/Scripts/video/no-touch/SEL_PTI_MX.mp4

Using a tablet:

▶ In English: https://resources-zone08.renaissance-go.com/Scripts/video/touch/SEL_PTI.mp4

▶ In Spanish: https://resources-zone08.renaissance-go.com/Scripts/video/touch/SEL_PTI_MX.mp4

at least one day before the actual test. The videos explain how students answer test questions.

Note: The video is part of the test itself; if you have students watch the video before the day of the test, you may want to change the settings of the demo video preference so the students can skip the video during the actual test (see "Help Links" on page 40).

☐ Make sure the computer or tablet has a set of headphones plugged in and that the volume is set so the student can hear the audio clearly without disturbing other students.

☐ You may want to add stickers to the **1, 2, 3,** and **Enter** keys on the keyboard to make them more prominent.

☐ Check the settings for all preferences that apply to Star Early Literacy, including the monitor password preference (see "Help Links" on page 40).

Additional Guidance for Star Reading

☐ Check the settings for all preferences that apply to Star Reading, including the monitor password preference (see "Help Links" on page 40).

Additional Guidance for Star Math

☐ Do NOT permit students to use calculators or other devices during the test (an on-screen calculator may be provided for some questions; see page 22).

☐ If any students are taking the test using audio, make sure the computer or tablet has a set of headphones plugged in and that the volume is set so the student can hear the audio clearly without disturbing other students.

☐ If any students are taking the test using audio, show them how to pause the audio (see page 22).

☐ Make sure you have provided enough note paper and sharpened pencils for the students to use during the test.

☐ Arrange the desks or computer workstations so that students have enough room to work on the test. This should include enough space for note paper so that students can perform the necessary calculations for the test items.

☐ Check the settings for all preferences that apply to Star Math, including the monitor password preference (see "Help Links" on page 40).

The Importance of the Star Practice Questions

The practice session is an essential part of the Star assessment process. The practice questions gauge whether students understand how to select and enter an answer or if they need more practice.

In addition, answering the practice questions independently indicates whether student is ready to take the Star assessment.

- ▶ We highly recommend showing the demonstration video to students taking Star Early Literacy for the first time at least one day before the actual test so they can practice (see "Additional Guidance for Star Early Literacy" on page 3).

- ▶ For Star Reading, if a student cannot pass the practice session, the student should be tested with Star Early Literacy.

Star Early Literacy	Star Reading	Star Math
Depending on the setting of the Hands-On Practice preference (see "Help Links" on page 40), the student may see practice questions before the actual test starts. If a student does not pass the practice session (by successfully selecting and entering the answers to three questions in a row), the practice session ends and the test will not start for that student.	If a student has not taken a Star Reading test in the past 180 days, the student will see practice questions before the actual test starts. If a student answers seven practice questions without getting three correct, the practice session ends and the test will not start for that student.	If a student has not taken a Star Math test in the past 180 days, the student will see three practice questions before the actual test starts. If the student does not answer two of the three practice questions correctly, the student will be given another set of three practice questions. Once the student answers two of those three practice questions correctly, the test will begin. If the student does not answer two of *those* three practice questions correctly, the practice session ends and the test will not start for that student.

All Star Tests

Have the student try another practice, and carefully observe the student.

- ▶ If the student does not understand how to answer questions, review the testing procedures with the student.

- ▶ If the student understands how to answer questions, but keeps giving incorrect answers, this may indicate that the student is not ready to have his or her abilities assessed with a Star assessment.

- ▶ If the student understands how to answer questions, but keeps running out of time before entering an answer, you may need to extend the time limits for that student (see "Help Links" on page 40).

Familiarizing Students with Star Early Literacy

Before administering a Star Early Literacy assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student materials start on page 9.
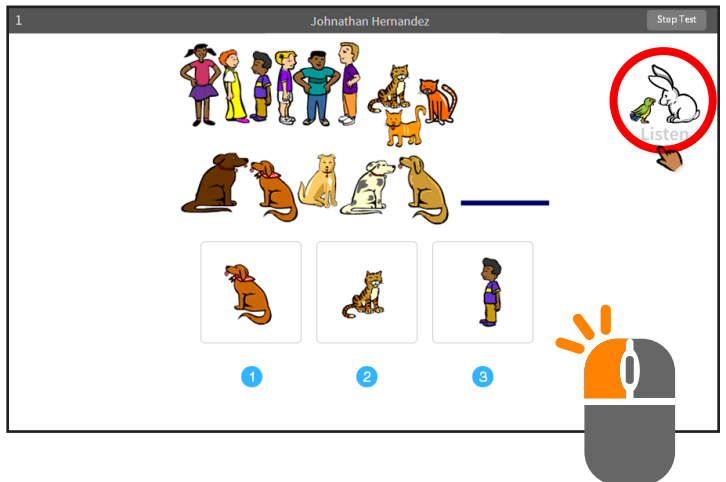
Picture 1

This is what the test questions look like. Listen to the question as it is read to you out loud. To hear the question again:
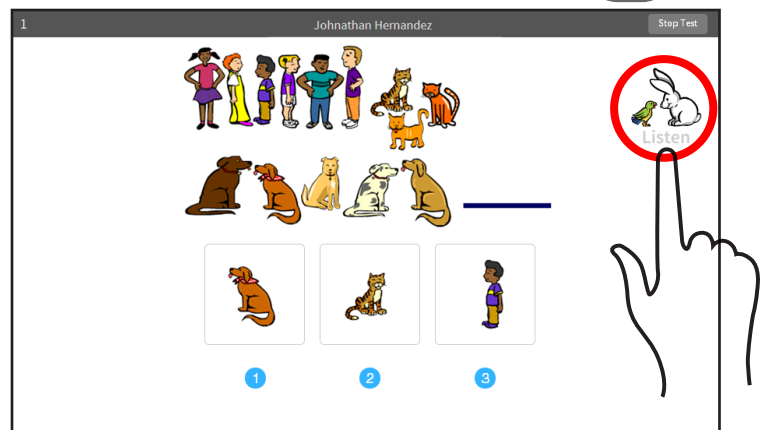
When using the keyboard: Press the **L** key.

When using the mouse: Click **Listen**.

**When using a tablet:** Tap **Listen**.

Picture 2

Choosing your answer on the computer is easy. Each question has three possible answers (shown at the bottom of the screen). Choose the one you think is the right answer to the question. You can change your answer choice *before* you enter it.

When using the keyboard: Each possible answer has a number below it (**1**, **2**, or **3**). Press the number on the keyboard that matches the number of your answer choice. If you want to choose a different answer, press the number that matches your new choice.

When you choose an answer, a box appears around it. This shows you which answer you chose; it does *not* mean you have chosen the correct answer.

Once you are satisfied with the answer you have chosen, enter it by pressing the **Enter** or **return** key.

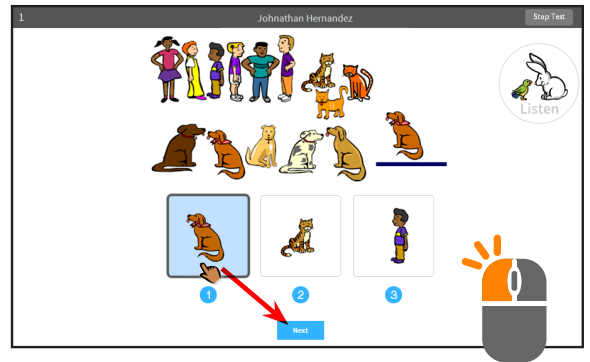After you have entered your answer to the question, the next question will appear on the screen.
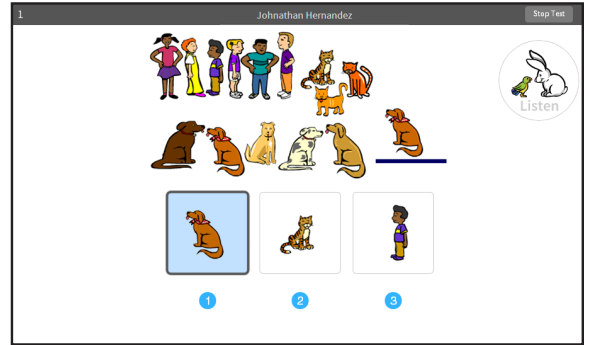
When using the mouse: Use the mouse to move the hand to your answer choice and click on it with the left mouse button.

A box appears around the answer you chose; this does *not* mean that you have chosen the correct answer.

Once you are satisfied with the answer you have chosen, enter it by clicking **Next**.

After you have entered your answer to the question, the next question will appear on the screen.

When using a tablet: Tap your answer choice.

A box appears around the answer you have chosen; this does *not* mean you have chosen the correct answer.

Once you are satisfied with the answer you have chosen, enter your answer choice by tapping **Next**.

After you have entered your answer to the question, the next question will appear on the screen.
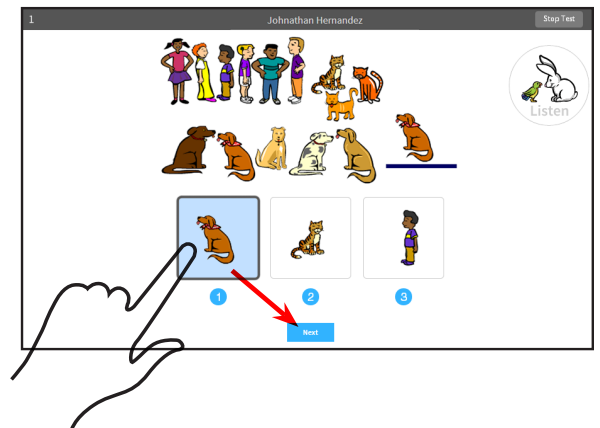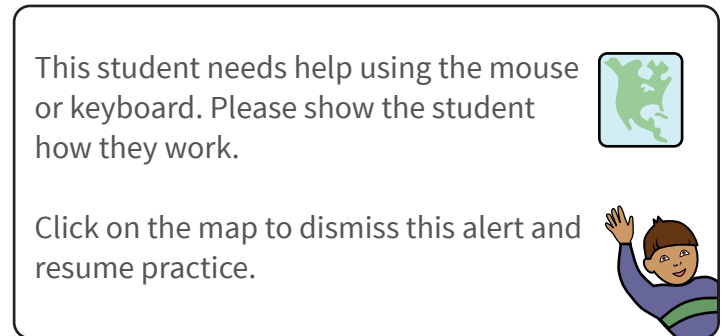
Picture 3

If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your answer quickly. If you don't choose an answer in time, the test will move on to the next question.

Picture 4

Before you take the test, you may have a training session or practice questions. The training questions look just like the real test, but only have one answer to choose. The practice questions look just like the real test.

If you see this message during the training or practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.

This student needs help using the mouse or keyboard. Please show the student how they work.

Click on the map to dismiss this alert and resume practice.

Picture 5

When you finish answering the practice questions, the program will show you the message in Picture 5. The test will start automatically. Relax and get ready; the first question will come up soon. Keep answering the questions until the computer tells you that you have finished the test.

If you don't know the answer to a question, go ahead and choose what you think is the best answer.

Great job on the practice. Now we will go to the test.
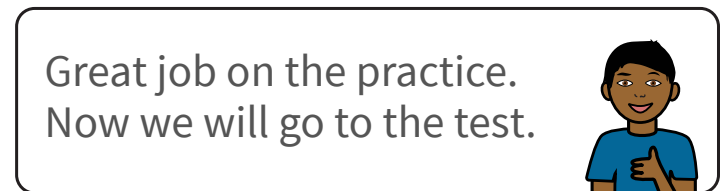
When you have finished the test, tell the teacher or test monitor that you are finished so the next student can get started.

If you have any questions about this test, please ask them now. Once the test starts, the teacher or test monitor will not be able to tell you if you have picked the right answer.

Have fun, and do your best!

Picture 1

This is what the test questions look like. Listen to the question as it is read to you out loud. To hear the question again:
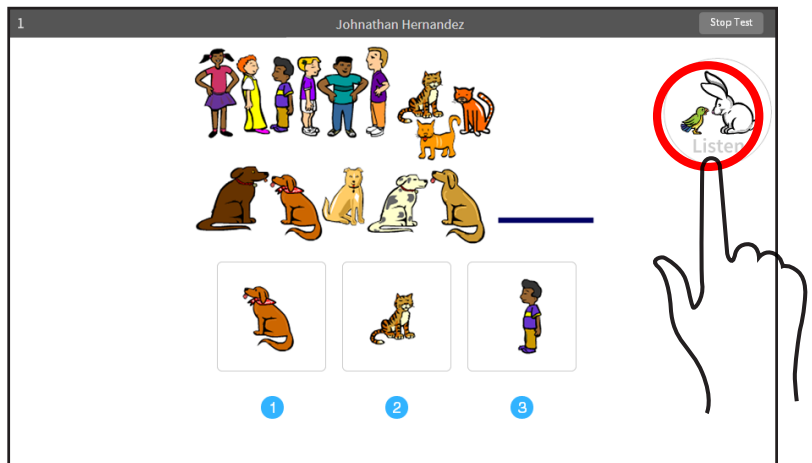
When using the keyboard:

Press the **L** key.

When using the mouse:
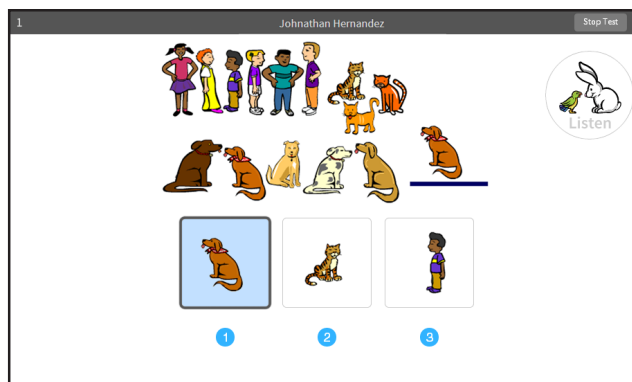
Click **Listen**.

On a tablet:
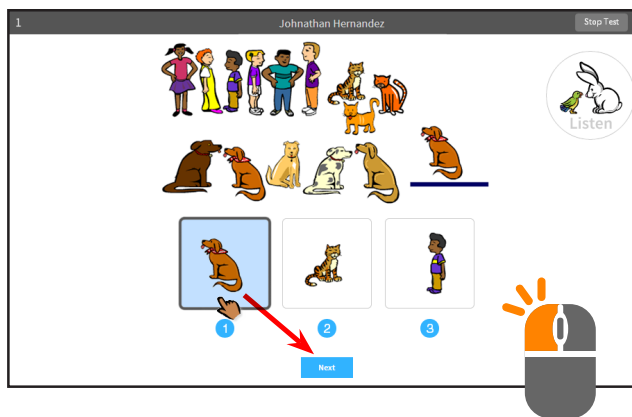
Tap **Listen**.

Picture 2

Choose your answer.

Using the keyboard:

Press the number that matches the number of your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.
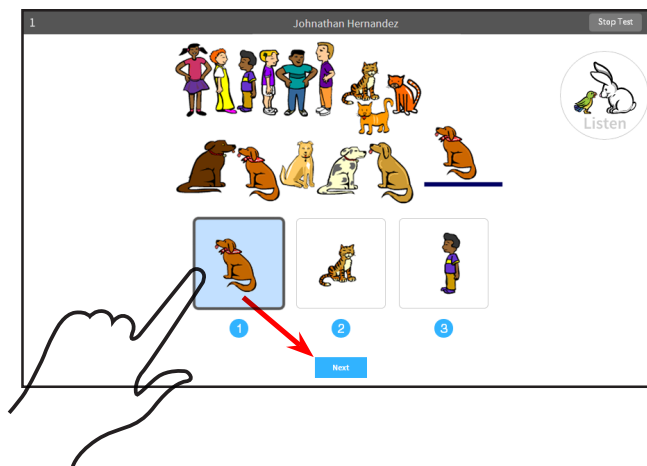

Using the mouse:

Use the mouse to move the hand to your answer choice and click on it with the left mouse button. Then, enter your answer choice by clicking **Next**.

On a tablet:

Tap your answer choice. Then, enter your answer choice by tapping **Next**.

Picture 3

If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your answer quickly.

Picture 4

If you see this message during the training or practice questions,
raise your hand and call the teacher or test monitor.
He or she will know what to do.

This student needs help using the mouse or keyboard. Please show the student how they work.

Click on the map to dismiss this alert and resume practice.
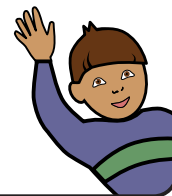
Picture 5

When you finish answering the practice questions, the program will show you this message.

Great job on the practice.
Now we will go to the test.

The test will start automatically. Relax and get ready; the first question will come up soon. Keep answering the questions until the computer tells you that you have finished the test.

Familiarizing Students with Star Reading

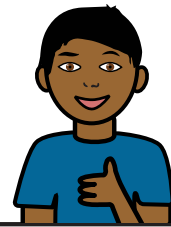Before administering a Star Reading assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student materials start on page 17.

Picture 1

Fill-in-the-blank questions have a sentence with a word missing. There will be a list of three or four words that could fit in the blank. Your job is to choose the word that best completes the sentence.

3	**Kenneth Dukes**	Stop Test

The sky is _____.

1 blue

2 dog

3 down

Short-answer questions have a text passage at the top, followed by a question about the passage. There will be a list of three or four possible answers. Your job is to choose the best answer to the question.

12/34	**Kenneth Dukes**	Stop Test

Leslie curled up in a chair on the porch. She closed her eyes and tuned into her surroundings. She smiled at the familiar sounds of her neighbor rustling his newspaper and the floorboards creaking beneath his rocker. She laughed as the neighborhood boys raced by on their bicycles. The rat-a-tat of the cards pinned to the spokes of their wheels added a beat to the music of the street.

How does the author's use of sensory detail affect the story?

1 The sounds help the reader imagine the neighborhood.

2 The music is too loud and bothers Leslie.

3 The creaking noises give it a mysterious mood.

Picture 2

Choosing your answer is easy. Use any of these methods to choose and enter your answer. (You can change your answer choice *before* you enter it.)
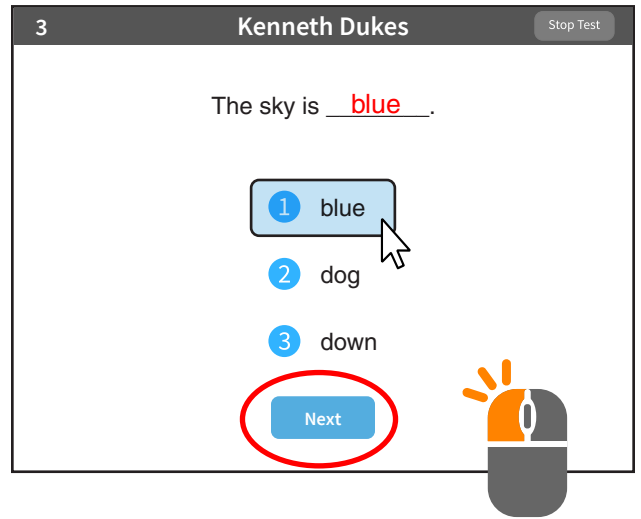
Each possible answer has a number next to it (**1, 2, 3,** or **4**).

To answer with the *keyboard,* press the number that matches the number of your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.
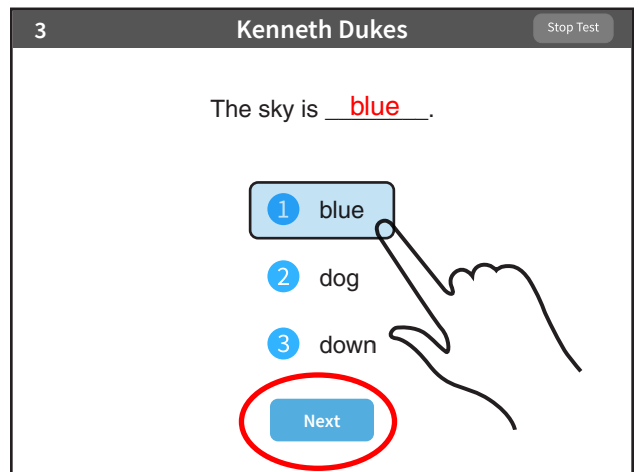

Picture 2 (continued)

To answer with the *mouse,* click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.

On a *tablet,* tap your answer choice. Then, enter your answer choice by tapping **Next.**
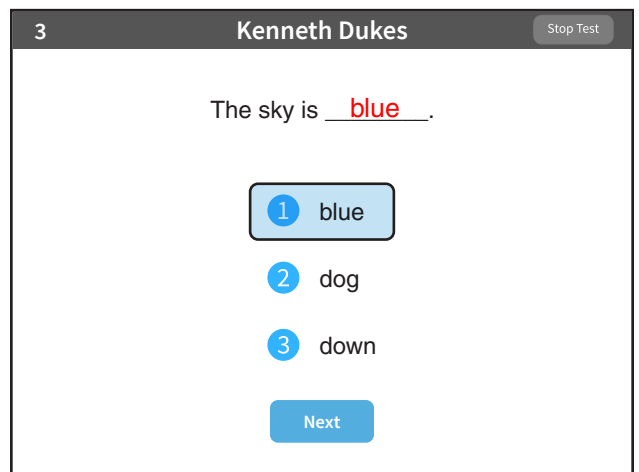

Picture 3

When you choose an answer, a blue highlight will appear around it (as shown). This only shows you which answer you selected. It does *not* mean that you selected the correct answer. For fill-in-the-blank questions, the program also puts the word you picked in the blank so you can see how it fits in the sentence.

To change your answer, press the number of your new answer choice, click on it with the mouse, or tap it if you are using a tablet. The program will highlight your new choice and fill in the blank with the word so you can see it in the sentence. *You cannot change your answer after you press* **Enter** *or* **return,** *or click or tap* **Next.**

If you don't know the answer to a question, go ahead and choose what you think is the best answer.
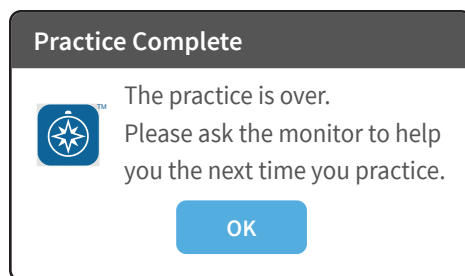
Picture 4

If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your answer quickly. If you don't choose an answer in time, you will see a message that says time is up for that question. The next question will come up in a few seconds, so be ready.

3	🕐	Stop Test

The sky is _____.

1 blue

2 dog

3 down
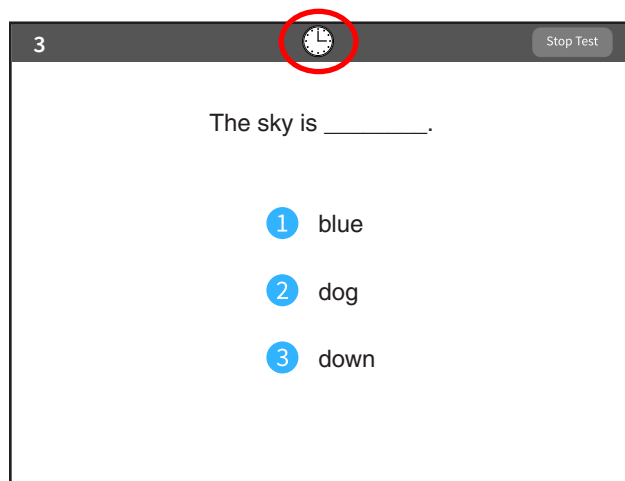
Picture 5

Before you take the test, you may see some practice questions. The practice questions look just like the real test.

If you see this message when you are answering the practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.

Practice Complete

The practice is over.
Please ask the monitor to help you the next time you practice.

OK

When you finish answering the practice questions, the program will show you this message:

Great job on the practice.
Let's go to the test.
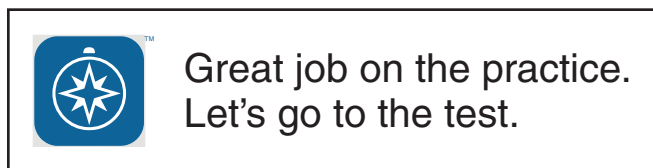
Do you have any questions about what the test will be like? It is important to ask those questions now because once the test starts, the test monitor will not be able to explain any of the words or tell you if you have picked the right answer.

Picture 1

This is what the fill-in-the-blank test questions look like.

3	**Kenneth Dukes**	Stop Test

The sky is _____.

1. blue
2. dog
3. down

This is what the short-answer test questions look like.

12/34	**Kenneth Dukes**	Stop Test

Leslie curled up in a chair on the porch. She closed her eyes and tuned into her surroundings. She smiled at the familiar sounds of her neighbor rustling his newspaper and the floorboards creaking beneath his rocker. She laughed as the neighborhood boys raced by on their bicycles. The rat-a-tat of the cards pinned to the spokes of their wheels added a beat to the music of the street.

How does the author's use of sensory detail affect the story?

1. The sounds help the reader imagine the neighborhood.
2. The music is too loud and bothers Leslie.
3. The creaking noises give it a mysterious mood.

Picture 2

Each possible answer has a number next to it (**1, 2, 3,** or **4**).

To answer with the *keyboard,* press the number that matches the number of your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.
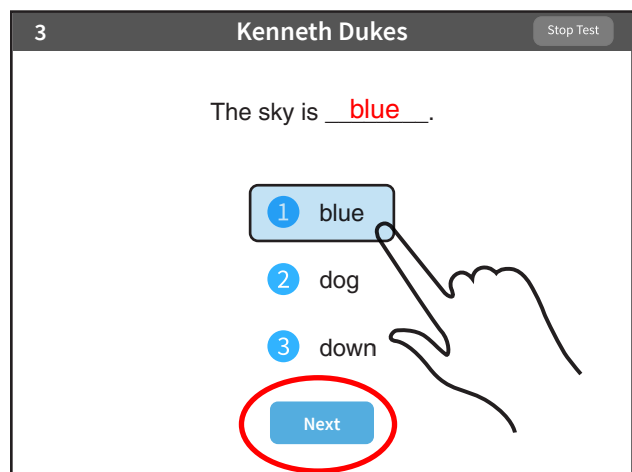

Keyboard

To answer with the *mouse,* click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.
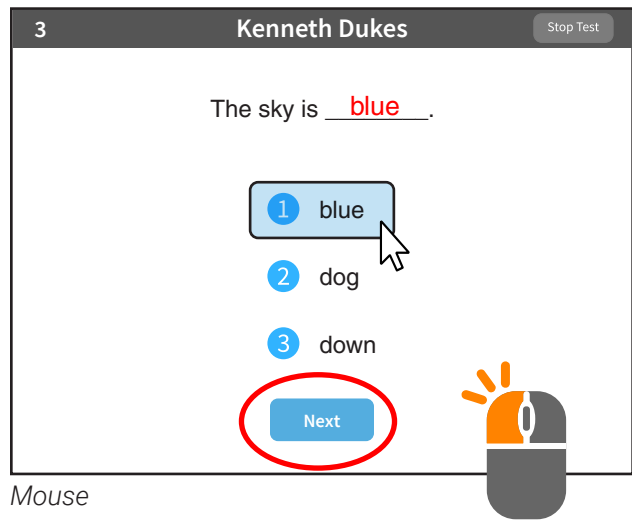
Mouse

On a *tablet,* tap your answer choice. Then, enter your answer choice by tapping **Next**.

Tablet
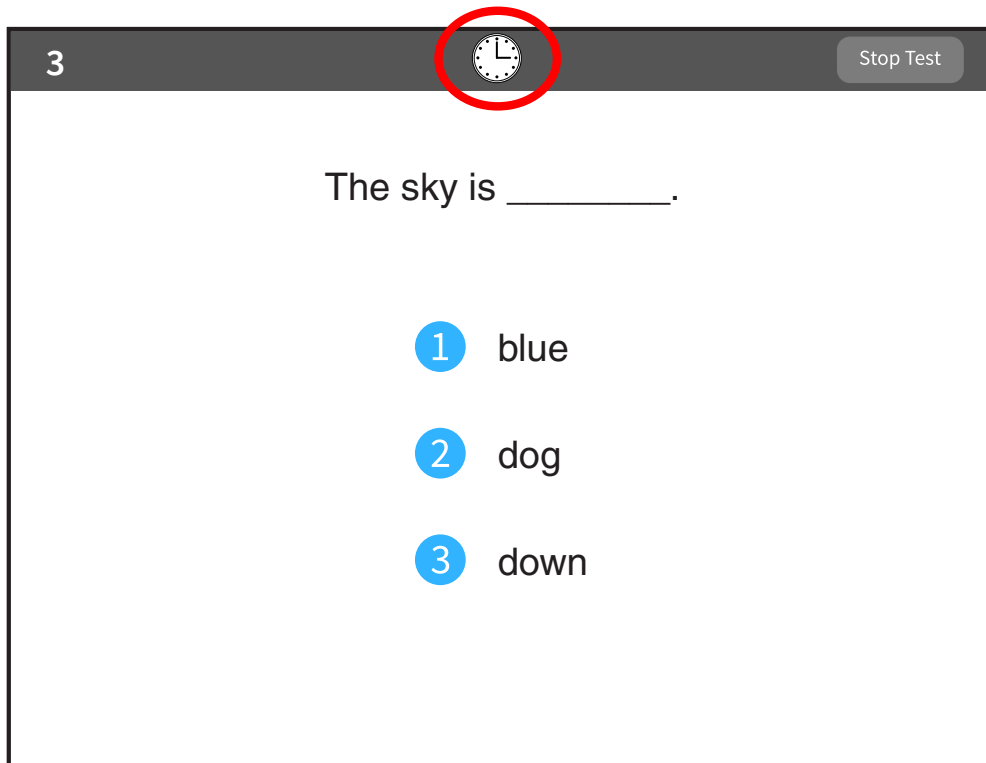
Picture 3

When you choose an answer, you'll see a blue highlight around your choice. (For fill-in-the-blank questions, you'll also see the word put in the blank.) This shows the answer you chose. It does *not* mean that you have selected the correct answer.

3	**Kenneth Dukes**	Stop Test

The sky is <u>blue</u>.

1 blue

2 dog

3 down

Next

Picture 4

A clock in the top part of the screen means that time is almost up for this question. Choose your answer quickly.

Picture 5

If you see this message when you are answering the practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.

Practice Complete

The practice is over.
Please ask the monitor to help
you the next time you practice.

OK

Familiarizing Students with Star Math

Before administering a Star Math assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student materials star on page 26.

Picture 1

Each of the questions has a mathematical problem and a list of possible answers. Your job is to choose the best answer for the question. Sometimes the correct answer might not be one of the choices in the list. For example, in the problem shown in Picture 1, two plus three equals five, but five is not one of the possible answers. In this case, choose "not given" as your answer.

3	Stop Test

$2 + 3 =$ ___

- A 2
- B 3
- C 4
- D not given

Picture 2

Some algebra and geometry questions will have an on-screen calculator and an on-screen formula reference sheet that you can use to answer the questions.

You can click or tap the calculator buttons, or press the keys on the keyboard to use the calculator. Use the scrollbar on the formula reference sheet to move up and down within it.

9/34	Kenneth Dukes	Stop Test

The surface area of a right prism is 250 cm². The area of its square base is 25 cm². What is the height of the prism?

- A 10 cm
- B 20 cm
- C 8 cm
- D 15 cm

Calculator:

C	y^n	x!	←
√	(	)	÷
7	8	9	×
4	5	6	−
1	2	3	+
0	.	±	=

Rectangular Prism	$S.A. = 2(lw + wh + hl)$
Right Prism	$S.A. = Ph + 2B$
Cylinder	$2\pi r^2 + 2\pi rh$ $V = \pi r^2 h$
Cone	$S.A. = \pi rl + \pi r^2$ $V = \frac{1}{3}\pi r^2 h$
Pyramid	$S.A. = \frac{Pl}{2} + B$ $V = \frac{1}{3}Bh$
Sphere	$S.A. = 4\pi r^2$ $V = \frac{4}{3}\pi r^3$

Picture 3

If you are using audio while taking the test, there will be a control in the upper part of the screen that you can use to pause, resume, or replay the audio for the current question.

You do *not* have to wait for the audio to finish before answering a question; you can enter your answer at any time.

Use the **Play** button to pause the audio. The audio for a question will repeat itself unless you pause it.

1	Stop Test

Play ◀))

$5 - 2 =$ ___

- A 2
- B 3
- C 4
- D not given

Play ◀))

Pause ◀

Picture 4

Choosing your answer is easy. Use any of these methods to choose and enter your answer. (You can change your answer choice *before* you enter it.) Each possible answer has a letter next to it (**A, B, C,** or **D**).

To answer with the *keyboard,* press the letter that matches the number of your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.

To answer with the *mouse*, click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.
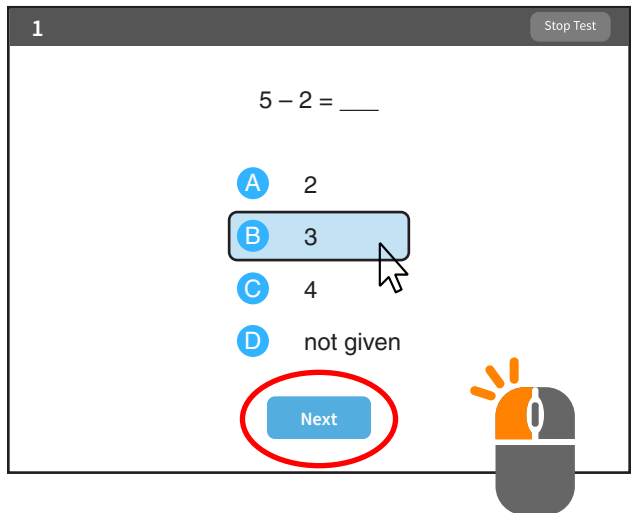
On a tablet, tap your answer choice. Then, enter your answer choice by tapping **Next**.

Picture 5

When you choose an answer, a blue highlight will appear around it (as shown). This only shows you which answer you selected. It does *not* mean that you selected the correct answer.

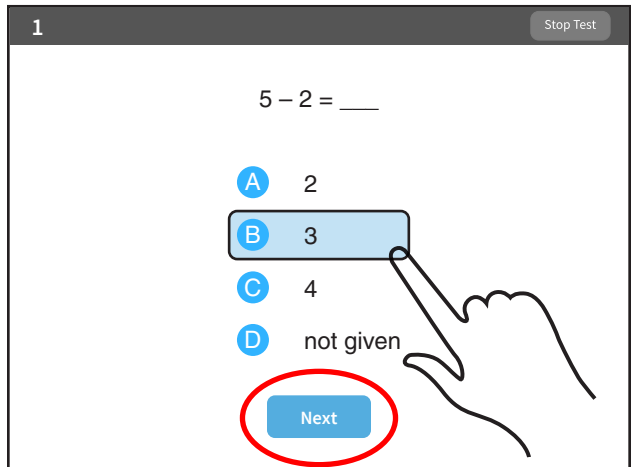To change your answer, press the letter of your new answer choice, click on it with the mouse, or tap it (if you are using a tablet). The program will highlight your new choice. *You cannot change your answer after you press **Enter** or **return**, or tap or click **Next**.*

1	Stop Test

$$5 - 2 = \underline{\quad}$$

- Ⓐ 2
- Ⓑ 3
- Ⓒ 4
- Ⓓ not given

Next

Picture 6

If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your answer quickly. If you don't choose an answer in time, you will see a message that says time is up for that question. The next question will come up in a few seconds, so be ready.

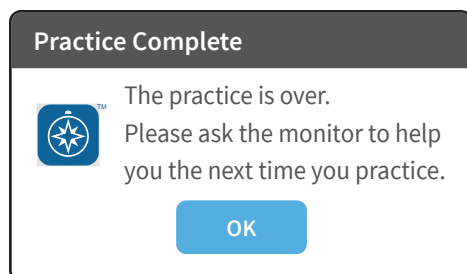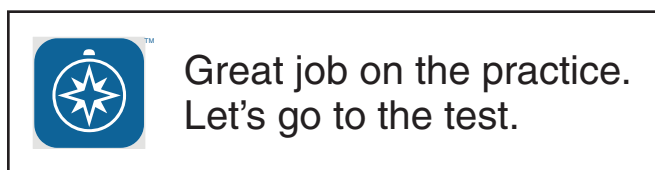| 1	🕐	Stop Test

$$5 - 2 = \underline{\quad}$$

- Ⓐ 2
- Ⓑ 3
- Ⓒ 4
- Ⓓ not given

Picture 7

Before you take the test, you may get some practice questions. The practice questions look just like the real test. If you see this message when you are answering the practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.

Practice Complete

The practice is over.
Please ask the monitor to help you the next time you practice.

OK

When you finish answering the practice questions, the program will show you this message:

Great job on the practice.
Let's go to the test.

The real test will start automatically. Relax and get ready; the first question will come up soon. Keep answering the questions until the computer tells you that you have finished the test.

Do not forget that you can work the math problems out on note paper. If you do not know the answer to a question, go ahead and choose what you think is the best answer.

When you are finished with the test, tell the teacher or test monitor that you are finished.

If you have any questions about this test, please ask them now. Once the test starts, the teacher or test monitor will not be able to explain any of the questions or help you choose an answer. Also, the teacher cannot tell you if you selected the right answer.

Have fun, and do your best!

Picture 1

This is what the questions look like.

3	Stop Test

$$2 + 3 = \underline{}$$

(A)   2

(B)   3

(C)   4

(D)   not given

Picture 2

Some algebra and geometry questions will have an on-screen calculator and an on-screen formula reference sheet that you can use to answer the questions.

9/34	Kenneth Dukes		Stop Test

The surface area of a right prism is 250 cm². The area of its square base is 25 cm². What is the height of the prism?

A. 10 cm

B. 20 cm

C. 8 cm

D. 15 cm

Calculator buttons: C, y^n, x!, ←, √, (,), ÷, 7, 8, 9, ×, 4, 5, 6, −, 1, 2, 3, +, 0, ., ±, =

Rectangular Prism	$S.A. = 2(lw + wh + hl)$
Right Prism	$S.A. = Ph + 2B$
Cylinder	$2\pi r^2 + 2\pi rh$ $V = \pi r^2 h$
Cone	$S.A. = \pi rl + \pi r^2$ $V = \frac{1}{3}\pi r^2 h$
Pyramid	$S.A. = \frac{pl}{2} + B$ $V = \frac{1}{3}Bh$
Sphere	$S.A. = 4\pi r^2$ $V = \frac{4}{3}\pi r^3$

You can click or tap the calculator buttons, or press the keys on the keyboard to use the calculator. Use the scrollbar on the formula reference sheet to move up and down within it.

Picture 3

If you are using audio while taking the test, there will be controls in the upper part of the screen that you can use to pause, resume, or replay the audio for the current question.

You do *not* have to wait for the audio to finish before answering a question; you can enter your answer at any time.

Use the **Play** button to pause the audio. The audio for a question will repeat itself unless you pause it.

1	Stop Test

Play 🔊

$$5 - 2 = \_\_\_$$

Ⓐ   2

Ⓑ   3

Ⓒ   4

Ⓓ   not given

Play 🔊

Pause ◀

Picture 4

Each possible answer has a letter next to it (**A, B, C,** or **D**).

To answer with the *keyboard,* press the letter that matches the letter of your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.

Keyboard

To answer with the *mouse,* click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.
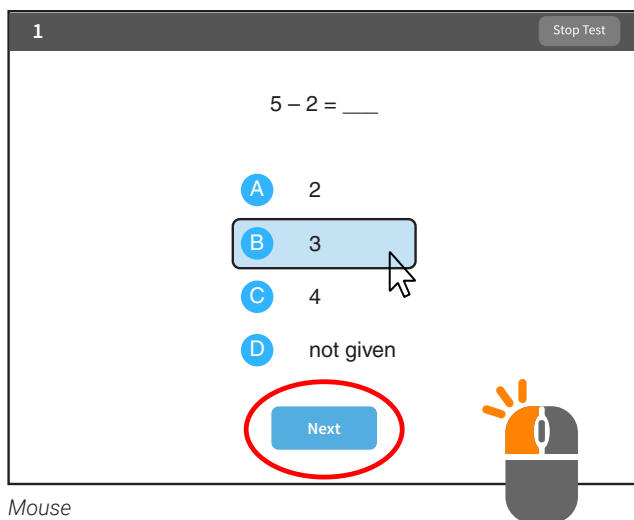
Mouse

To answer on a *tablet,* tap your answer choice. Then, enter your answer choice by tapping **Next**.
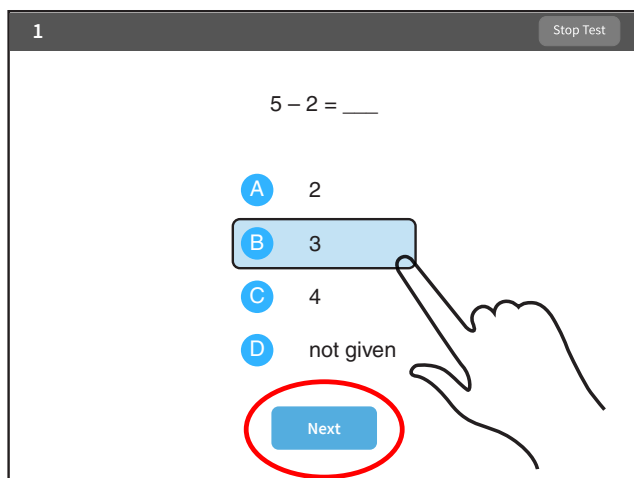
Tablet

Picture 5

When you choose an answer, you'll see a blue highlight around your choice. This shows the answer you chose. It does *not* mean that you have selected the correct answer.

1	Stop Test

$$5 - 2 = \underline{\quad}$$

A   2

B   3

C   4

D   not given

Next

Picture 6

A clock in the top part of the screen means that time is almost up for this question. Choose your answer quickly.

Picture 7

If you see this message during the practice, raise your hand and ask the teacher or test monitor for help.

Practice Complete

The practice is over.
Please ask the monitor to help you the next time you practice.

OK

Day of Testing

- ☐ Make sure you have the correct monitor password if it is required.
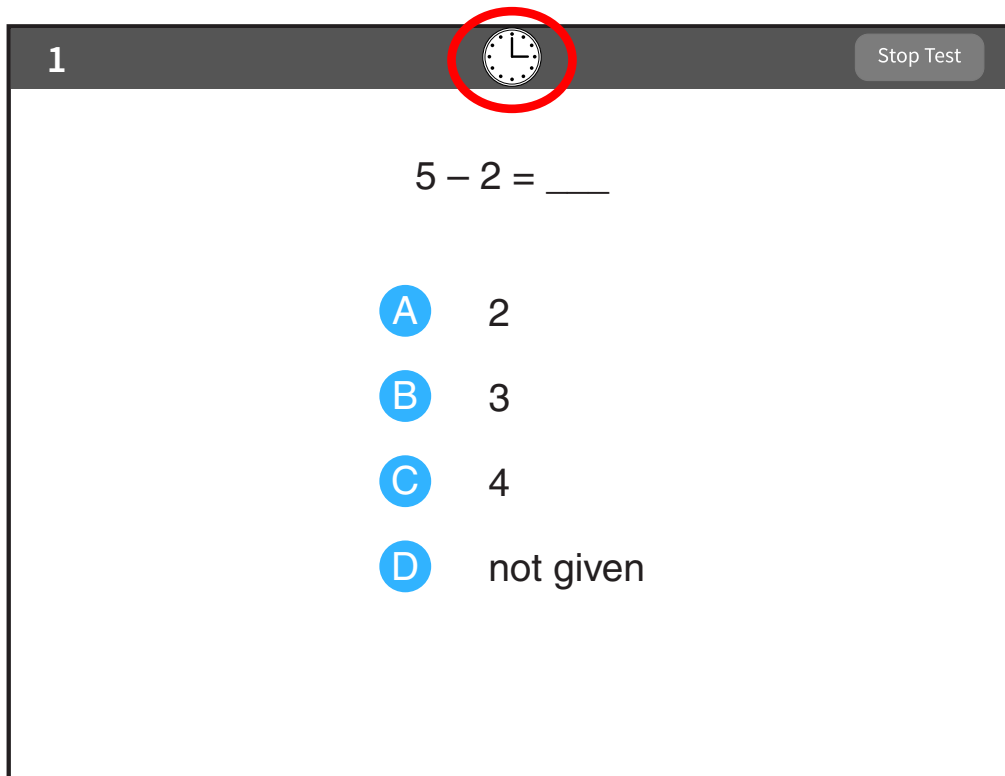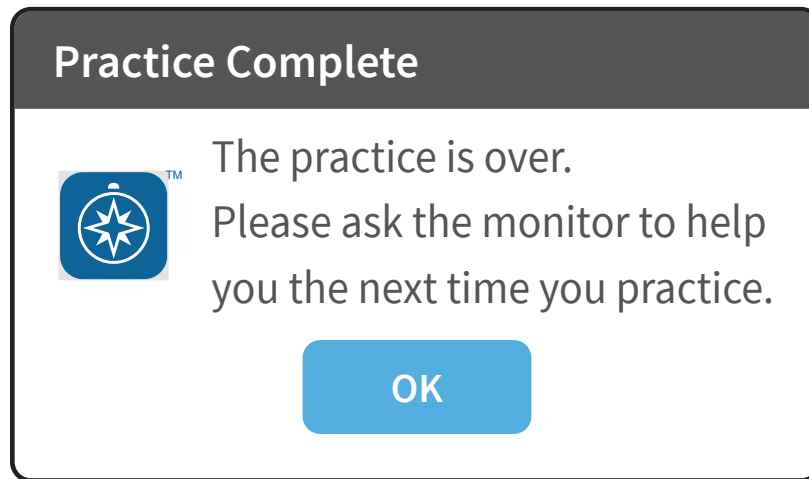- ☐ Use the Familiarizing Students sections (starting on page 6) to familiarize students with what a Star test looks like. The Before Testing—Student Materials sections can be used to make handouts or to project for students to help them more clearly understand the test format. The text included in the Familiarizing Students sections are a guide to use with students as you discuss the pictures.
- ☐ Remind students to bring a book to read silently at their seat after they are finished testing to minimize distractions for those who are still testing.
- ☐ On the computers or tablets used for testing, start the browser and go to the Renaissance Place address (URL). On the Welcome page, select **I'm a Student**.
- ☐ We recommend enabling "full screen" mode on your browser to ensure no scrolling is required. Browsers with customizations (bookmark tabs, extensions, etc.) and low-resolution screen settings result in a smaller available space which could result in needing to scroll to see the **Next** button during testing.
- ☐ Provide a break prior to testing. Students should use the restroom and get a drink of water during this time.

How Students Log In

1. Start the web browser and go to the Renaissance Place address (URL).

2. On the Login page, select **I'm a Student**.

3. The student enters his or her user name and password, and then selects **Log In**.
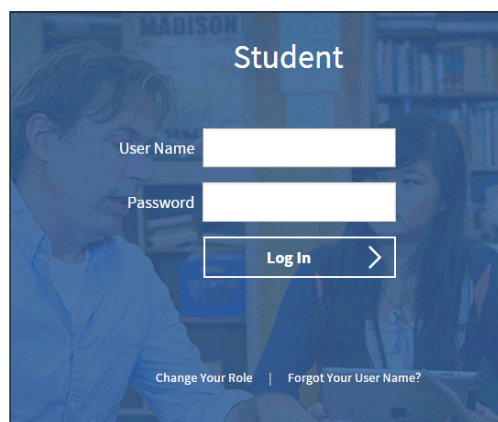
Pausing or Stopping a Test

If a student needs to leave the room unexpectedly while taking a test, you can stop a test by selecting **Stop Test** in the upper-right corner of the screen. A prompt will ask if you want to resume the test later, stop the test, or cancel the action. A student has eight days to resume a test at the point where he or she left off (the student will see a different item, however). Keep in mind that pausing or stopping a test is a nonstandard administration; use this option only when absolutely necessary. See "Help Links" on page 40 for more information.

Test Directions for Students

If you are using a seating chart, make sure all the students are seated correctly. Read aloud, word for word, the material printed in bold type. You may repeat the directions as needed. Text in italic font is information meant for you and should not be read to students.

Today you will take a test called Star. 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.

Don't worry if someone finishes the test before you because every test is different.

Be sure to look at all of 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 a 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.**

Remember that once you have selected your answer, you will need to select 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.

Pause for questions.

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 says time is up for that question. The next question will appear in a few seconds.

Pause for questions.

You will see a message that tells you when you have finished the test. Select OK and remain quiet at your seat. You may read your book silently, but you may not continue to use the computer for other activities.

Pause to answer any questions students may have. Be sure all students know their user names and passwords before moving to the steps for logging in to the test (see page 2).
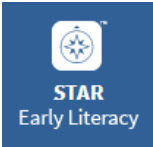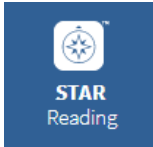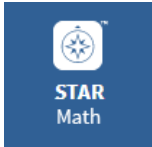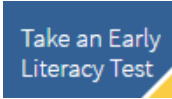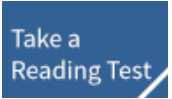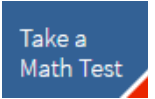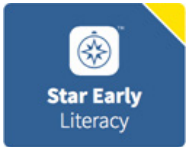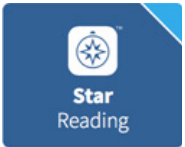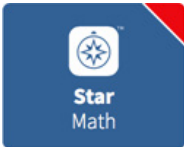
Instruct students to pause and wait for instructions after each step in the login process to ensure no one rushes ahead.

Enter your user name and password and select Log In.

When all students are logged in, continue.
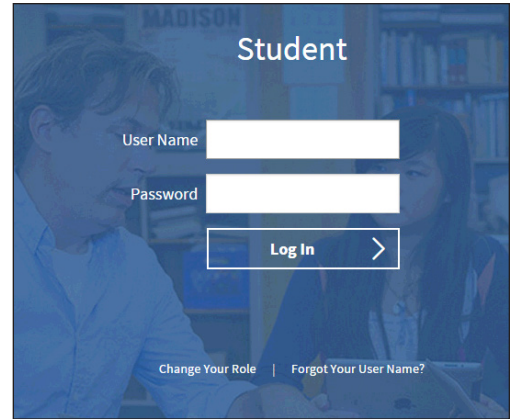
Read the instructions that correspond to the tiles you can see on the students' Home page.

Say...	*Star Early Literacy tile*	*Star Reading tile*	*Star Math tile*
Select the...	...Star Early Literacy tile.	...Star Reading tile.	...Star Math tile.
Select the...	...Take an Early Literacy Test tile (the one with the yellow corner).	...Take a Reading Test tile (the one with the blue corner).	...Take a Math Test tile (the one with the red corner).
Select the...	...Star Early Literacy tile (the one with the yellow corner).	...Star Reading tile (the one with the light blue corner).	...Star Math tile (the one with the red corner).

Check that your name is at the top of the screen. If you see a different name, raise your hand.

*If the student is not logged in correctly, select **Cancel**, and the student will return to the Login page. Verify that student is entering the correct user name and password and selecting the correct assessment.*

When all students are ready to begin, continue.

If you have any questions about this test, please ask them now. You can ask for help before you start the test. Once the test starts, I will not be able to help you with any questions or tell you if you have picked the right answer. Remember to stay in your seat when you have completed your test. If there is something you need, raise your hand and I will come to help you. Do not talk to anyone while others are still taking the test.

Are there any questions?

Enter the monitor password, if it is required (see the "Additional Guidance" section for the type of test you are giving, page 3).

You may select Start and begin. Do your best!

The test administrator should remain in the room during the entire test session and monitor students while testing. The testing session is ended when all students have completed the assessment. Check all testing devices to ensure all students have completed the test and screens have returned to the Login page.

Test Flow Diagrams

Star Early Literacy

Open Renaissance Place in a web browser.

↓

Select **I'm a Student.**

↓

Enter the student's user name and password.

↓

Select **Log In.**

↓

Select **Star Early Literacy** *or* **Take an Early Literacy Test.**

↓

Is the student enrolled in more than one class that is using Star Early Literacy? — **Yes** → Select a class. → Select **Next.**

No ↓

Is the Password Requirement Preference set to require a monitor password? — **Yes** → Enter the monitor password. → Select **Start.**

No ↓

Is the Demo Video Preference set to show the demonstration video? — **Yes** → Student watches the video.

No ↓

Is the Hands-On Practice Preference set to require the student to pass a practice? — **Yes** → Student answers practice questions.

No ↓

Did the student pass the practice? — **No** → Test ends; student selects **OK** and notifies teacher/monitor.

If a student cannot pass the practice, see "The Importance of the Star Practice Questions" on page 4.

Yes ↓

Test begins; student answers test questions 1–27.

↓

Test ends, student selects **OK.**

Star Reading

Open Renaissance Place in a web browser.

Select **I'm a Student.**

Enter the student's user name and password.

Select **Log In.**

Select **Star Reading**
or **Take a Reading Test.**

Is the student enrolled in more than one class that is using Star Reading? — **Yes** → Select a class.

Select **Next.**

No

Is the Password Requirement Preference set to require a monitor password? — **Yes** → Enter the monitor password.

Select **Start.**

No

Has the student taken a Star Reading test in the past 180 days? — **Yes** →

No

Student answers practice questions.

Did the student pass the practice? — **Yes** → Test begins; student answers test questions 1–34.

No

Test ends, student selects **OK.**

Test ends; student selects **OK** and notifies teacher/monitor.

If a student cannot pass the practice, see "The Importance of the Star Practice Questions" on page 4.

Star Math

Open Renaissance Place in a web browser.

Select **I'm a Student.**

Enter the student's user name and password.

Select **Log In.**

Select **Star Math**
or **Take a Math Test.**

Is the student enrolled in more than one class that is using Star Math? — **Yes** → Select a class.

Select **Next.**

No

Is the Password Requirement Preference set to require a monitor password? — **Yes** → Enter the monitor password.

Select **Start.**

No

Has the student taken a Star Math test in the past 180 days? — **Yes** →

No

Student answers practice questions.

Did the student pass the practice? — **Yes** → Test begins; student answers test questions 1–34.

No

Test ends, student selects **OK.**

Test ends; student selects **OK** and notifies teacher/monitor.

If a student cannot pass the practice, see "The Importance of the Star Practice Questions" on page 4.
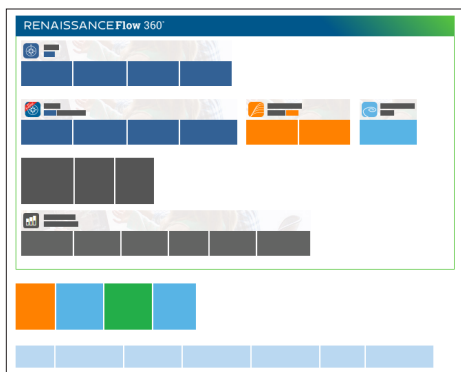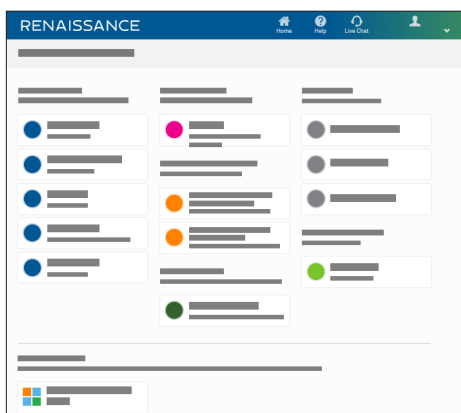
Help Links

Renaissance software is transitioning to a new platform. As a result, the hyperlinks to the help topics referenced in this manual will differ based on which platform you are using. (Please note that all users will be moving to the new platform.)

If your Renaissance Home page looks like this:

Use these links

▶ **Star Early Literacy Preferences:** https://help.renaissance.com/SEL/1111

Demo Video Preference: https://help.renaissance.com/SEL/8888

Extended Question Time Limit Preference: https://help.renaissance.com/SEL/4444

Hands-On Practice Preference: https://help.renaissance.com/SEL/9999

Monitor Password Preference: https://help.renaissance.com/SEL/3333

Stopping a Star Early Literacy Test: https://help.renaissance.com/SEL/Test_Stop

▶ **Star Reading Preferences:** https://help.renaissance.com/SR/1111

Extended Question Time Limit Preference: https://help.renaissance.com/SR/4444

Monitor Password Preference: https://help.renaissance.com/SR/3333

Stopping a Star Reading Test: https://help.renaissance.com/SR/Stopping_a_Test

▶ **Star Math Preferences:** https://help.renaissance.com/SM/1111

Extended Question Time Limit Preference: https://help.renaissance.com/SM/4444

Monitor Password Preference: https://help.renaissance.com/SM/3333

Stopping a Star Math Test: https://help.renaissance.com/SM/Stopping_a_Test

If your Renaissance Home page looks like this:

Use these links

▶ **Star Early Literacy Preferences:** n/a *(preferences are shared among Star programs)*

Demo Video Preference: https://help2.renaissance.com/prefs/21012

Extended Question Time Limit Preference: https://help2.renaissance.com/prefs/21023

Hands-On Practice Preference: https://help2.renaissance.com/prefs/21014

Monitor Password Preference: https://help2.renaissance.com/prefs/21017

Star Assessments Dates and Times Preference: https://help2.renaissance.com/prefs/21035

Stopping a Star Early Literacy Test: https://help2.renaissance.com/SEL/Test_Stop

▶ **Star Reading Preferences:** n/a *(preferences are shared among Star programs)*

Extended Question Time Limit Preference: https://help2.renaissance.com/prefs/21023

Monitor Password Preference: https://help2.renaissance.com/prefs/21017

Star Assessments Dates and Times Preference: https://help2.renaissance.com/prefs/21035

Stopping a Star Reading Test: https://help2.renaissance.com/SR/Stopping_a_Test

▶ **Star Math Preferences:** n/a *(preferences are shared among Star programs)*

Extended Question Time Limit Preference: https://help2.renaissance.com/prefs/21023

Monitor Password Preference: https://help2.renaissance.com/prefs/21017

Star Assessments Dates and Times Preference: https://help2.renaissance.com/prefs/21035

Stopping a Star Math Test: https://help2.renaissance.com/SM/Stopping_a_Test

About Renaissance

So that all students can achieve their full potentials, Renaissance® amplifies the effectiveness of classroom teachers—transforming data into smart solutions for better learning outcomes. Using 30+ years of data analysis about how students learn, Renaissance gives teachers the insights, tools, and confidence to move forward with their classroom strategies. Renaissance believes that successful student learning is most likely when fully engaged classroom teachers are supported by educational technology that delivers tight learning feedback loops: between teachers and students, between assessment of skills mastery and the resources to spur progress, and between each student's current skills and future academic growth.

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