

## Test Administration Procedure

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 Reading. It is a reading test that has fill-in-the-blank and short-answer questions. There are 34 questions on the test. Don't worry if someone finishes the test before you because every test is different.**

**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.**

**Be sure to read each question and 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.**

**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.**

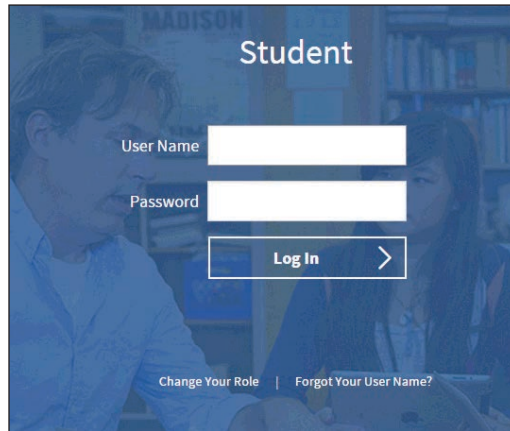
*Pause for questions.*

**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.*

*Instruct students to pause and wait for instructions after each step in the login process to ensure no one rushes ahead.*

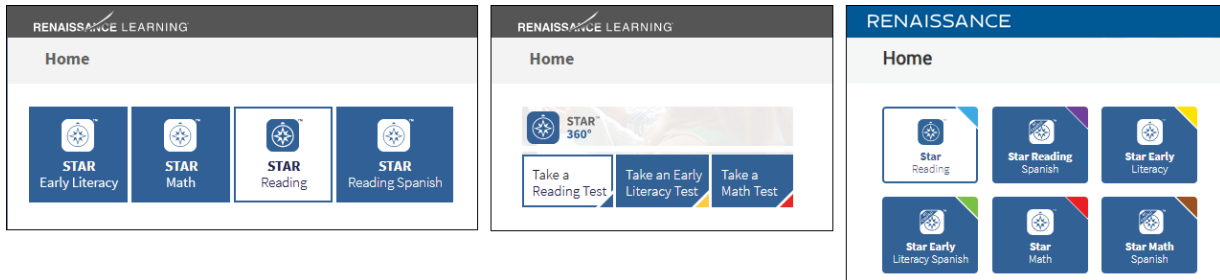
Enter your user name and password and select **Log In**.



The image shows a student login interface. At the top, the word "Student" is displayed. Below it are two input fields: "User Name" and "Password". A "Log In" button with a right-pointing arrow is positioned below the password field. At the bottom, there are two links: "Change Your Role" and "Forgot Your User Name?". The background is a blurred image of students in a classroom.

When all students are logged in, continue.

Select **Star Reading** or **Take a Reading Test** on the Renaissance Place Home page.



Check that your name is at the top of the screen and that the test you are taking is Star Reading. If you see a different name or test, 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.

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.