Renaissance

FAST K–2
Renaissance Star Assessments Administration Manual

Instructions for administering FAST K–2 Star Early Literacy, Star Reading, and Star Math Assessments

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Contents

Foreword 1

Introduction 1

- About Star Assessments 1
- Computer-Adaptive Test and Scaled Score 2
- Software Requirements 2
- Test Security Overview 2
- Student Accommodations 2
- Interpreting Star Data 3
- Contact for Support 3

Preparing for Testing: All Star Assessments 3

- Additional Guidance for Star Early Literacy 4
- Additional Guidance for Star Reading 4
- Additional Guidance for Star Math 4
- Day of Testing 5
- Identify Students' User Names and Passwords 5
- How Students Log In 6
- Pausing or Stopping a Test 6

Test Directions for Students 6

- The Importance of the Star Practice Questions 9

Familiarizing Students with Star Early Literacy 10

Student Images 13

Test Flow: Star Early Literacy for FAST Assessments 23

Familiarizing Students with Star Reading 24

Student Images 27

Test Flow: Star Reading for FAST Assessments 36

Familiarizing Students with Star Math 37

Test Flow: Star Math for FAST Assessments 50

Help Links 51

- Star Preferences (used by all Star programs) 51
- Star Early Literacy Preferences 51
- Star Math Preferences 51

Stopping Star Tests 51

Appendix A: Mobile Devices and Audio for Star 52

Appendix B: Accommodations and Accessibility in Star Reading 53

- Setting the Accommodations Preference 53
- Previous Sections of the Manual 53
- Prior to Testing 53
- Day of Testing 54
- Test Administration Procedure 55
- Pausing, Stopping, and Resuming a Star Reading Test 57
  - Pausing or Stopping a Test 57
  - Resuming a Test 59
- Logging In Students 59
  - Identify Students' User Names and Passwords 59
  - How Students Log In 59
- Test Format Overview 60
  - Practice Questions and Failed Practices 60
- Teacher Notes for Student Images 61
- The Accommodations Toolbar 73

Appendix C: Accommodations and Accessibility in Star Math 78

- Setting the Accommodations Preference 78
- Previous Sections of the Manual 78
- Prior to Testing 78
- Day of Testing 79
- Test Administration Procedure 80
- Pausing, Stopping, and Resuming a Star Math Test 82
  - Pausing or Stopping a Test 82
  - Resuming a Test 83
- Logging In Students 84
  - Identify Students' User Names and Passwords 84
  - How Students Log In 84
- Test Format Overview 85
  - Practice Questions and Failed Practices 85
- Teacher Notes for Student Images 86
- The Accommodations Toolbar 99

Appendix D: Time Limits 106

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Foreword

This manual is to be used by test administrators, school assessment coordinators, and district assessment coordinators who will administer or oversee the administration of the Florida Assessment of Student Thinking (FAST) Star Early Literacy, Star Reading, and Star Math to students in Kindergarten through Grade 2. Schools must follow district or charter school guidance for scheduling and any other local requirements.

In addition to reading this manual carefully, ensure you access these other Florida-specific resources, available on the FL FAST Portal at https://flfast.org/testing-resources-K2-tech-coord.html:

- 2023–2024 K–2 Progress Monitoring Statewide Assessments Accommodations Guide
- FAST K–2 Guidance for Transitioning from Star Early Literacy to Star Reading
- K–2 FAST Paper-Based Star Assessments User Guide

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. When using Star Reading for progress monitoring, the test consists of 25 items; the Enterprise version of the test consists of 34 items. Both versions generally take fewer than 30 minutes for the student to complete the assessment.
- Star Math tests are designed for students in grades K–12. When using Star Math for progress monitoring, the test consists of 24 items; the Enterprise version of the consists of 34 items. Both versions take approximately 20 minutes for the student to complete the assessment.

Note: The Enterprise version of Star Reading and Star Math are used for FAST progress monitoring within the statewide window.

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Computer-Adaptive Test and Scaled Score

A computer-adaptive test creates a virtually unlimited number of test forms as it dynamically interacts with the student taking the test. A scaled score (SS) is the student's score on the assessment. It is used to report performance for all students on a consistent scale. To make the results of all tests comparable, it is necessary to convert all results of the tests to scores on a common scale. The Star Early Literacy scale ranges from 300–900. The Star Reading and Star Math scales range from 0–1400.

Student scores can also be shown on the Unified Scale, which is a single scale that can be used to report scores for both Star Early Literacy and Star Reading (as well as Star Math), thus facilitating comparison of the achievement of children taking these two different tests. The Unified Scale score ranges from 0 to approximately 1400; Star Early Literacy scores range from 200–1100 and Star Reading and Star Math range from 600–1400.

Software Requirements

For the most current system requirements for Star assessments and other Renaissance software, please visit https://www.renaissance.com/system-requirements/.

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.

Student Accommodations

The Star assessments are suitable for students with disabilities and English Language Learners. For information about accommodations, please see the *2023–2024 K–2 Progress Monitoring Statewide Assessments Accommodations Guide* at https://flfast.org/resources/accommodations/2023-2024-k-2-progress-monitoring-statewide-assessments-accommodations-guide.

For specific information about taking Star Math or Star Reading with special accommodations/accessibility options, please refer to "Appendix B: Accommodations and Accessibility in Star Reading" on page 53 and "Appendix C: Accommodations and Accessibility in Star Math" on page 78.

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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://docs.renaissance.com/R61186.

Contact for Support

For assistance, call (800) 338-4204.

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 5). 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.

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

  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

  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 51).

- ☐ 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 51).

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 51).

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 37).
- ☐ 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.
- ☐ Show students how to pause the audio (see page 38).

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- ☐ Make sure you have provided enough scratch 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 scratch 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 51).

Day of Testing

- ☐ Make sure you have the correct monitor password if it is required.
- ☐ Use the Familiarizing Students sections (starting on page 10) to familiarize students with what a Star test looks like. The 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 rest room and get a drink of water during this time.

Identify Students’ User Names and Passwords

For the latest instructions on creating and printing a Student Password Report, visit https://star-help.renaissance.com/hc/en-us/articles/11944541312667.

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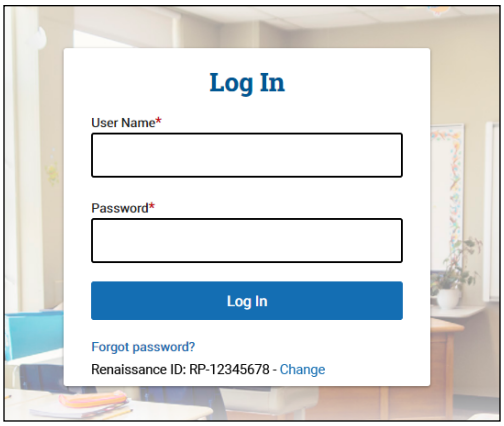
How Students Log In

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 (192 hours) from the initial starting date and time of a test to resume the test at the point where they 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 "Stopping Star Tests" on page 51 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 the "Read Out Loud" sections. You may repeat the directions as needed. Text in *italic font* is information meant for you and should not be read to students.

Read Out Loud

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.

Read Out Loud (for Star Math Tests ONLY)

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

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.

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Read Out Loud

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.

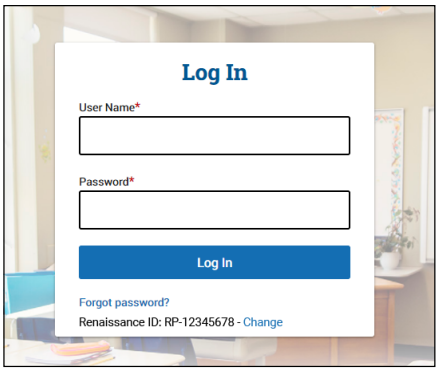
You will see a message that tells you when you have finished the test. Select **OK** and remain quiet at your seat. You may read your book silently, but you may not continue to use the computer for other activities.

You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. If you have any devices with you right now, such as a phone, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s). Be sure all students know their user names and passwords before moving to the steps for logging in to the test (see page 5).

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.

	Star Early Literacy tile	*Star Reading tile*	*Star Math tile*
Say...			
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).

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Read Out Loud

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, beginning on page 4).

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.

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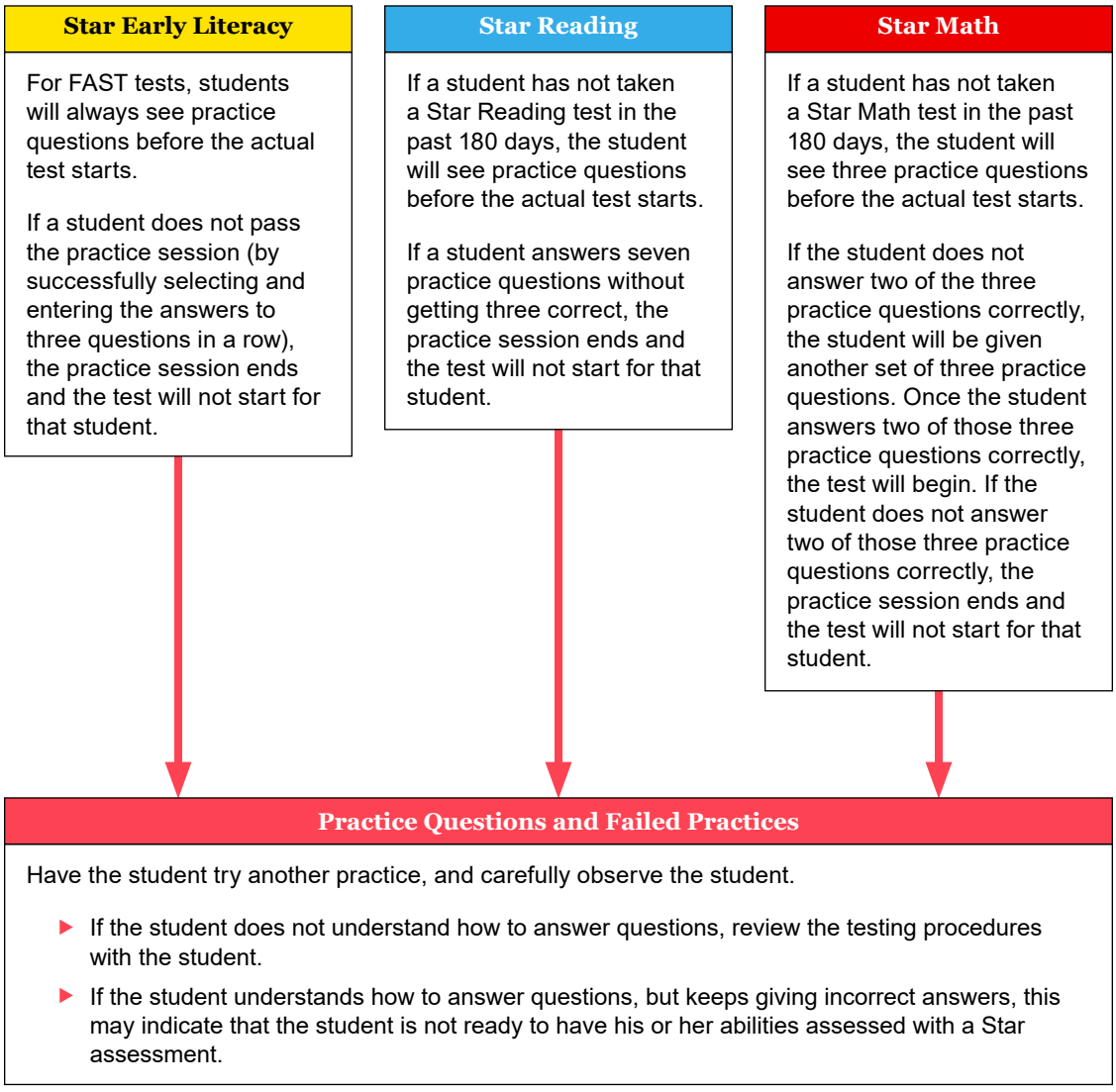
The Importance of the Star Practice Questions

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 4).
- For Star Reading, if a student cannot pass the practice session, the student should be tested with Star Early Literacy.



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Familiarizing Students with Star Early Literacy

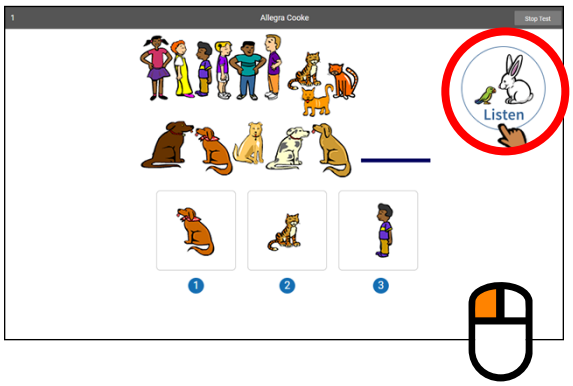
Before administering a Star Early Literacy assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student images start on page 14.

Pictures 1a–c

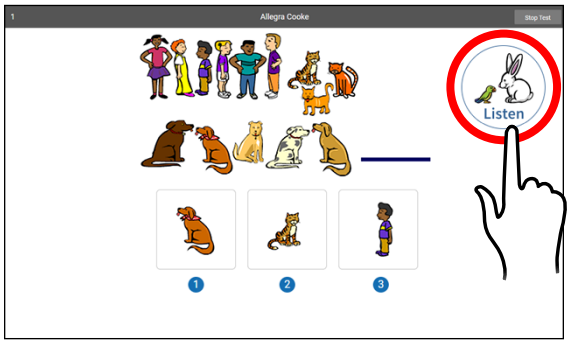
Read Out Loud

This is what the test questions look like. Listen to the question as it is read to you out loud. The question will be read out loud again in about ten seconds, but if you want to hear it again right away:

For students using a mouse, show picture 1a:
Click **Listen**.



For students using a tablet, show picture 1b:
Tap **Listen**.



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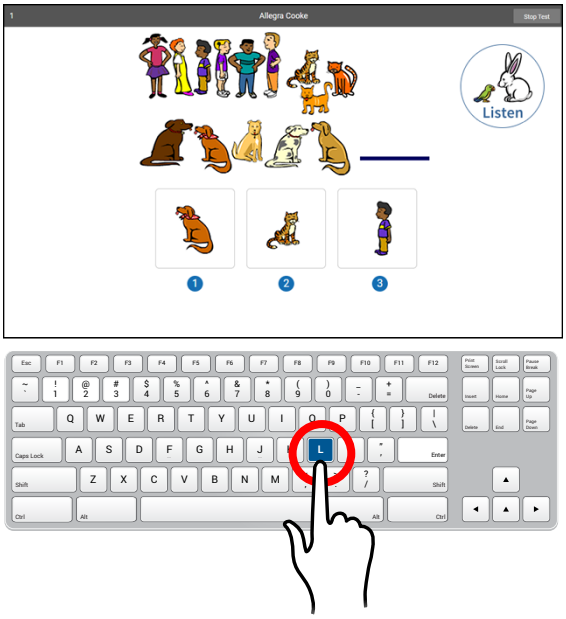
For students using a keyboard show picture 1c: Press the **L** key.



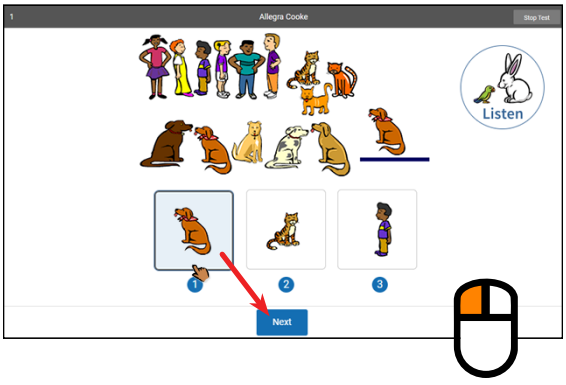
Pictures 2a–c

Read Out Loud

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.

For students using a mouse, show picture 2a: 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.



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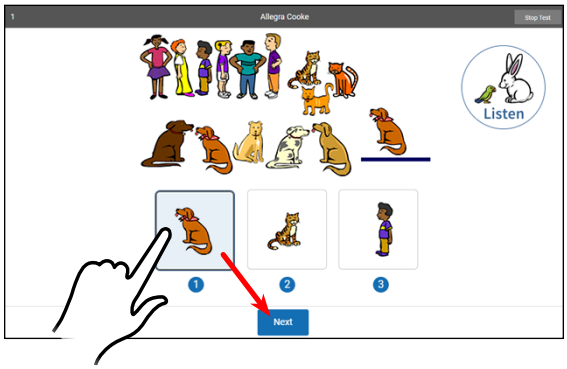
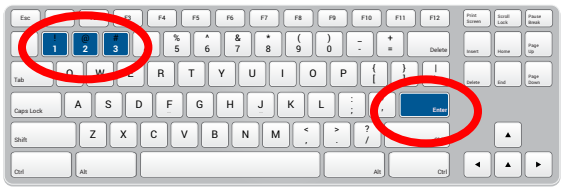
For students using a tablet, show image 2b: Tap your answer choice. A box appears around the answer you have chosen; this does *not* mean you have chosen the correct answer.



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.

For students using a keyboard, show image 2c: 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.

Picture 3

Read Out Loud

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.

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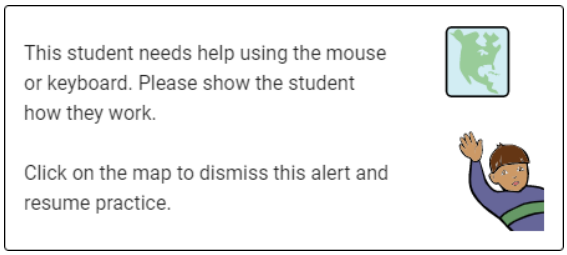
Picture 4

Read Out Loud

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.

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

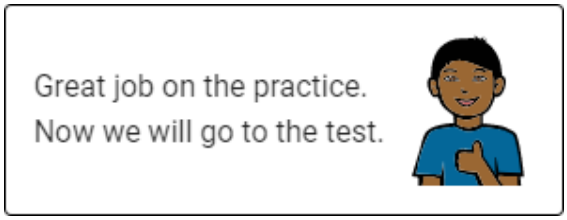


Picture 5

Read Out Loud

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



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!

Student Images

Use the images on the following pages to make handouts or projections—you can use them to explain to student how to select and enter answers for Star Early Literacy questions.

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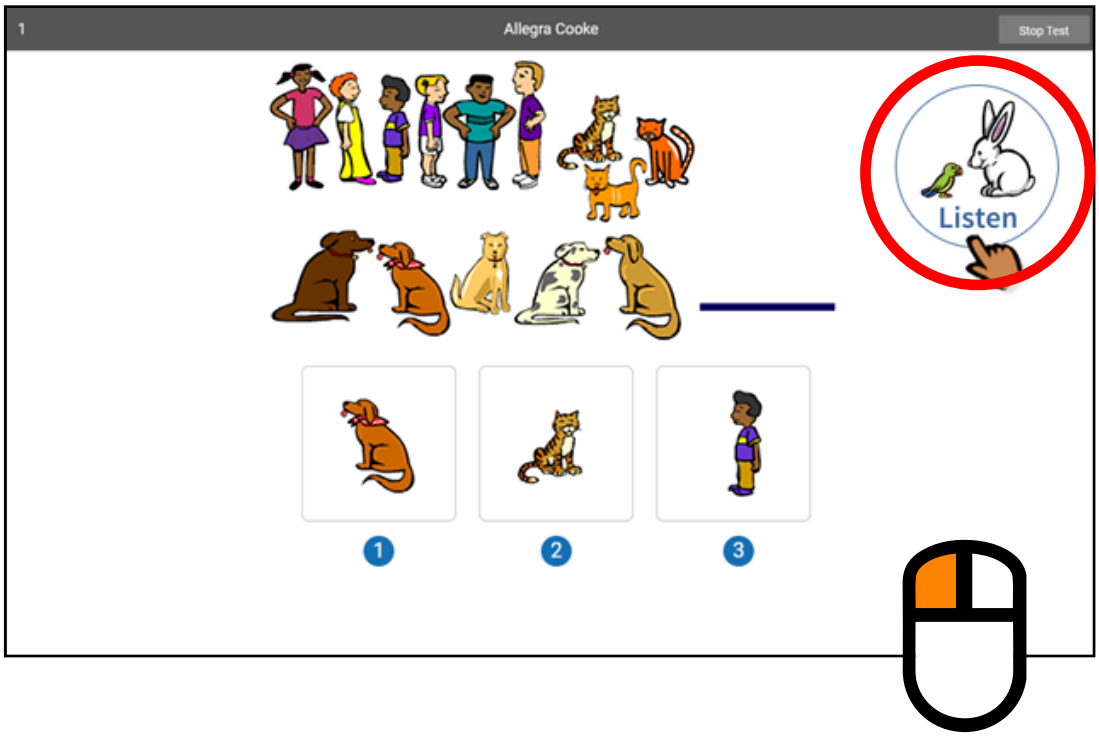
Picture 1a

This is what the test questions look like. Listen to the question as it is read to you out loud. The question will be read out loud again in about ten seconds, but if you want to hear it again right away, click **Listen**.



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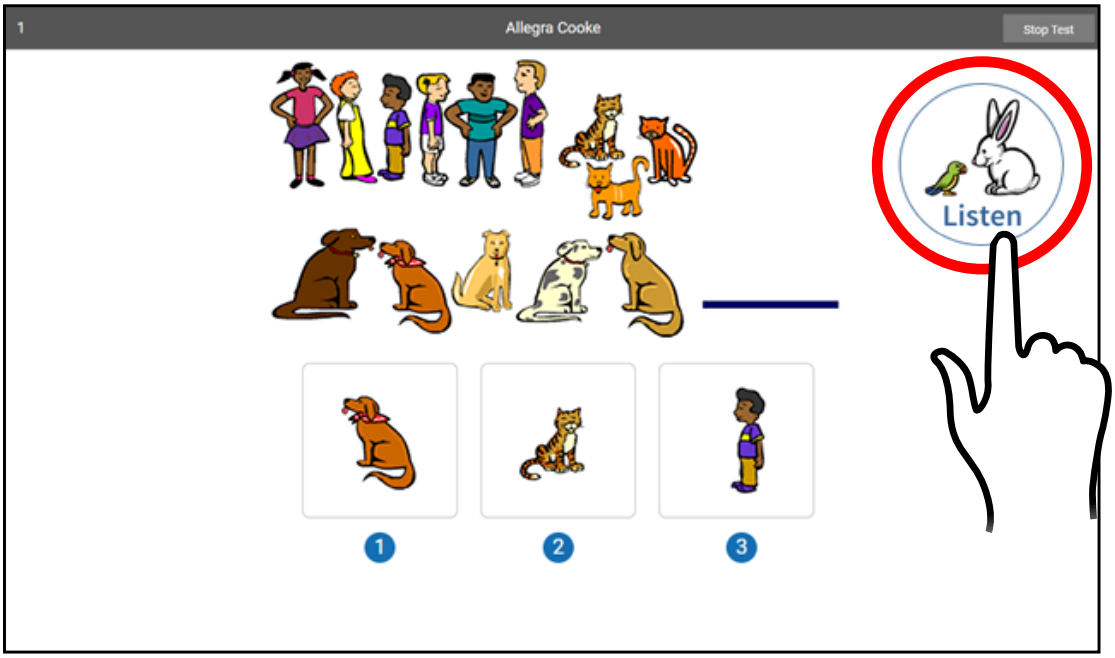
Picture 1b

This is what the test questions look like. Listen to the question as it is read to you out loud. The question will be read out loud again in about ten seconds, but if you want to hear it again right away, tap **Listen**.



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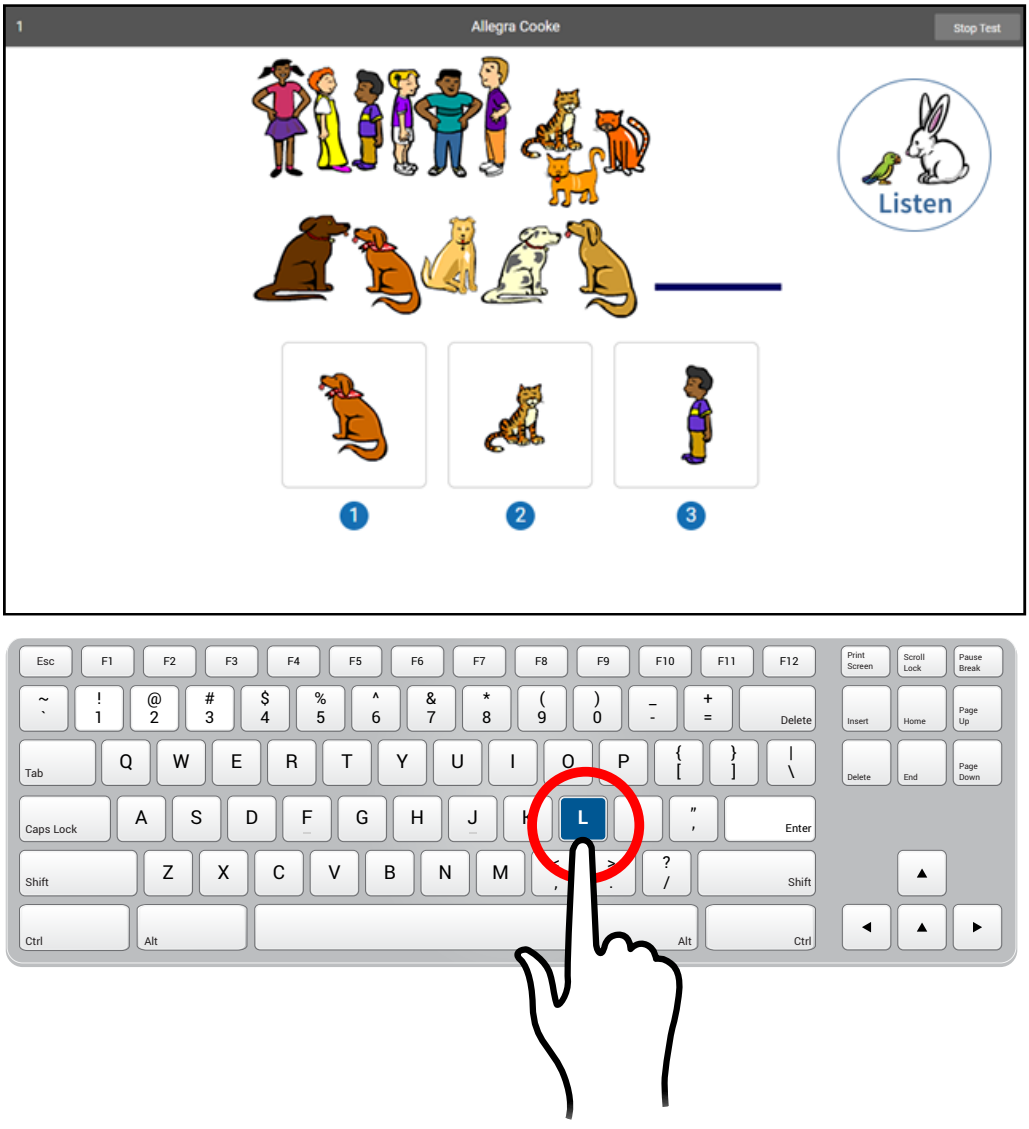
Picture 1c

This is what the test questions look like. Listen to the question as it is read to you out loud. The question will be read out loud again in about ten seconds, but if you want to hear it again right away, press the **L** key.



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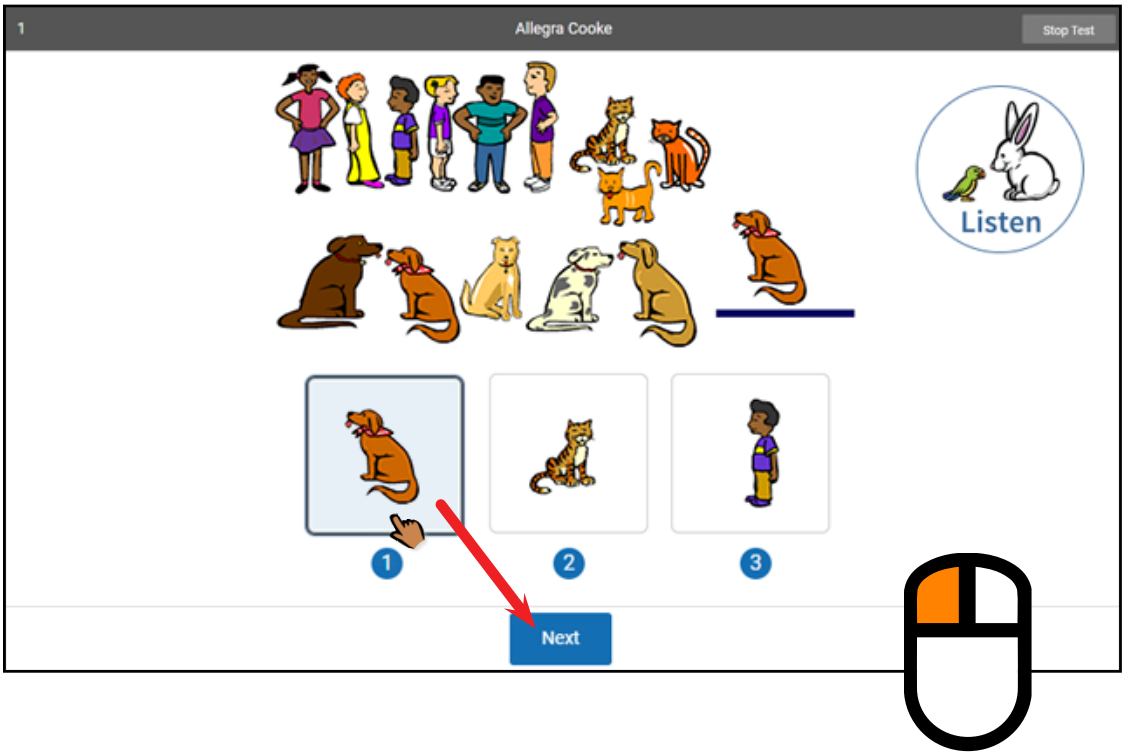
Picture 2a

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.



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.

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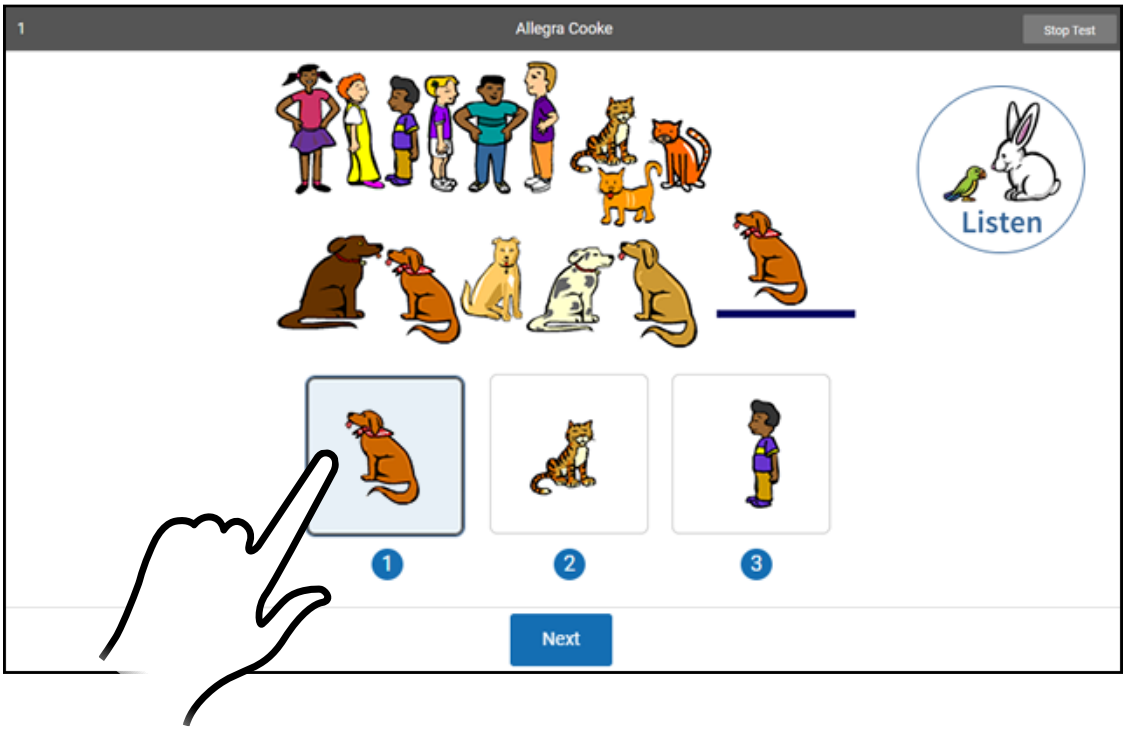
Picture 2b

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.



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.

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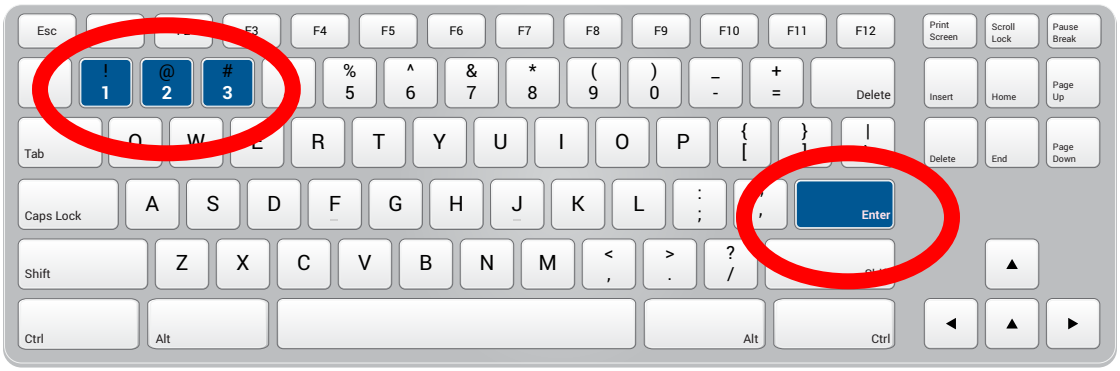
Picture 2c

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.



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.

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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.

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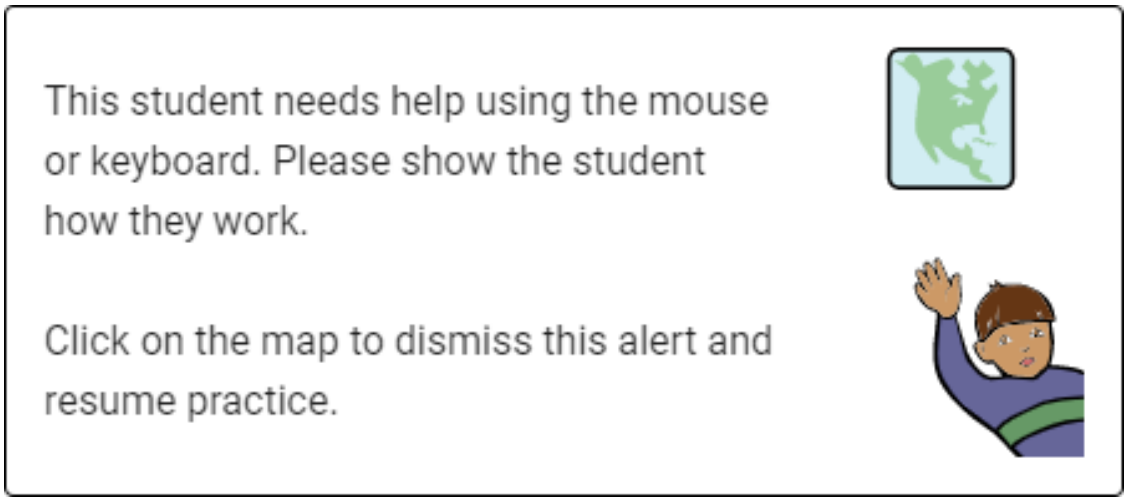
Picture 4

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.



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

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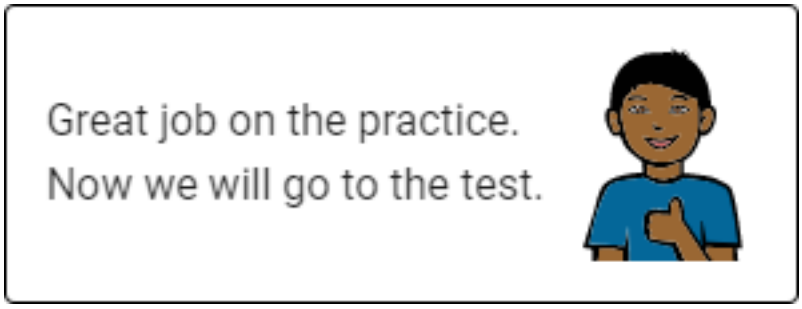
Picture 5

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

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Test Flow: Star Early Literacy for FAST Assessments

There are a number of preference settings and conditions that may affect a student's testing experience. This section will help you navigate the process depending on the different variables.

Step 1: The student opens Renaissance in a web browser.

Step 2: The student selects **I'm a student**.

Step 3: The student enters their name and password and selects **Log In**.

Step 4: The student selects the **Star Early Literacy** tile on the Home page.

Step 5: Is the student asked if they are taking the Star Early Literacy test inside the school? (see https://star-help.renaissance.com/hc/en-us/articles/11945235255195)

Yes: The student selects **No**, **Yes**, or **Skip**; go on to step 6.

No: Go on to step 6.

Step 6: Is the student enrolled in more than one class that is using Star Early Literacy?

Yes: The student selects one of the classes they are enrolled in, then selects **Next**; go on to step 7.

No: Go on to step 7.

Step 7: Has the Password Requirement Preference been set to require a monitor password? (see https://star-help.renaissance.com/hc/en-us/articles/11237029911451)

Yes: The teacher or test monitor enters the monitor password and selects **Start**; go on to step 8.

No: Go on to step 8.

Step 8: Is the Demonstration Video Preference set to show the demonstration video? (see https://star-help.renaissance.com/hc/en-us/articles/11236930494491)

Yes: The student watches the video; go on to step 9.

No: Go on to step 9.

Step 9: Is the Hands-On Practice Preference set to require a student to pass a hands-on practice? (see https://star-help.renaissance.com/hc/en-us/articles/11236956827035)

Yes: The student answers the hands-on practice questions; go on to step 9a.

No: Go on to step 10.

Step 9a: Did the student pass the hands-on practice?

Yes: Go on to step 10.

No: The test will **not** begin; the student is automatically logged out. See "Practice Questions and Failed Practices" on page 60.

Step 10: The test begins, the student answers questions 1–27.

Step 11: The test ends, and the student is automatically logged out.

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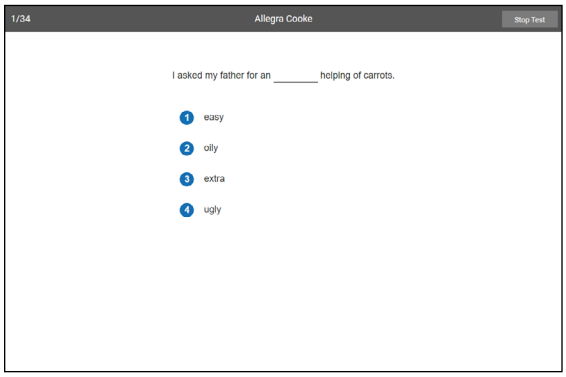
Familiarizing Students with Star Reading

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 images start on page 28.

Picture 1

Read Out Loud

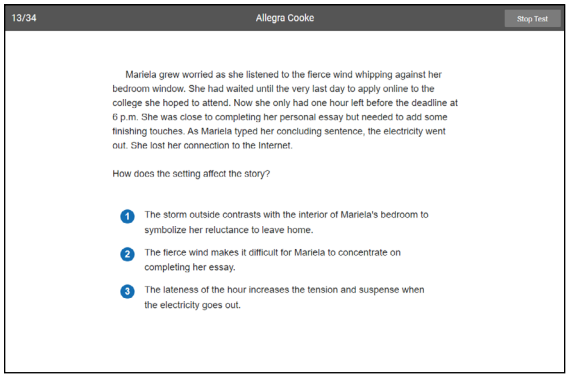
Fill-in-the-blank questions have a sentence with a word missing. There will be a list of three or four words that could fit in the blank. Your job is to choose the word that best completes the sentence.



Picture 2

Read Out Loud

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.



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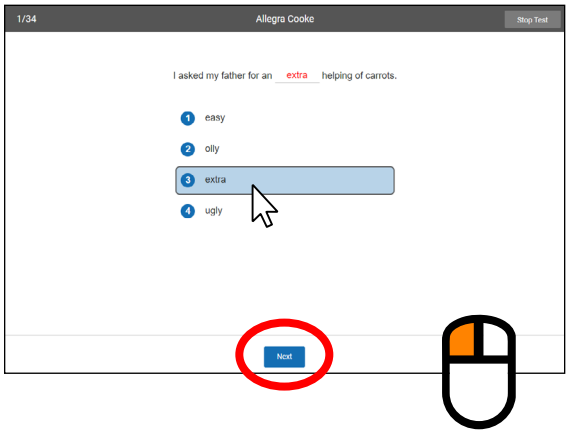
Pictures 3a–c

Read Out Loud

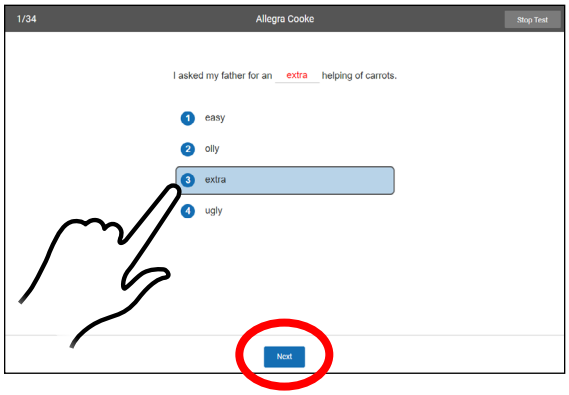
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice *before* you enter it.

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

For students using the mouse, show picture 3a: Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.



For students using a tablet, show image 3b: Tap your answer choice. Then, enter your answer choice by tapping **Next**.



For students using a keyboard, show image 3c: Press the number that matches your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.

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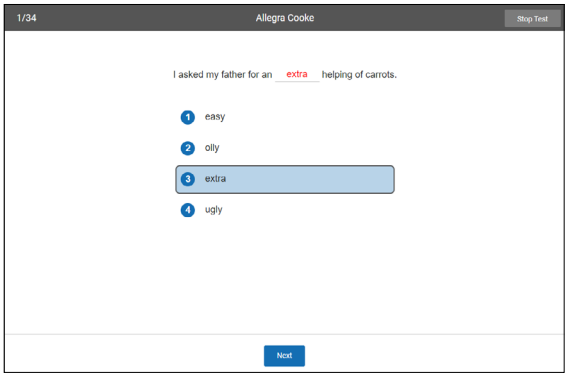
Picture 4

Read Out Loud

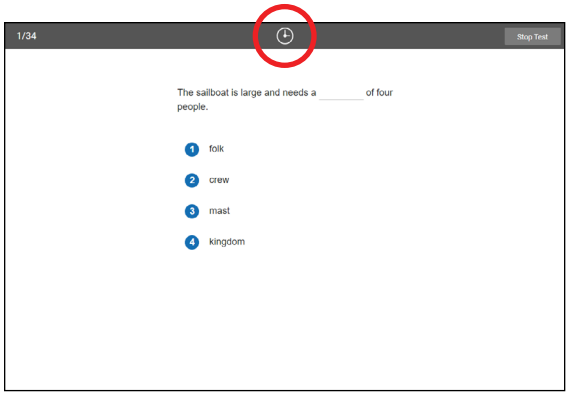


When you choose an answer, a blue highlight will appear around it (as shown). This only shows you which answer you selected. It does *not* mean that you selected the correct answer. For fill-in-the-blank questions, the program also puts the word you picked in the blank so you can see how it fits in the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

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

Picture 5

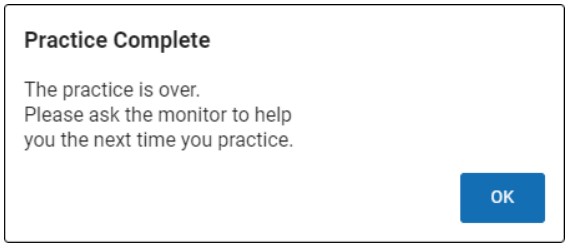
Read Out Loud



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.

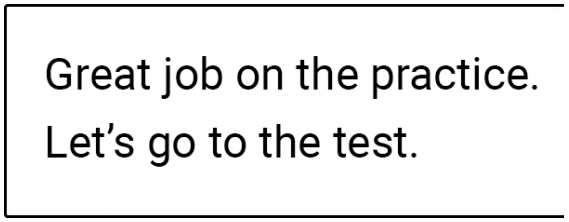
Picture 6

Read Out Loud



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. They will know what to do.

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



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Read Out Loud

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!

Student Images

Use the images on the following pages to make handouts or projections—you can use them to explain to student how to select and enter answers for Star Reading questions.

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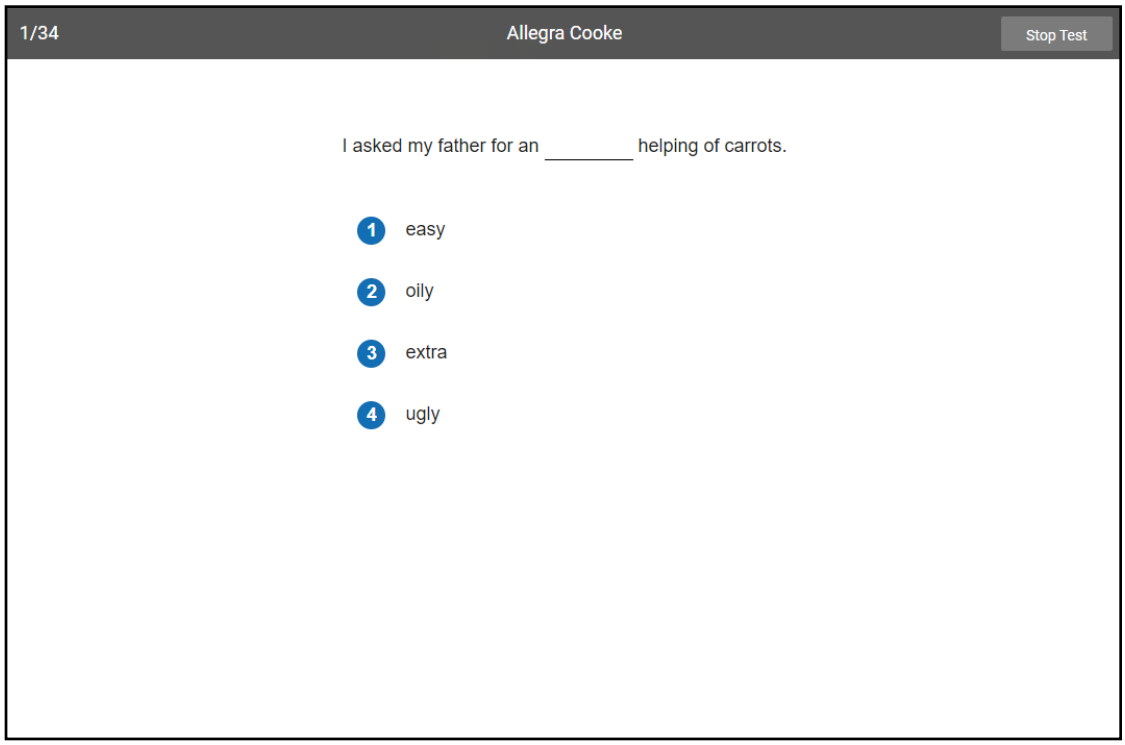
Picture 1

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.



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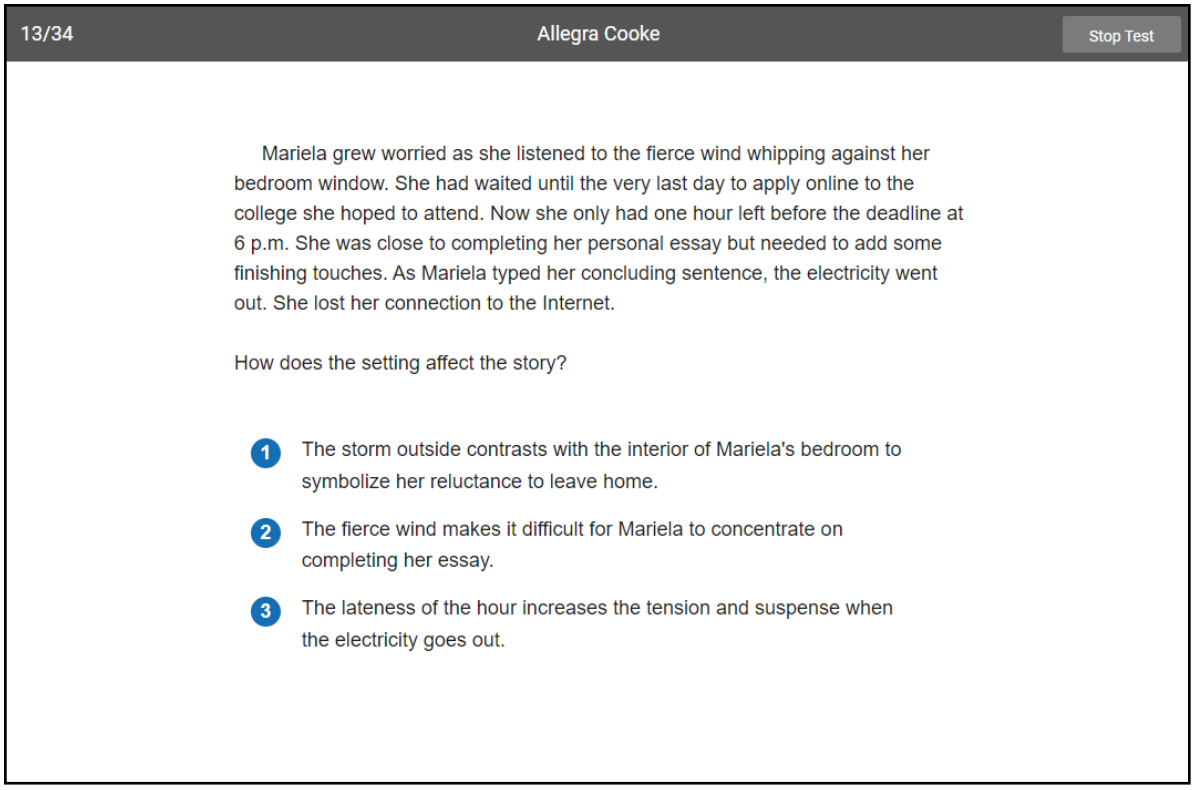
Picture 2

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.



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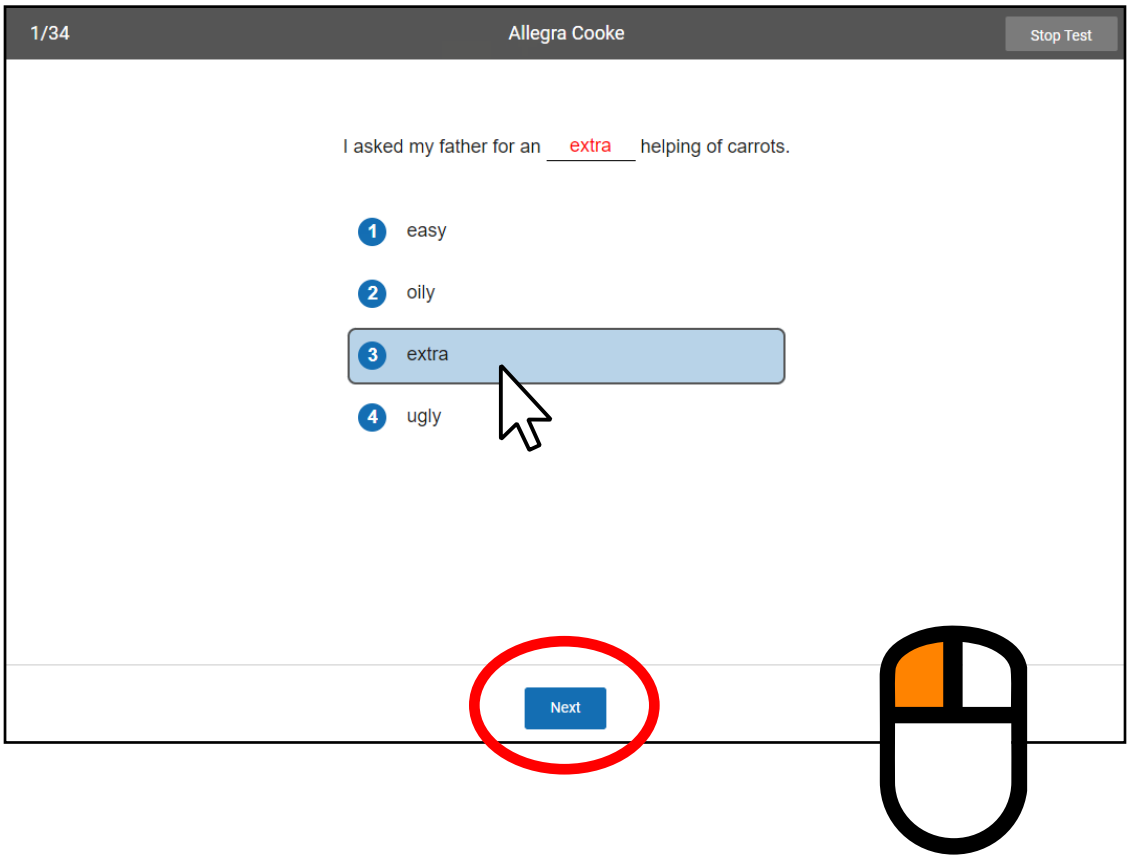
Picture 3a

Choosing your answer is easy.

You can change your answer choice *before* you enter it.

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



Click on your answer choice using the left mouse button.

Then, enter your answer choice by clicking **Next** on the screen.

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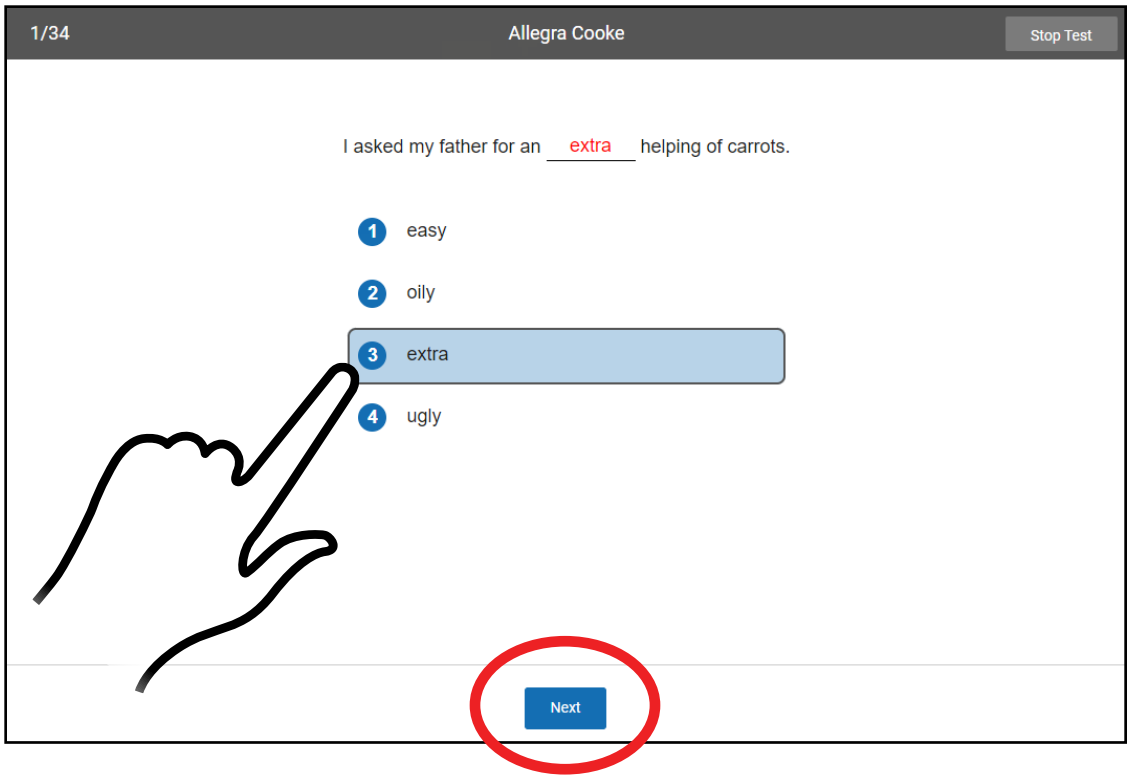
Picture 3b

Choosing your answer is easy.

You can change your answer choice *before* you enter it.

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



Tap your answer choice.

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

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Picture 3c

Choosing your answer is easy.

You can change your answer choice *before* you enter it.

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

Press the number that matches your answer choice.

Then, enter your answer choice by pressing **Enter** or **return**.

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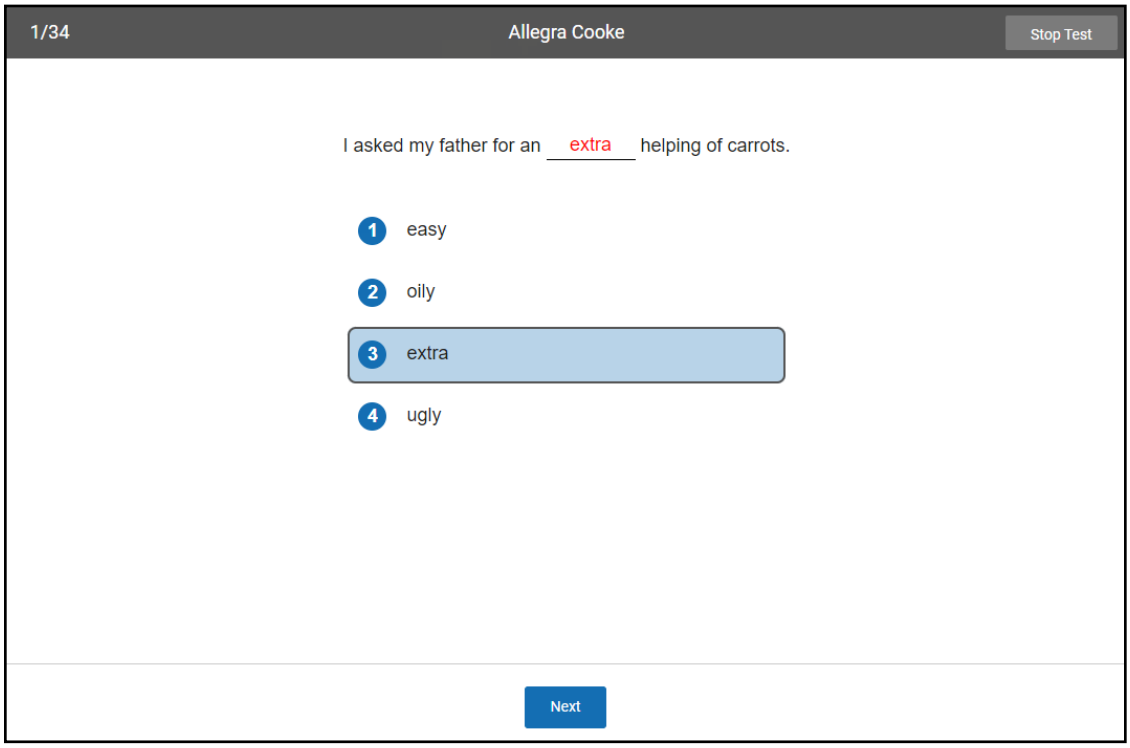
Picture 4

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

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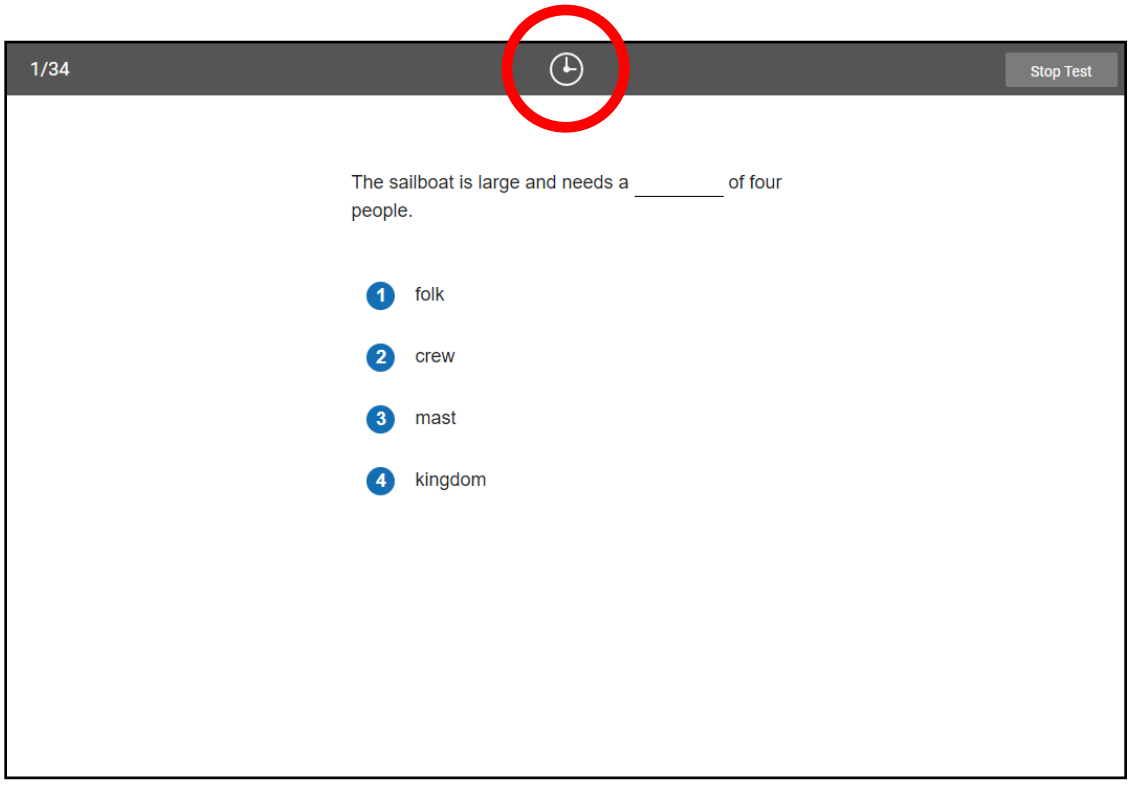
Picture 5

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.



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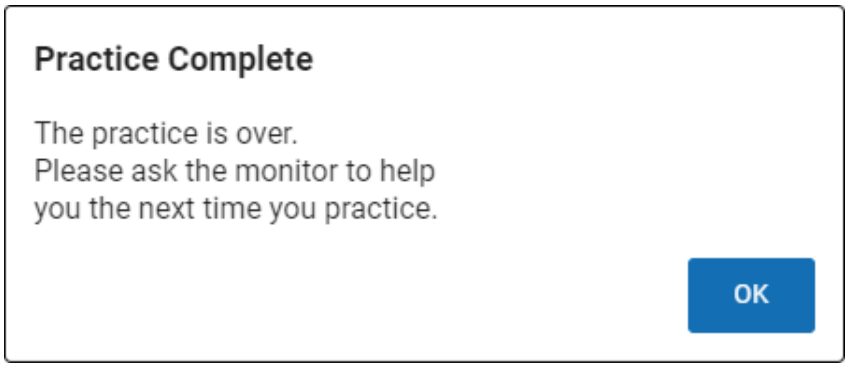
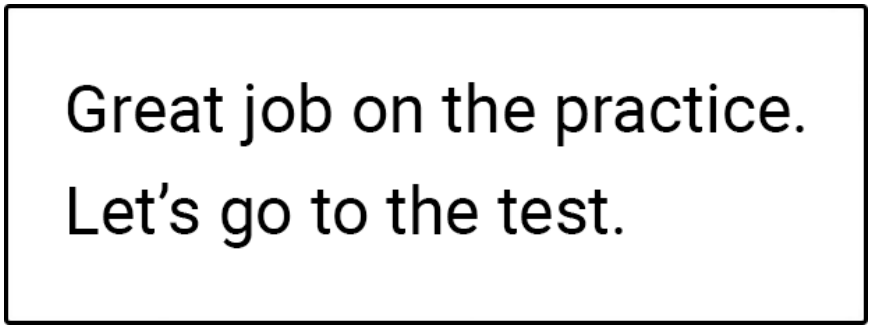
Picture 6

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. They will know what to do.



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



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

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Test Flow: Star Reading for FAST Assessments

There are a number of preference settings and conditions that may affect a student's testing experience. This section will help you navigate the process depending on the different variables.

Step 1: The student opens Renaissance in a web browser.

Step 2: The student selects **I'm a student**.

Step 3: The student enters their name and password and selects **Log In**.

Step 4: The student selects the **Star Reading** tile on the Home page.

Step 5: Is the student asked if they are taking the Star Reading test inside the school? (see https://star-help.renaissance.com/hc/en-us/articles/11945235255195)

Yes: The student selects **No**, **Yes**, or **Skip**; go on to step 6.

No: Go on to step 6.

Step 6: Is the student enrolled in more than one class that is using Star Reading?

Yes: The student selects one of the classes they are enrolled in, then selects **Next**; go on to step 7.

No: Go on to step 7.

Step 7: Has the Password Requirement Preference been set to require a monitor password? (see https://star-help.renaissance.com/hc/en-us/articles/11237029911451)

Yes: The teacher or test monitor enters the monitor password and selects **Start**; go on to step 8.

No: Go on to step 8.

Step 8: Has the student taken a Star Reading test in the past 180 days?

Yes: Go on to step 9.

No: The student answers practice questions; go on to step 8a.

Step 8a: Did the student pass the practice?

Yes: Go on to step 9.

No: The test will **not** begin; the student should select **OK** and notify the teacher or test monitor. See "Practice Questions and Failed Practices" on page 60.

Step 9: The test begins, the student answers questions 1–34.

Step 10: The test ends, and the student selects **OK**.

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Familiarizing Students with Star Math

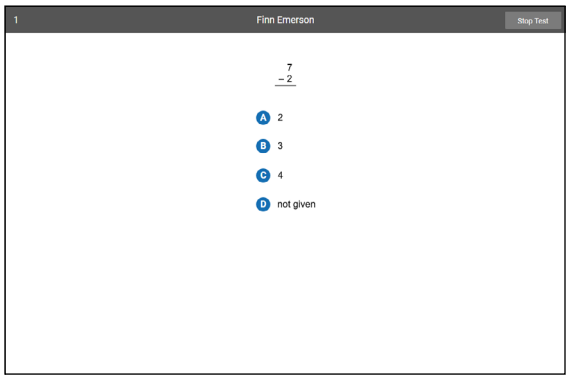
Before administering a Star Math assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student images start on page 41.

Picture 1

Read Out Loud

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, seven minus two equals five, but five is not one of the possible answers. In this case, choose **not given** as your answer.

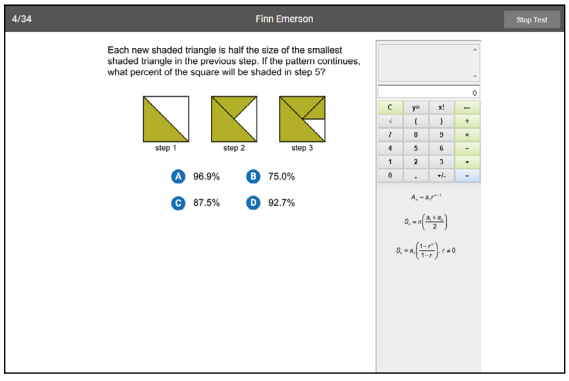


Picture 2

Read Out Loud

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 scroll bar on the formula reference sheet to move up and down within it.



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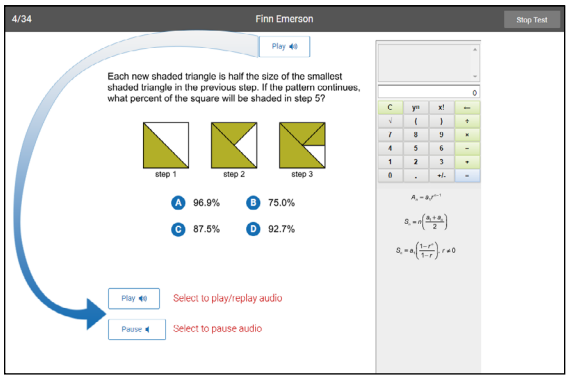
Picture 3

Read Out Loud

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.



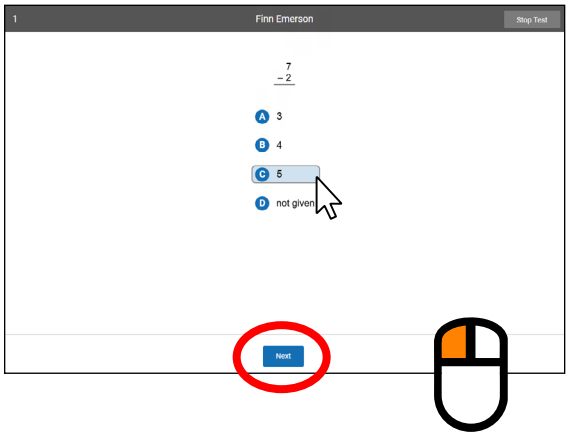
Pictures 4a–c

Read Out Loud

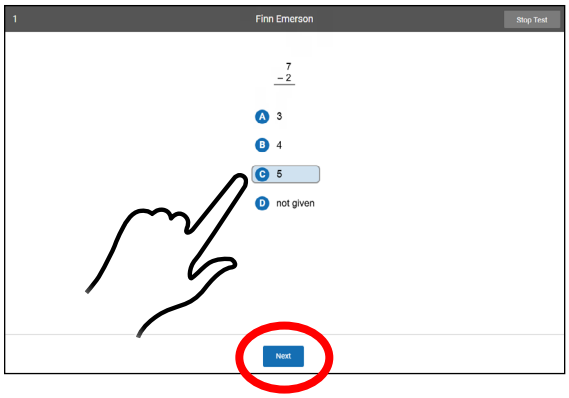
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice *before* you enter it.

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

For students using the mouse, show picture 4a:
Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.



For students using a tablet, show picture 4b:
Tap your answer choice. Then, enter your answer choice by tapping **Next**.



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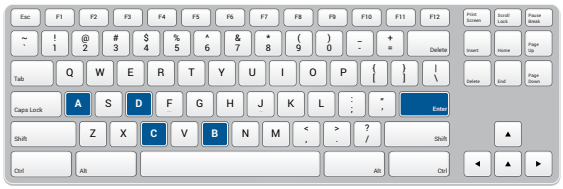
For students using a keyboard, show picture 4c:
Press the letter that matches your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.

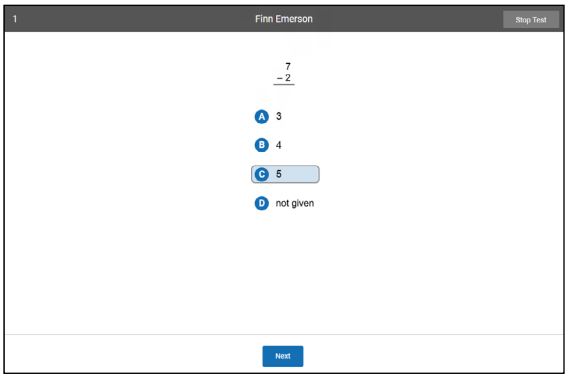


Picture 5

Read Out Loud

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.

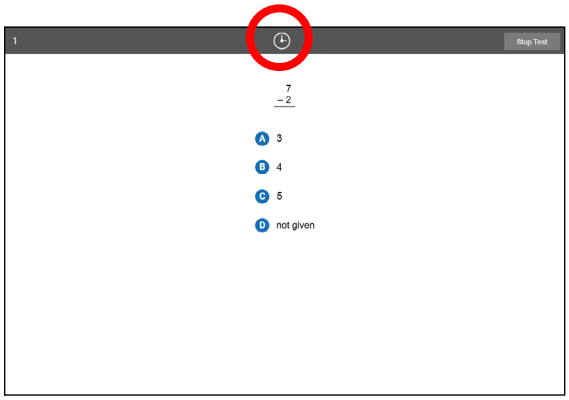
To change your answer, click on it with the mouse, tap it (if you are using a tablet), or press the letter of your new answer choice on the keyboard. The program will highlight your new choice. *You cannot change your answer after you click or tap **Next**, or after you press **Enter** or **return**.*



Picture 6

Read Out Loud

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.



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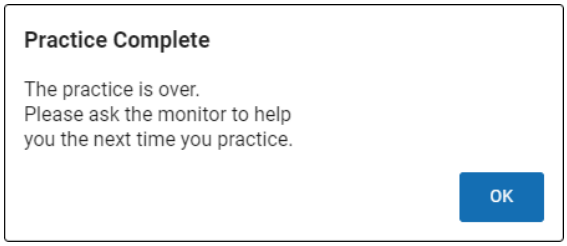
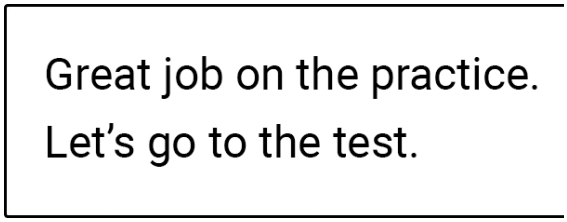
Picture 7

Read Out Loud

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. They will know what to do.



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



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 scratch 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!

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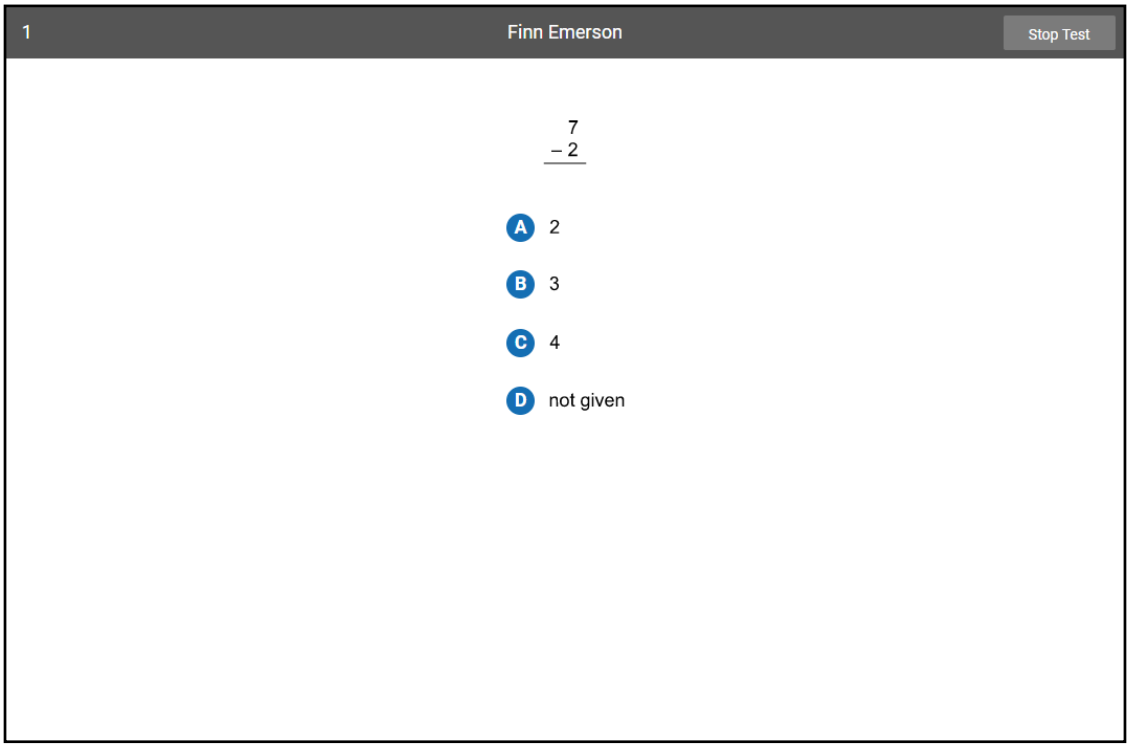
Picture 1

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.

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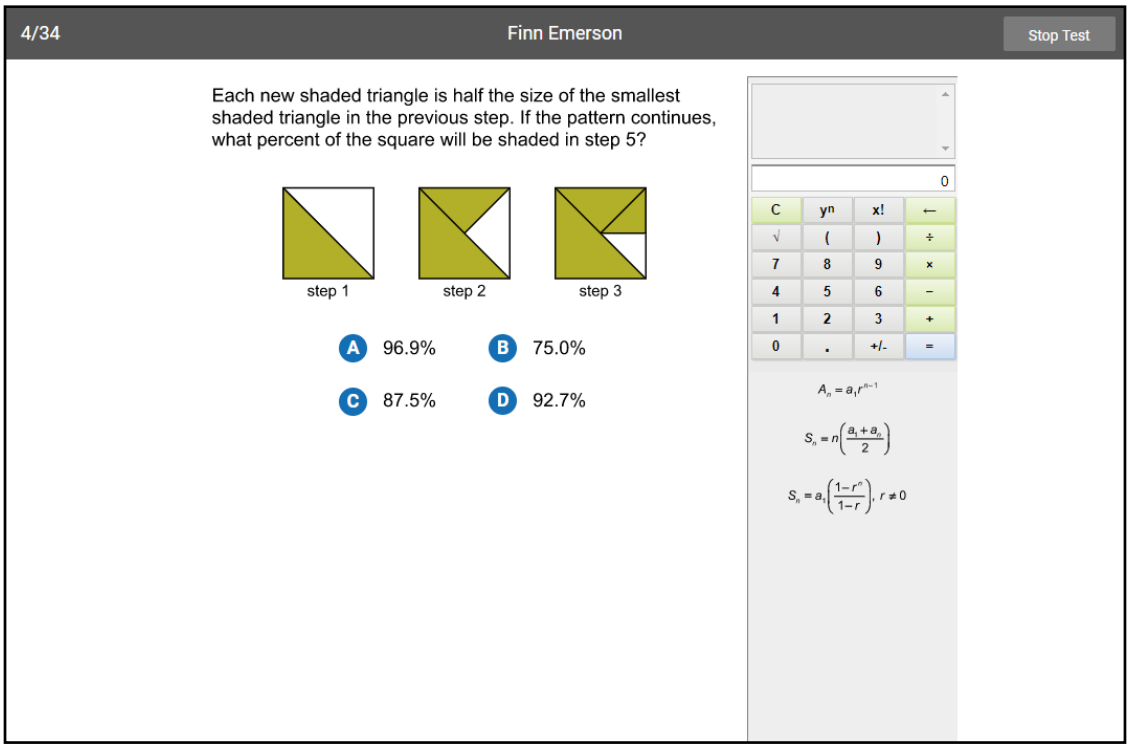
Picture 2

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 scroll bar on the formula reference sheet to move up and down within it.

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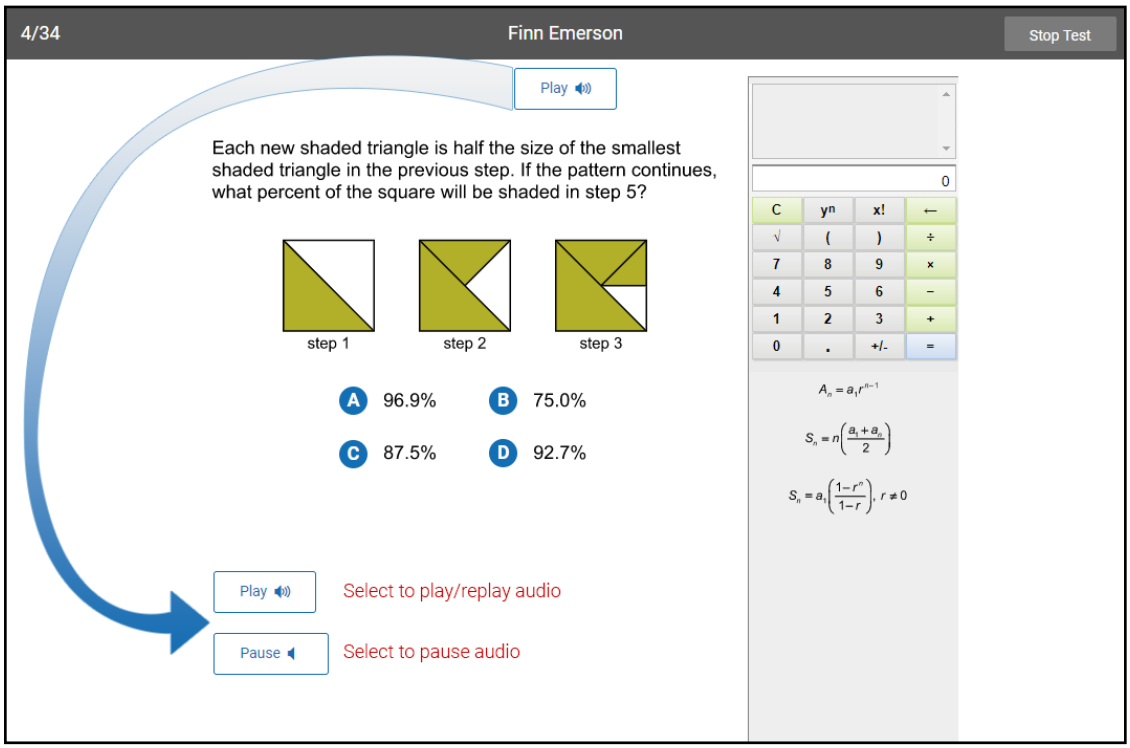
Picture 3

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.

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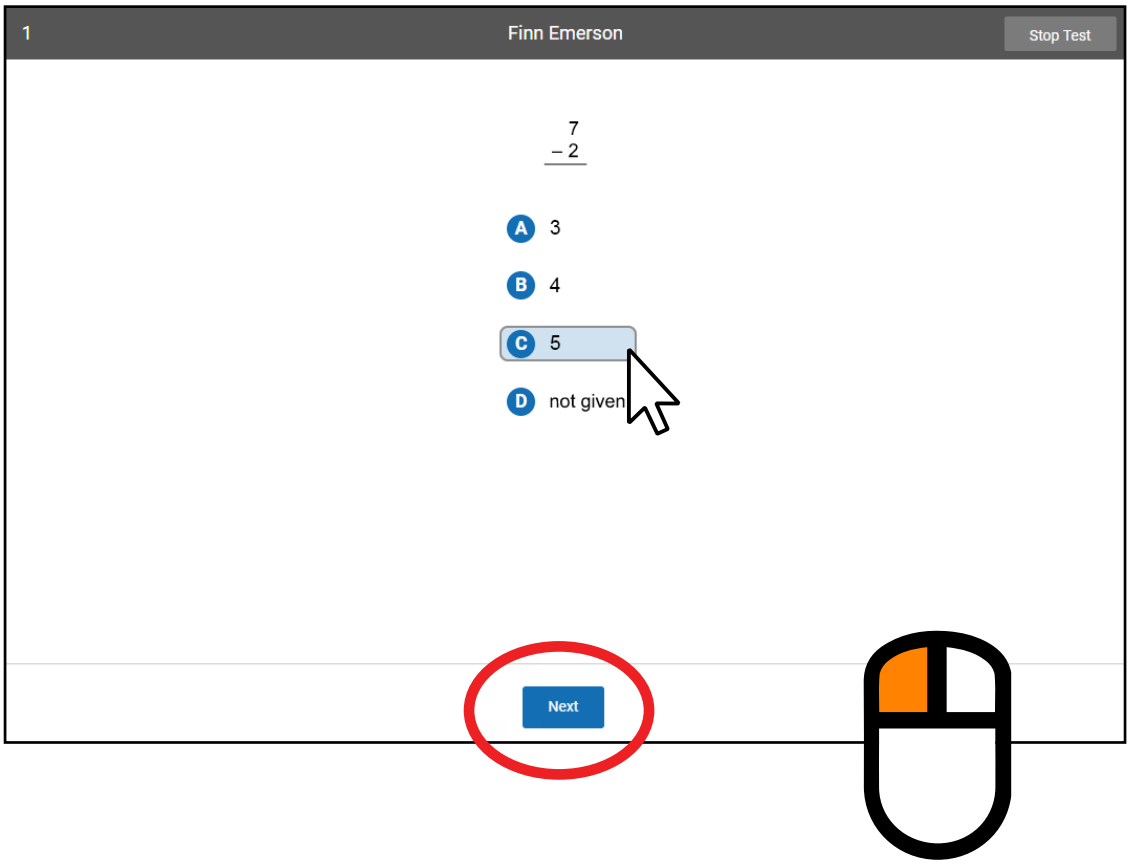
Picture 4a

Choosing your answer is easy.
You can change your answer choice before you enter it.

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



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

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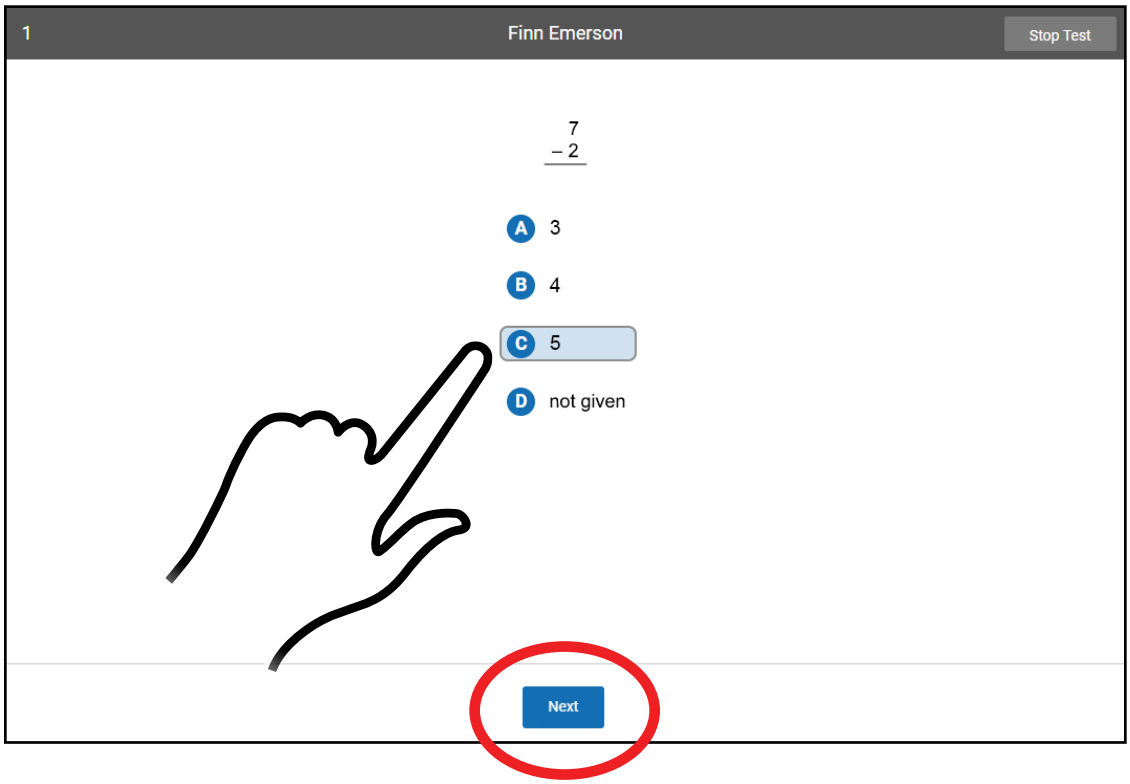
Picture 4b

Choosing your answer is easy.
You can change your answer choice before you enter it.

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



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

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Picture 4c

Choosing your answer is easy.
You can change your answer choice before you enter it.

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

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

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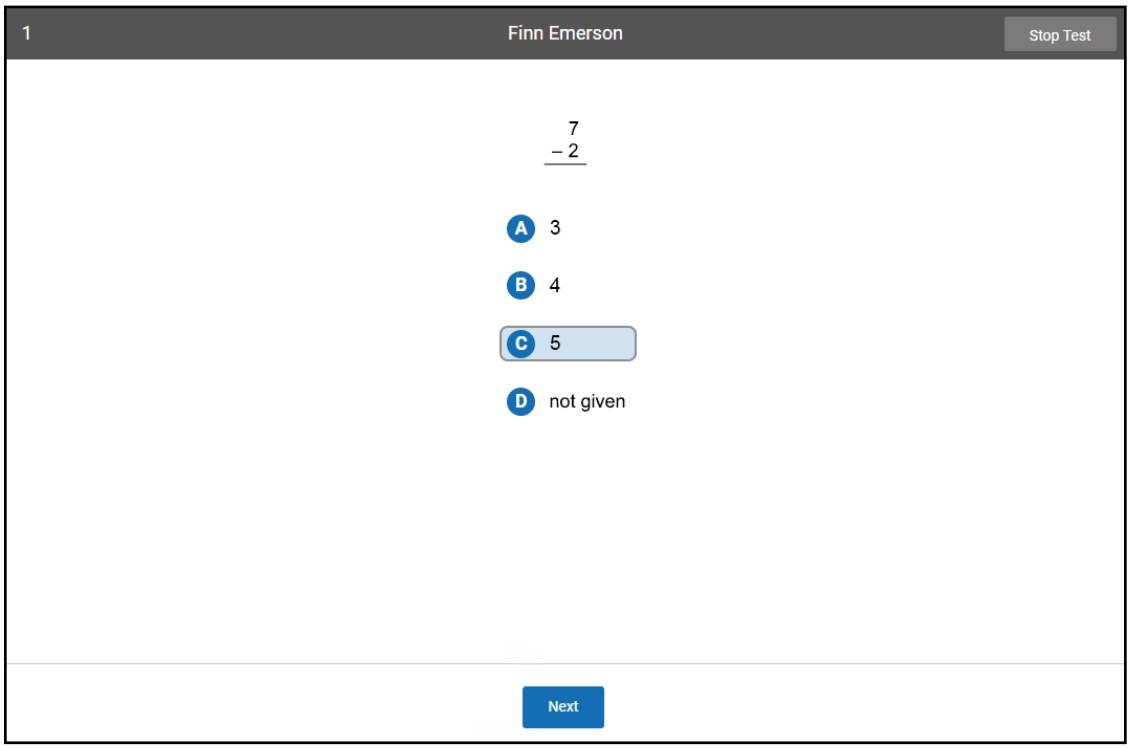
Picture 5

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

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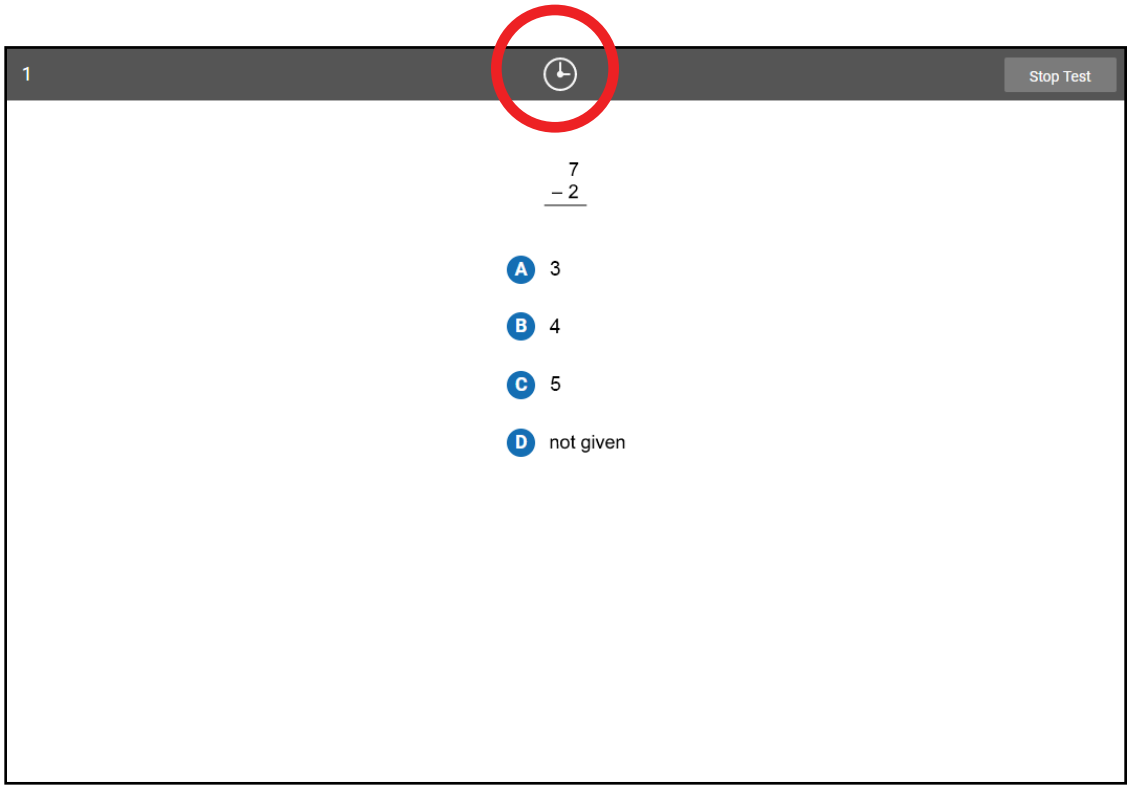
Picture 6

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.



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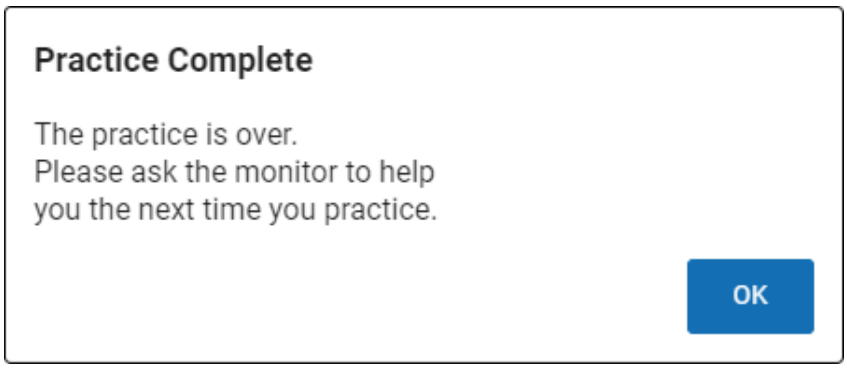
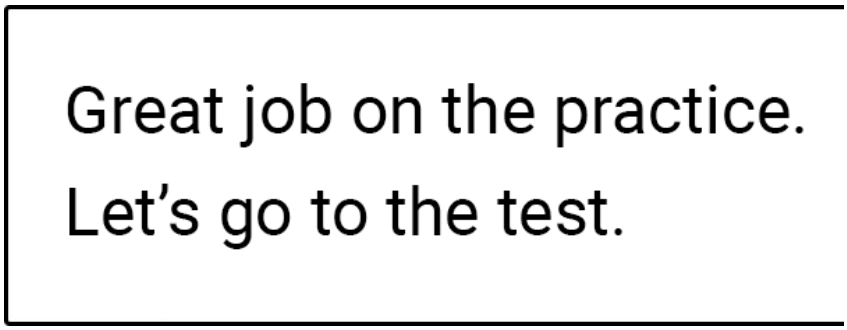
Picture 7

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. They will know what to do.



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



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.

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Test Flow: Star Math for FAST Assessments

There are a number of preference settings and conditions that may affect a student's testing experience. This section will help you navigate the process depending on the different variables.

Step 1: The student opens Renaissance in a web browser.

Step 2: The student selects **I'm a student**.

Step 3: The student enters their name and password and selects **Log In**.

Step 4: The student selects the **Star Math** tile on the Home page.

Step 5: Is the student asked if they are taking the Star Math test inside the school? (see https://star-help.renaissance.com/hc/en-us/articles/11945235255195)

Yes: The student selects **No**, **Yes**, or **Skip**; go on to step 6.

No: Go on to step 6.

Step 6: Is the student enrolled in more than one class that is using Star Math?

Yes: The student selects one of the classes they are enrolled in, then selects **Next**; go on to step 7.

No: Go on to step 7.

Step 7: Has the Password Requirement Preference been set to require a monitor password? (see https://star-help.renaissance.com/hc/en-us/articles/11237029911451)

Yes: The teacher or test monitor enters the monitor password and selects **Start**; go on to step 8.

No: Go on to step 8.

Step 8: Has the student taken a Star Math test in the past 180 days?

Yes: Go on to step 9.

No: The student answers practice questions; go on to step 8a.

Step 8a: Did the student pass the practice?

Yes: Go on to step 9.

No: The test will **not** begin; the student should select **OK** and notify the teacher or test monitor. See "Practice Questions and Failed Practices" on page 60.

Step 9: The test begins, the student answers questions 1–34.

Step 10: The test ends, and the student selects **OK**.

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Help Links

Star Preferences (used by all Star programs)

- Monitor Password—Star Tests Preference: https://star-help.renaissance.com/hc/en-us/articles/11236976371611
- Extended Question Time Limit Preference: https://star-help.renaissance.com/hc/en-us/articles/11236933180699
- Dates and Times for Star Assessments Preference: https://star-help.renaissance.com/hc/en-us/articles/11236896607131
- Enterprise Tests Preference—School Level: https://star-help.renaissance.com/hc/en-us/articles/11339091849371
- Enterprise Tests Preference—Class Level: https://star-help.renaissance.com/hc/en-us/articles/11339094678811

Star Early Literacy Preferences

- Demo Video Preference: https://star-help.renaissance.com/hc/en-us/articles/11236930494491
- Hands-On Practice Preference: https://star-help.renaissance.com/hc/en-us/articles/11236956827035

Star Math Preferences

- Math Test Type Preference: https://star-help.renaissance.com/hc/en-us/articles/11339139204251
- Audio Preference: https://star-help.renaissance.com/hc/en-us/articles/11339265483419

Stopping Star Tests

- Stopping a Star Early Literacy Test: https://star-help.renaissance.com/hc/en-us/articles/12421300559259
- Stopping a Star Reading Test: https://star-help.renaissance.com/hc/en-us/articles/12040893928859
- Stopping a Star Math Test: https://star-help.renaissance.com/hc/en-us/articles/11339397482011T

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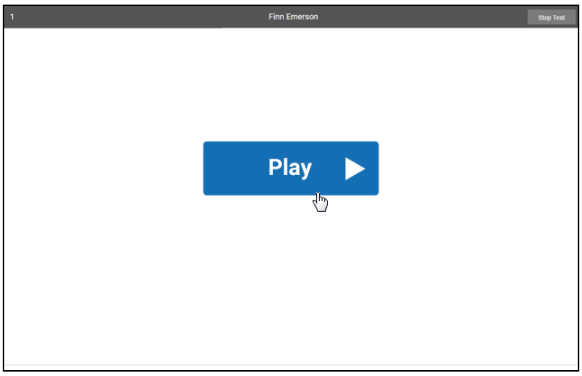
Appendix A: Mobile Devices and Audio for Star

Certain combinations of web browsers and devices that use Apple's iOS can block the audio in the Star Early Literacy or Star Math test from playing automatically. The affected devices/browsers are indicated with an X in the chart below.

Device	Safari	Chrome	Firefox
iPad Air 2 (iOS 15.2)	X	X	X
iPad Air 4 (iOS 14)		X	
iPad Air 12.9 (iOS 14)	X	X	
iPad Air 2019 (iOS 13)	X	X	
iPad Air	X		
iPad 6th Gen (iOS 11)	X		
iPad mini 2019 (iOS 12)	X	X	
iPad Pro (iOS 13)	X	X	
iPad Pro (iOS 10.3)	X		
Mac Mojave	X (12.1)		
Mac El Capitan 10.11.6	X (11.1.2)		

Note: This list is not exhaustive; there may be other device + browser combinations that experience the same issue.

If a student is trying to take or resume a Star Early Literacy or Star Math test using a device + browser combination that does not support automatically playing audio, the student will be presented with a large **Play** button on the screen before the first question.



The student will need to tap **Play** in order to see the question; after that, the audio will either work normally (and the student will not see the **Play** button again) or the student will need to tap **Play** before every question—the button will only appear if and when it is necessary.

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Appendix B: Accommodations and Accessibility in Star Reading

An alternative version of the Star Reading test is available for students who are blind/visually impaired or have other special accommodation needs. Teachers can set a new preference, Accommodations, to make this alternative version of the test available to specific students. The test-taking experience is very similar to the standard Star Reading test; however, there are some changes to the tools available and the procedures students follow to select and enter answers. Use the following instructions to explain the alternative version of the test.

Setting the Accommodations Preference

For instructions on setting the Accommodations Preference for students, please refer to the online help at https://star-help.renaissance.com/hc/en-us/articles/11339203789339. Note that the setting for this preference applies to Star Reading *and* Star Math assessments.

Previous Sections of the Manual

Some of the previous sections of this Test Administration Manual apply to both the standard version of the Star Reading test and the alternative version, and are not repeated here:

- "About Star Assessments" on page 1
- "Computer-Adaptive Test and Scaled Score" on page 2
- "Software Requirements" on page 2
- "Test Security Overview" on page 2
- "Help Links" on page 51

Prior to Testing

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.

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- ☐ Make sure there is enough light and ventilation in the test area.
- ☐ Ensure all testing devices are working properly; for students using audio during the assessment, make sure they are equipped with headphones. If you are administering the test with a 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 the instructions for creating and printing a Student Password Report at https://star-help.renaissance.com/hc/en-us/articles/11944541312667). 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.

Day of Testing

- ☐ Although students can use a mouse, touchpad, or keyboard to take the test, we ***strongly*** recommend having students use a mouse.
- ☐ Use the "Test Format Overview" on page 60 to familiarize students with what the test looks like. The Student Images section can be used to make handouts or projections for students to help them more clearly understand the test format. The text included in the "Teacher Notes for Student Images" section beginning on page 61 is a guide to use with students as you discuss the pictures.
- ☐ 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 rest room and get a drink of water during this time.
- ☐ On the computers used for testing, start the browser and go to the Renaissance address (URL). On the Welcome page, select **I'm a Student**.

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Test Administration Procedure

If you are using a seating chart, make sure all the students are seated in the correct location. Read aloud, word for word, the material printed in the "Read Out Loud" sections. You may repeat the directions as needed. Text in *(italic font)* is information meant for you and should not be read to students.

Read Out Loud

Today you will take a test called Star Reading. It is a reading test with 34 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.

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.

Skip the following paragraph for students who are taking the test with the "unlimited time" accommodation—see page 106.

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.

After you answer the last question, you will see a message that tells you when you have finished the test. Select **Finish** and then let me know that you are done. You may not continue to use the computer for other activities.

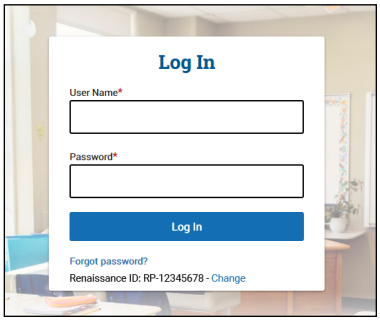
You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. If you have any devices with you right now, such as a phone, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s). 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**.

When all students are logged in, continue.



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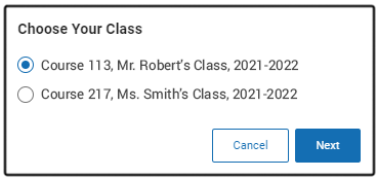
Read Out Loud

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 as the correct student, select the name in the upper-right corner of the screen and then select **Log Out**; the student will return to the Login page. Verify that student is entering the correct user name and password and selecting the correct assessment.*

Select **Star Reading** on the Home page.

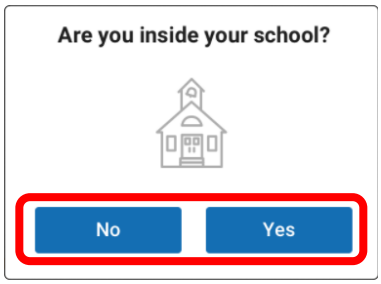
*If a student is enrolled in more than one class that has Star Reading assigned to it and that is administering the Star Reading test, they will be asked to choose a class. They should select a class from the list that appears and then select **Next**.*



Students may be asked if they are taking the test inside of the school or out of it—for example, if they are taking the test from home. If students are not asked this question, ignore this step; if they are asked this question:

For students taking the test outside of the school:
On this screen, select **No**.

For students taking the test inside of the school:
On this screen, select **Yes**.



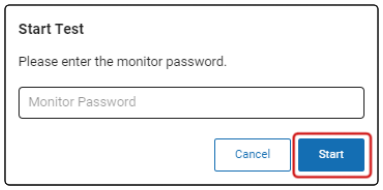
When all students are ready to begin, continue.

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?

*If the Password Requirement preference is enabled, enter the monitor password and select **Start**.*

You may begin. Do your best!



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If the Password Requirement preference is not enabled:

You may select **Start** and begin. Do your best!

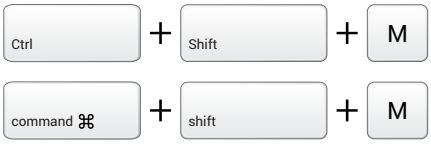
The test administrator should remain in the room during the entire test session and monitor students while testing. The testing session is ended when all students have completed the assessment. Check all testing devices to ensure all students have completed the test and screens have returned to the Login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

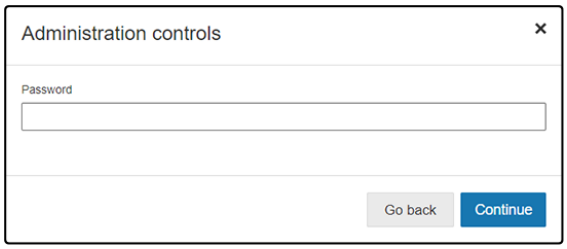
Pausing, Stopping, and Resuming a Star Reading Test

Pausing or Stopping a Test

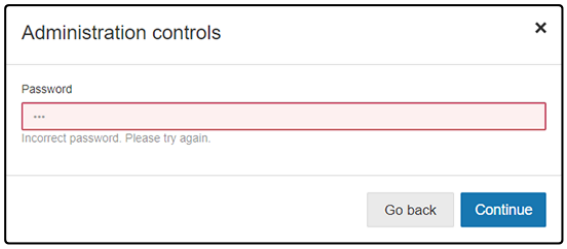
Situations may arise in the classroom which interrupt a test (for example, a surprise fire drill). If this happens, the teacher or test monitor can stop the test, either pausing it so the student can return to it later, or canceling it entirely. The test can be paused and resumed as many times as needed, but it can only be resumed within 8 calendar days (192 hours) of its initial starting date and time.

To pause or stop a test, use the keyboard shortcut **Ctrl + Shift + M** (Windows) or **command + shift + M** (Mac).This will open the following window:

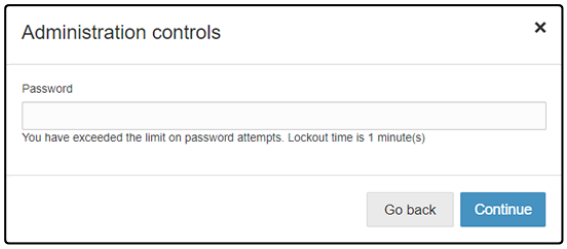




Enter the monitor password and select **Continue** (or select **Go back** if you *don't* want to pause or stop the test). Refer to the Monitor Password – Star Tests Preference to make sure you have the right password: https://star-help.renaissance.com/hc/en-us/articles/11236976371611; you cannot use your Renaissance password.



If you enter the wrong password, you can try again; however, if you enter the wrong password three times in a row, you will be locked out of making additional attempts for one minute. After that minute passes, you can try again.



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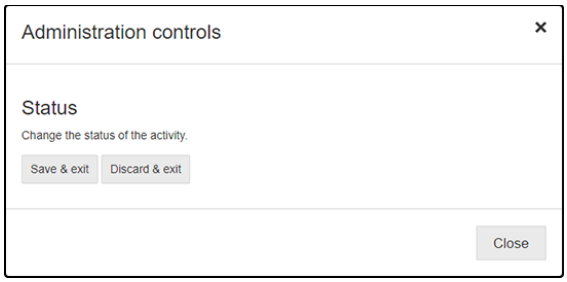
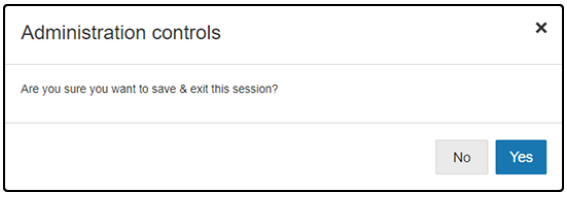
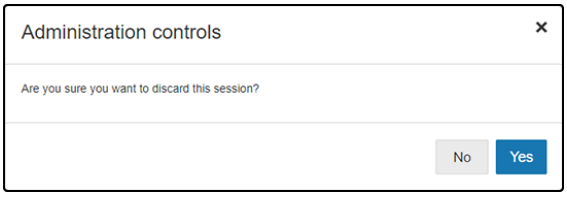
One you've entered the correct monitor password, you will see this window:



Select one of the following options:

Option	Choose When…	Notes
Save & exit	You want to stop the test, but plan to come back to it later.	• The student's answers to previous questions are saved. • When the student resumes the test, they will be presented with the same question they were on when they exited the test. • After selecting **Save & exit**, in the window that opens, select **Yes** to confirm that you want to pause the test, or **No** if you do not: 
Discard & exit	You want to stop the test; you are finished with it and have no plans to come back to it.	• The student's answers to previous questions are discarded. • The next time the student logs in to take a test, the student will begin a new test. • After selecting **Discard & exit**, in the window that opens, select **Yes** to confirm that you want to discard the test, or **No** if you do not. 
Close	You want to continue taking the test now instead of saving or discarding it.	• The test continues as usual.

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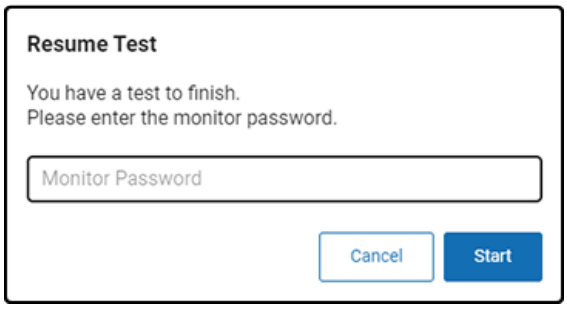
Resuming a Test



A paused test can only be resumed within 8 calendar days (192 hours) of its initial starting date and time. When a student who has a paused test logs in and selects the **Star Reading** icon on the home page, they will see a message telling them they have a test to finish.

Enter the monitor password and select **Start** to resume the test where the student left off. Resuming a test is similar to stopping a test with regard to the monitor password:

- You must use the monitor password, not your Renaissance password.
- If you enter the wrong password, you can try again; however, if you enter the wrong password three times in a row, you will be returned to the login page.

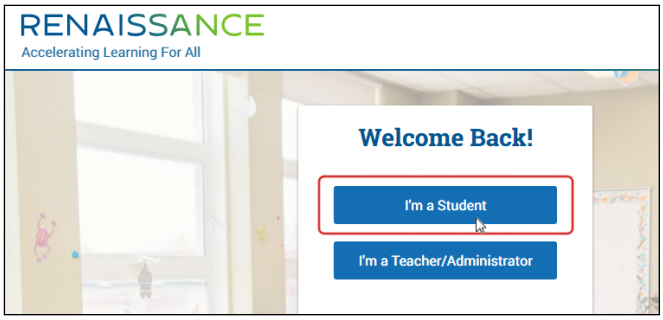
Logging In Students

Identify Students' User Names and Passwords

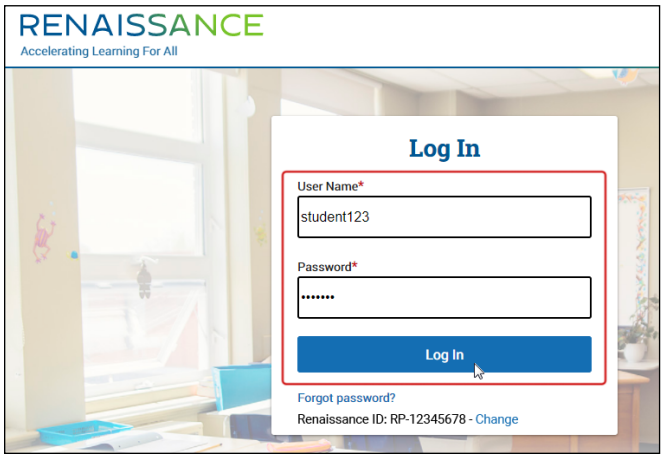
For the latest instructions on creating and printing a Student Password Report, visit https://star-help.renaissance.com/hc/en-us/articles/11944541312667.

How Students Log In

1. Start the web browser and go to the Renaissance 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**.



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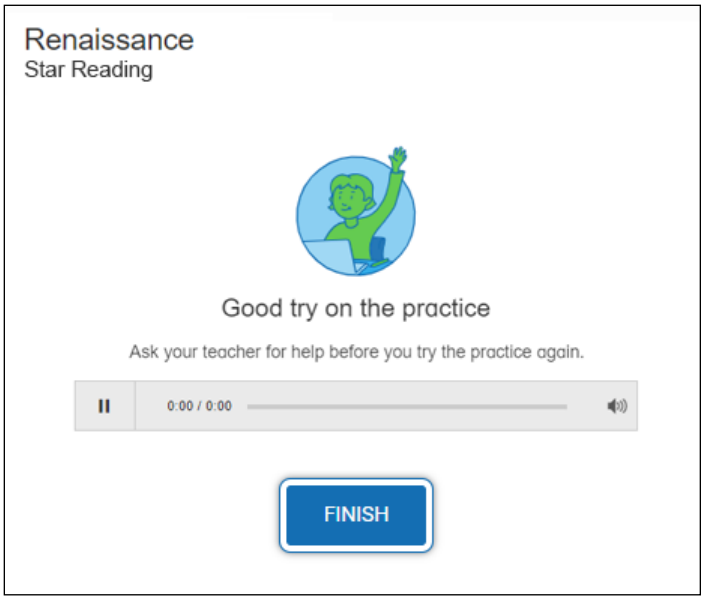
Test Format Overview

It is important to prepare your students for what the Star Reading experience will be like. Prior to the testing session, use the following Teacher Notes and Student Images (either projected or in handouts) to help your students know what to expect at each stage of the test.

Practice Questions and Failed Practices

The practice session consists of three practice questions; a student must answer two of them correctly in order to move on to the actual test.

If a student answers fewer than two practice questions correctly, a message will tell them to raise their hand and ask you for help.



Select **Finish** to end the test. Begin the test again, and watch the student as they try to answer the practice questions.

- 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 their abilities assessed by Star Reading.

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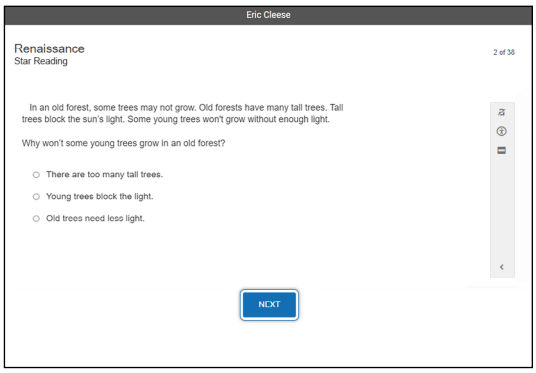
Teacher Notes for Student Images

Picture 1

Read Out Loud

This is what the questions look like. You will get three practice questions to answer.

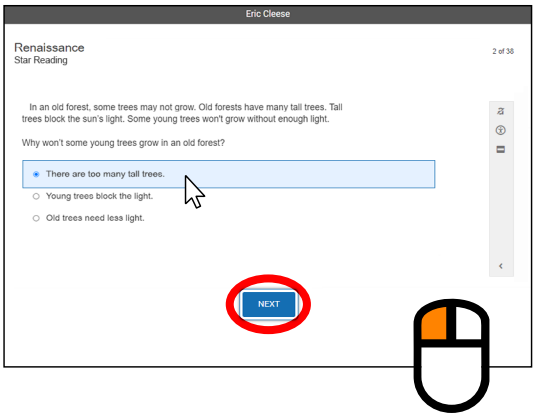


Pictures 2a–c

Read Out Loud

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.

For students using the mouse, show picture 2a: Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.



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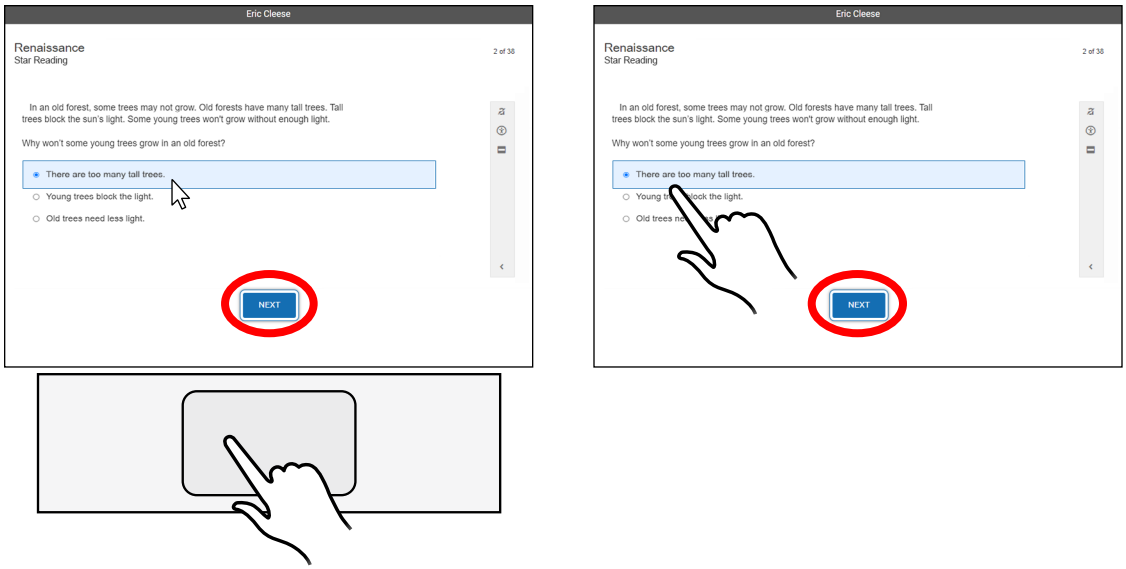
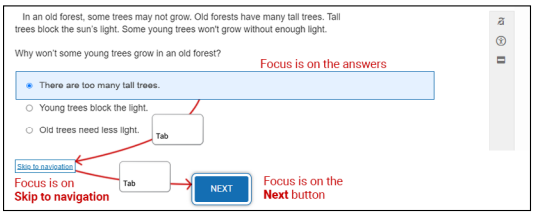
For students using a touchpad or tablet, show figure 2b: Tap your answer choice. Then, enter your answer choice by tapping **Next**.



For students using a keyboard, show figure 2c: Use **Tab** to move the focus around the screen. The item in focus will have a blue border around it.

When the focus is on the answers, use the arrow keys ↑ ↓ ← → to choose an answer. Use **Tab** to move the focus to **Skip to navigation**, then use **Enter/return** or **space** to move the focus to the **Next** button.

When the focus is on the **Next** button, use **Enter/return** or **space** to enter your answer.



Note: Use **Shift + Tab** to move the focus in *reverse* order from what is described above.

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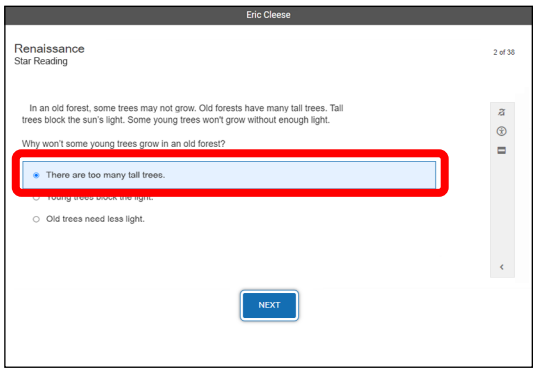
Picture 3

Read Out Loud

When you choose an answer, a blue highlight will appear around it and the circle next to it will be filled in. For some questions, your answer will be copied into the blank. This only shows you which answer you selected. It does *not* mean that you selected the correct answer.

To change your answer, click on it with the mouse, tap it, or use the arrows on the keyboard. The program will highlight your new choice. *You cannot change your answer after you enter it.*



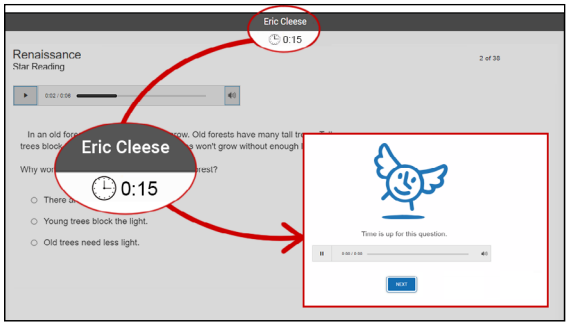
Picture 4

Note: *Skip this picture for students taking the test with the "unlimited time" accommodation—see 106.*

Read Out Loud

If you see a timer at the top of the screen, time is almost up for the question you are on. Choose your answer quickly.

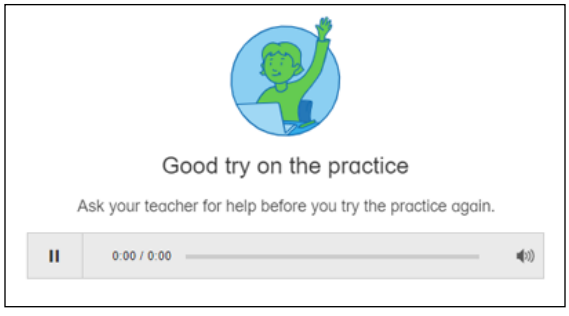
If you don't choose an answer in time, you will see a message that says time is up for this question. Select **Next** to go on to the next question.



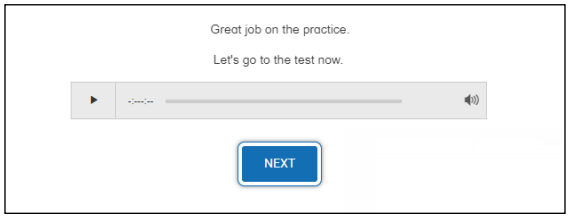
Picture 5

Read Out Loud

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



When you finish answering the practice questions, the program will show you this message. Select **Next** to start the test.



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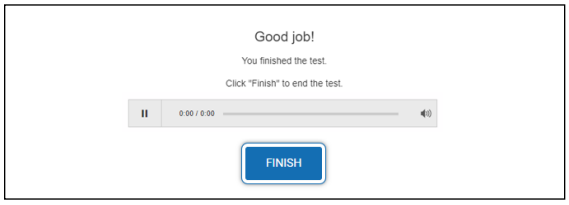
Picture 6

Read Out Loud

When you are finished with the test, the program will show you this message. Select **Finish** to finish the test.



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!

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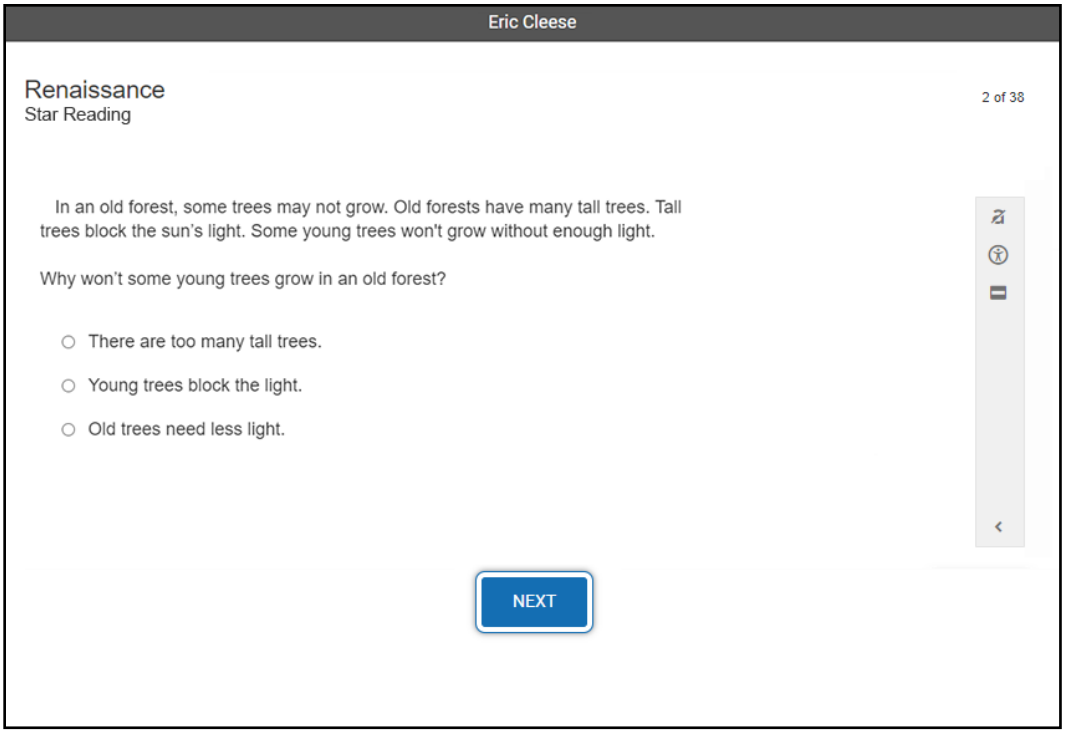
Picture 1

This is what the questions look like.
You will get three practice questions to answer.



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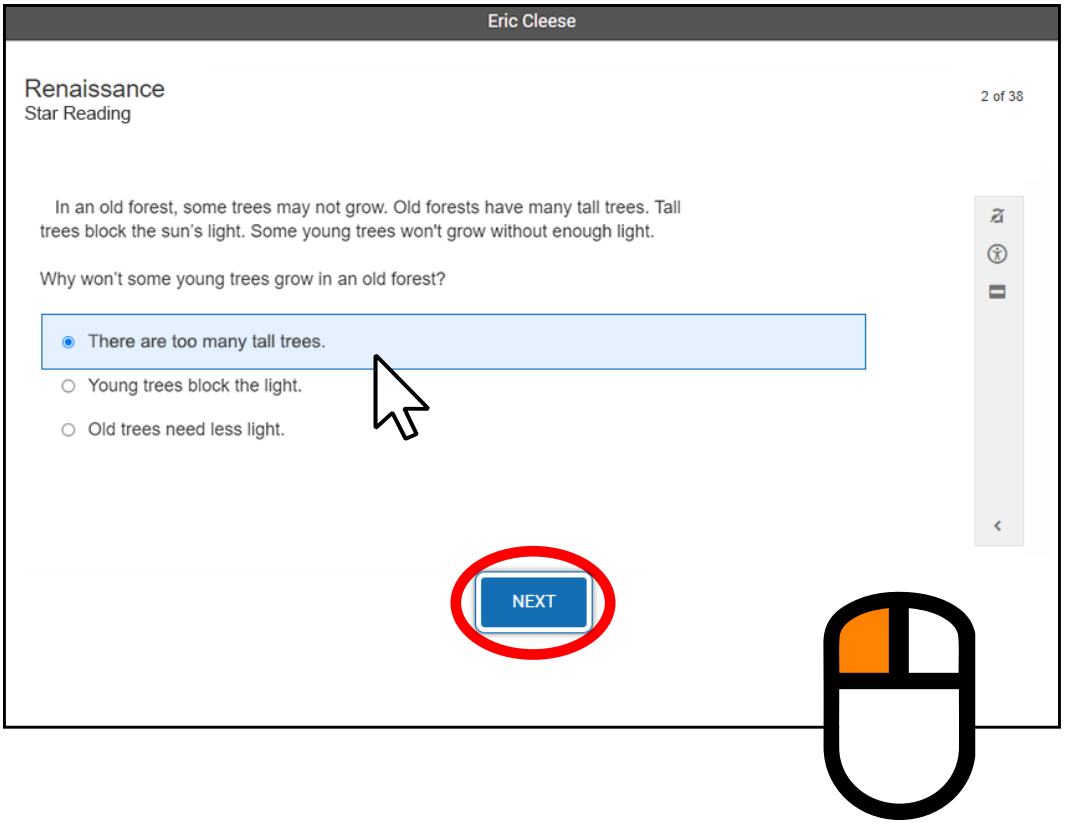
Picture 2a

Choosing your answer is easy.
You can change your answer choice *before* you enter it.

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



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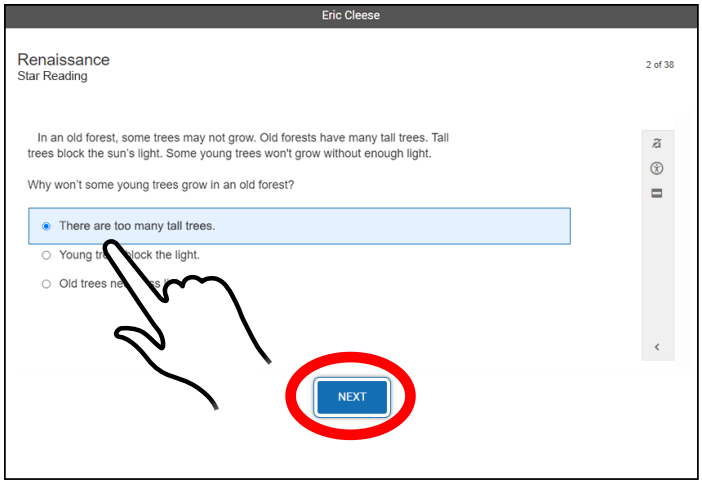
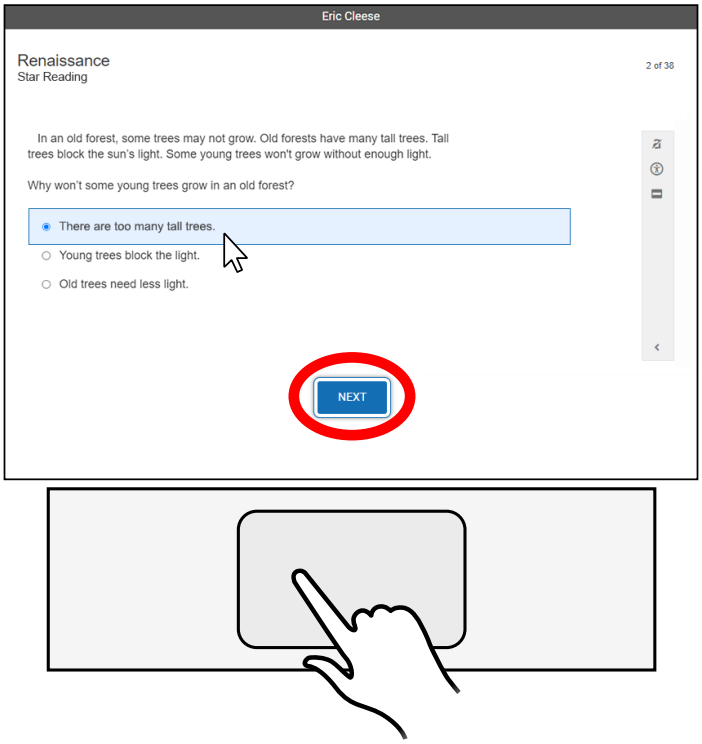
Picture 2b

Choosing your answer is easy.

You can change your answer choice *before* you enter it.

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





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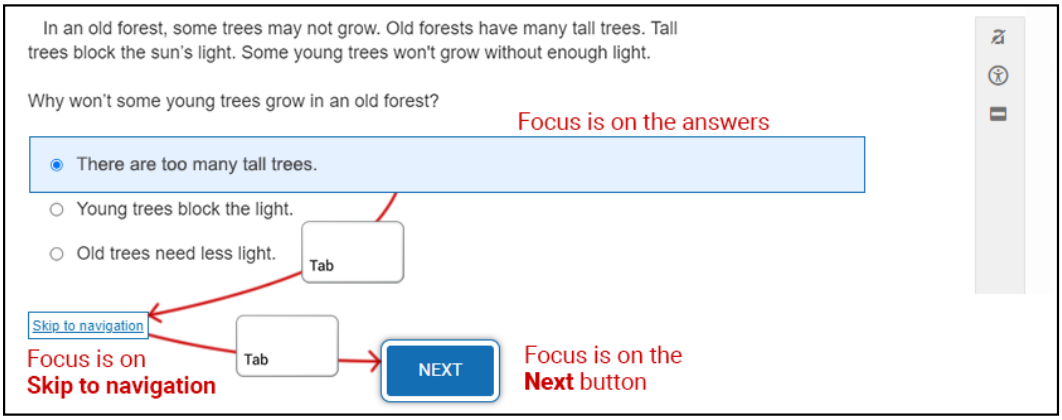
Picture 2c

Choosing your answer is easy.
You can change your answer choice *before* you enter it.

Use **Tab** to move the focus around the screen. The item in focus will have a blue border around it.



When the focus is on the answers, use the arrow keys ↑ ↓ ← → to choose an answer. Use **Tab** to move the focus to **Skip to navigation**, then use **Enter/return** or **space** to move the focus to the **Next** button.

When the focus is on the **Next** button, use **Enter/return** or **space** to enter your answer.

Note: Use **Shift + Tab** to move the focus in reverse order from what is described above.

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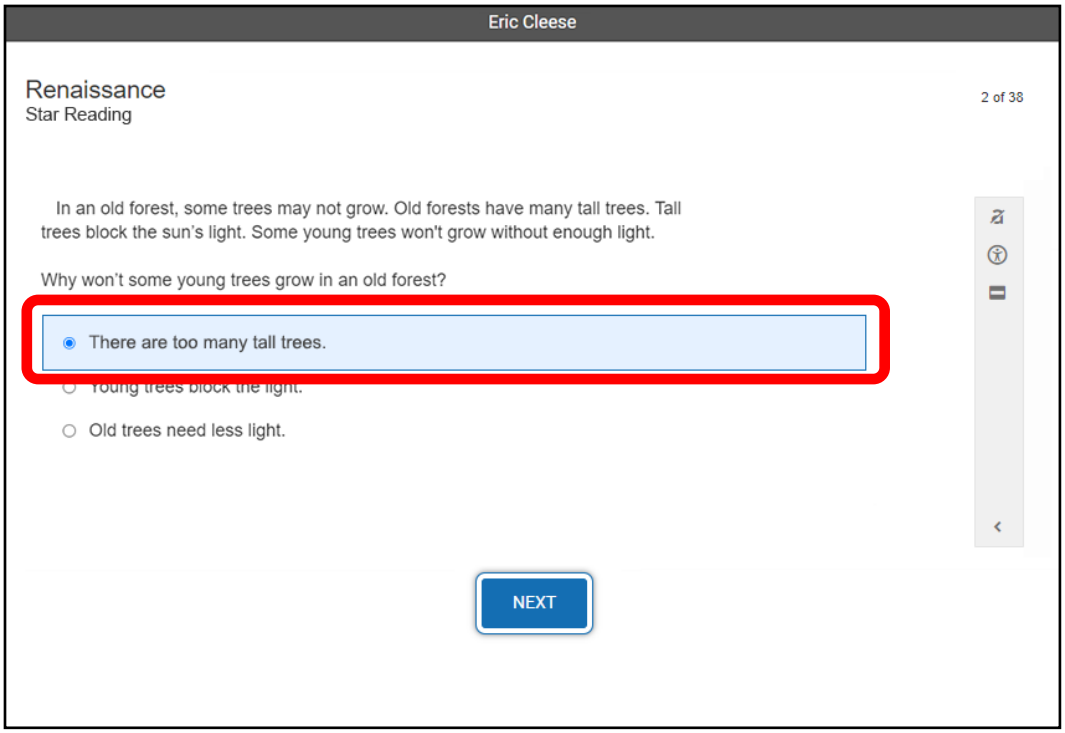
Picture 3

When you choose an answer, a blue highlight will appear around it and the circle next to it will be filled in. For some questions, your answer will be copied into the blank. This only shows you which answer you selected. It does *not* mean that you selected the correct answer.



To change your answer, click on it with the mouse, tap it, or use the arrows on the keyboard. The program will highlight your new choice. *You cannot change your answer after you enter it.*

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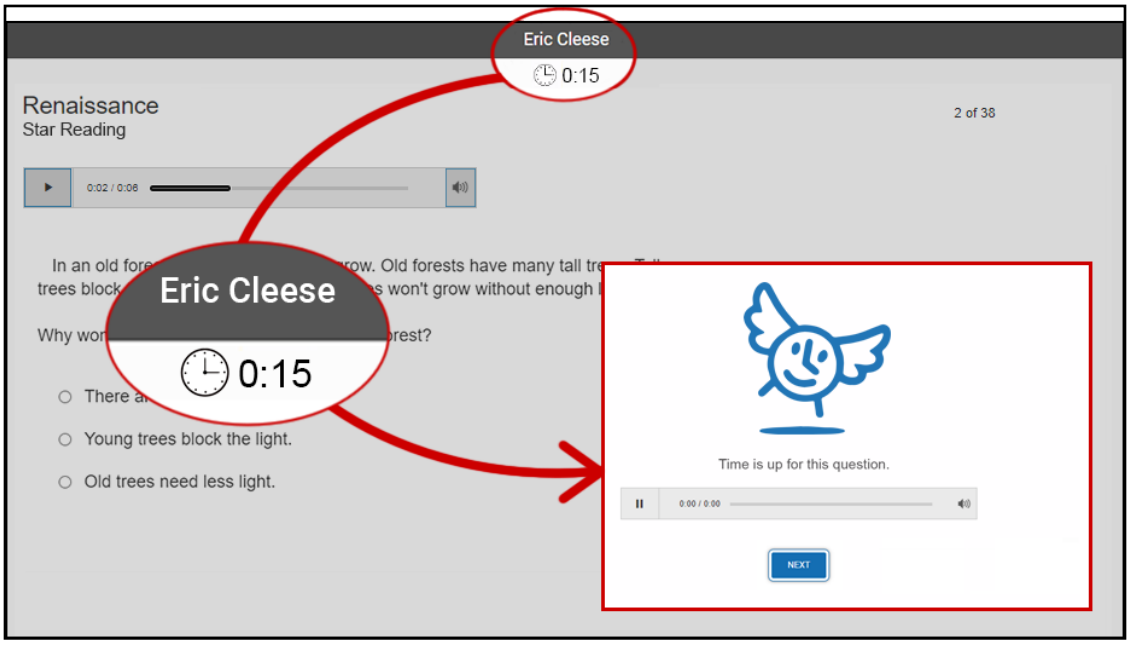
Picture 4

If you see a timer at the top of the screen, time is almost up for the question you are on. Choose your answer quickly.



If you don't choose an answer in time, you will see a message that says time is up for this question. Select **Next** to go on to the next question.

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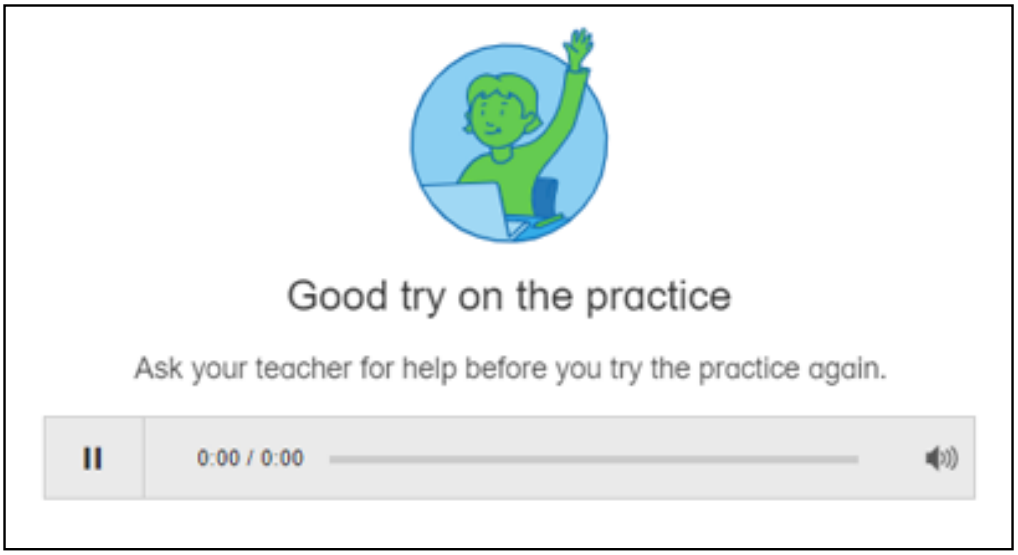
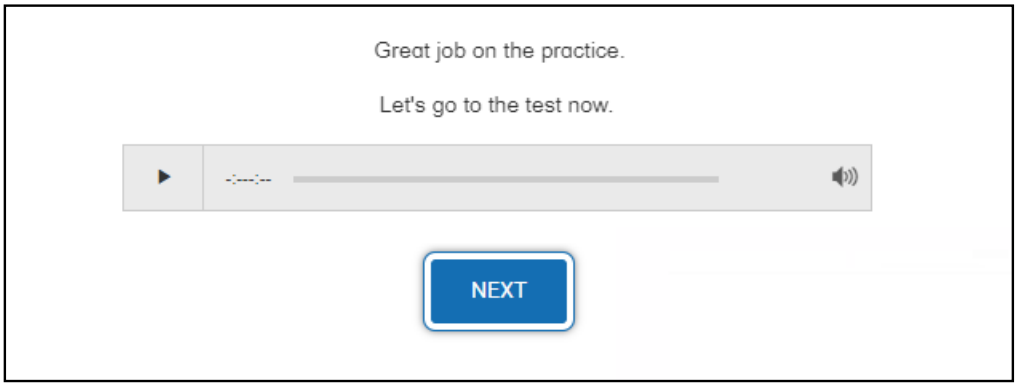
Picture 5

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



When you finish answering the practice questions, the program will show you this message. Select **Next** to start the test.



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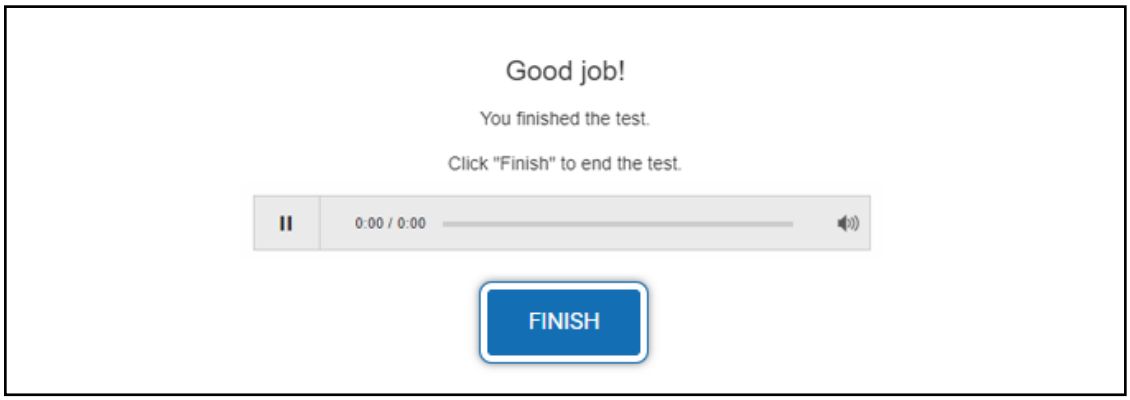
Picture 6

When you are finished with the test, the program will show you this message. Select **Finish** to finish the test.



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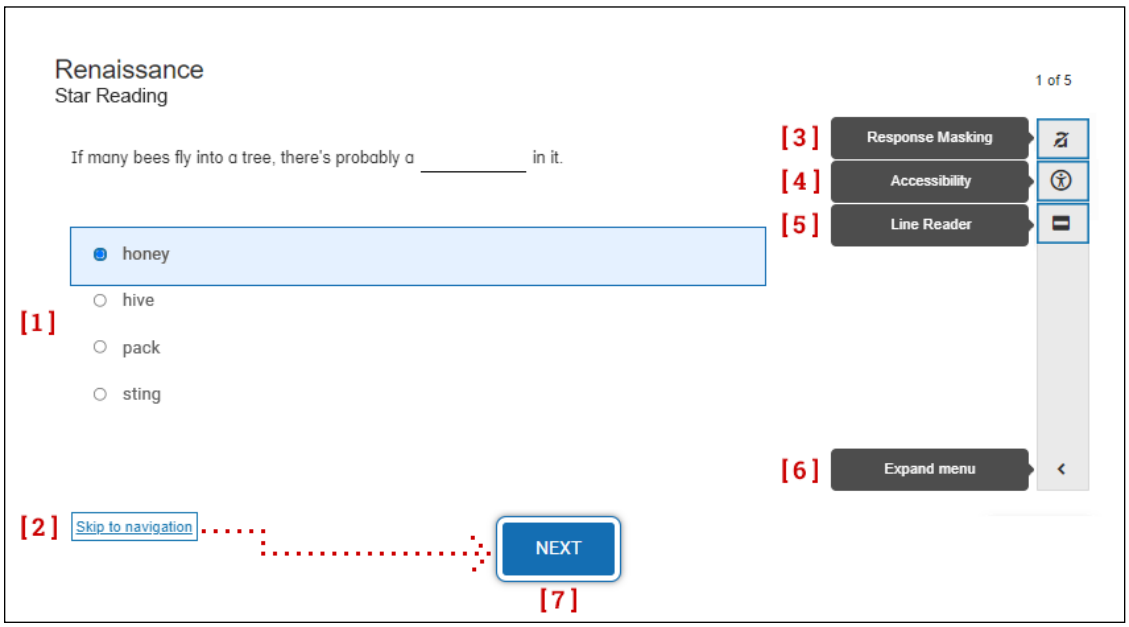
The Accommodations Toolbar

When a student takes the alternative Star Reading test with accommodations, they need to be aware of which tools are available and how to access them. Special consideration is needed for students using a keyboard to take the test—the student uses keystrokes to move a *focus* from one tool to another. A selected tool (with the focus on it) is highlighted as shown below; using the tool requires specific keystrokes.

Not every item in the following screenshots will appear on the screen, depending on the settings of the Accommodations preference (see https://star-help.renaissance.com/hc/en-us/articles/11339203789339) that have been selected for the student; skip over any that do not apply.



[1] Answers

[2] Skip to navigation

[3] Response Masking

[4] Accessibility

[5] Line Reader

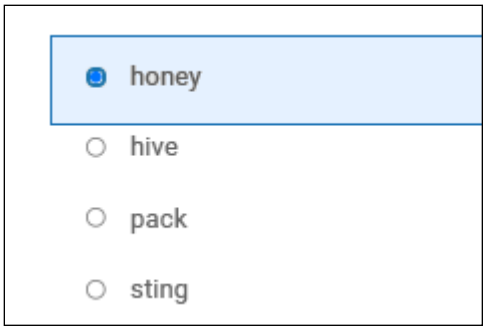
[6] Expand menu

[7] Next button

[1] Answers

- **Mouse:** Click on an answer to select it.
- **Tablet or touchpad:** Tap on an answer to select it.
- **Keyboard:** Use the arrow keys to move the selector up (← or ↑) and down (→ or ↓).

  Use **Tab** to move the focus to **[2] Skip to navigation**.



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[2] Skip to navigation

Note: This control is intended for students using the keyboard. It appears on the screen after an answer has been highlighted and the student uses the **Tab** key.

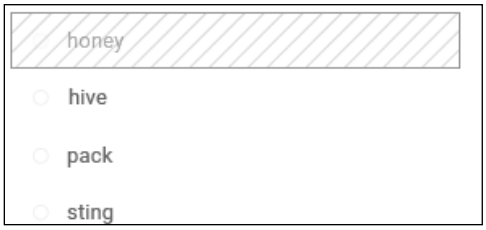
- **Keyboard:** Use **Enter/return** to move the focus to the **[7] Next button**.

  Use **Shift + Tab** to move the focus to **[1] Answers**; use **Tab** to move the focus to **[3] Response Masking**.

[3] Response Masking

Select this tool by:

- **Mouse:** Clicking on the button.
- **Tablet or touchpad:** Tapping on the button.
- **Keyboard:** Using **Tab** to put the focus on the button, then using **Enter/return** or **space** to select the tool. ***Important:*** *Immediately* use **Shift + Tab** *twice* to move the focus back to **[1] Answers**.



- **Mouse:** With the tool selected, click on an answer to mask it (clicking on a masked answer will remove the mask). Click the button again to stop masking.
- **Tablet or touchpad:** With the tool selected, tap on an answer to mask it (tapping on a masked answer will remove the mask). Tap the button again to stop masking.
- **Keyboard:** With the tool selected, use **Tab** and **Shift + Tab** to move the selector to an answer; follow by using **Enter/return** or **space** to mask or unmask an answer.

  Stop Response Masking by using **Tab** until the focus is on the Response Masking button in the toolbar, then use **Enter/return** or **space**.

  With Response Masking stopped, use **Shift + Tab** to move the focus to **[2] Skip to navigation**; use **Tab** to move the focus to **[4] Accessibility**.

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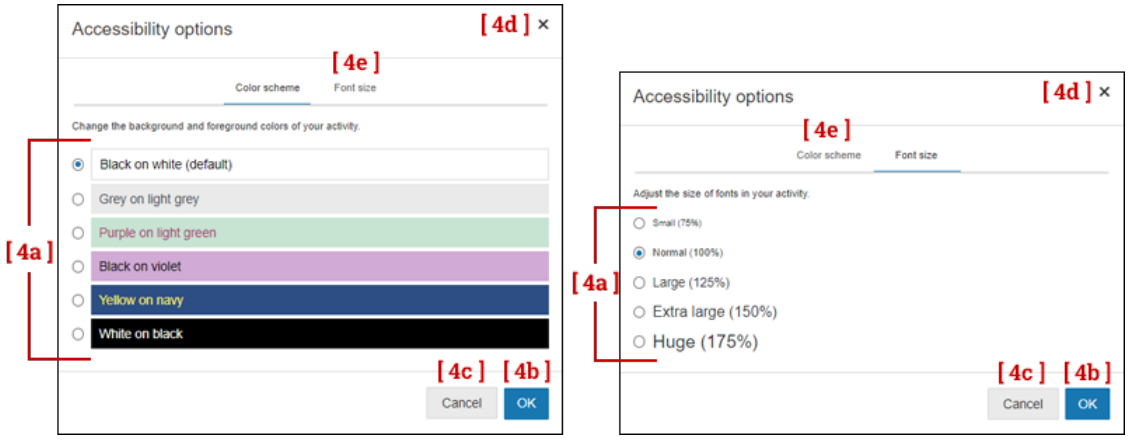
[4] Accessibility

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then using **Enter/return** or **space** to select the tool.

This opens a window with two tabs, “Color scheme” and “Font size”:



- **Mouse:** Click a color scheme to change the background and foreground colors.

  Click **OK** to save your changes, or click **Cancel** or the **×** in the corner to close the window without saving your changes.

  Click **Font size** to switch to the “Font size” tab.

- **Tablet or touchpad:** Tap a color scheme to change the background and foreground colors.

  Tap **OK** to save your changes, or tap **Cancel** or the **×** in the corner to close the window without saving your changes.

  Tap **Font size** to switch to the “Font size” tab.

- **Keyboard:** Use **Tab** to move the focus to the **[4a]** color schemes, then use the **arrow keys** (→ ↑ ← ↓) to change the background and foreground colors.

  Use **Tab** to move the focus to the **[4b] OK** button and then use **Enter/return** or **space** to save your changes.

  To close the window without saving your changes, use **Tab** to move the focus to either **[4c] Cancel** or the **[4d] ×** in the corner, then use **Enter/return** or **space** to close the window.

  Use **Tab** to move the focus to the **[4e]** “Font size” tab, then use **Enter/return** or **space** to open that tab.

- **Mouse:** Click a font size to make the text larger or smaller.

  Click **OK** to save your selection, or click **Cancel** or the **×** in the corner to close the window without saving your changes.

  Click **Color scheme** to switch to the “Color scheme” tab.

- **Tablet or touchpad:** Tap a font size to make the text larger or smaller.

  Tap **OK** to save your selection, or tap **Cancel** or the **×** in the corner to close the window without saving your changes.

  Tap **Color scheme** to switch to the “Color scheme” tab.

- **Keyboard:** Use **Tab** to move the focus to the **[4a]** example text sizes, then use the **arrow keys** (→ ↑ ← ↓) to make the text larger or smaller.

  Use **Tab** to move the focus to the **[4b] OK** button and then use **Enter/return** or **space** to save your selection.

  To close the window without saving your changes, use **Tab** to move the focus to either **[4c] Cancel** or the **[4d] ×** in the corner, then use **Enter/return** or **space** to close the window.

  Use **Tab** to move the focus to the **[4e]** “Color scheme” tab, then use **Enter/return** or **space** to open that tab.

Keyboard: When the Accessibility window is closed, use **Shift + Tab** to move the focus to **[3] Response Masking**; use **Tab** to move the focus to **[5] Line Reader**.

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[5] Line Reader

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then use **Enter/return** or **space** to select the tool.

- **Mouse**: Click and drag the line reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Click and drag the bar below the center of the gap up and down to increase/decrease the number of lines of text that are visible.

  Click and drag the lower-right corner to increase/decrease the height and width of the line reader.

  Click the in the upper-right corner to close the line reader.

- **Tablet or touchpad**: Tap and drag the line reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Tap and drag the bar below the center of the gap up and down to increase/decrease the number of lines of text that are visible.

  Tap and drag the lower-right corner to increase/decrease the height and width of the line reader.

  Tap the in the upper-right corner to close the line reader.

- **Keyboard**: Use the **arrow keys** (→ ↑ ← ↓) to move the reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Use **Tab** to move the focus to the bar below the center of the gap, then use the **arrow keys** (↑ ↓) to increase/decrease the number of lines of text that are visible.

  Use **Tab** to move the focus the lower-right corner, then use the **arrow keys** to change the height (↑ ↓) and width (← →) of the line reader.

  Use **Tab** to move the focus to the in the upper-right corner, then use **Enter/return** or **space** to close the line reader.

  When the Line Reader is closed, use **Shift + Tab** to move the focus to **[4] Accessibility**; use **Tab** to move the focus to **[6] Expand menu**.

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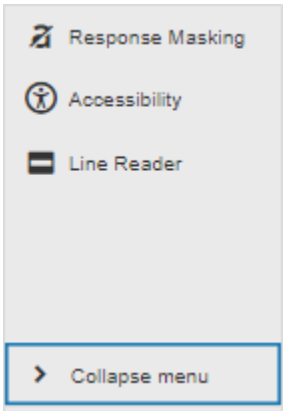
[6] Expand menu

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then using **Enter/return** or **space** to select the tool.

When this tool is active, the toolbar expands, showing the full names of all the available tools to the right of the buttons.



To close the expanded menu:

- **Mouse:** Click **Collapse menu** at the bottom.
- **Tablet or touchpad:** Tap **Collapse menu** at the bottom.
- **Keyboard:** Use **Tab** to put the focus on **Collapse menu** at the bottom, then use **Enter/return** or **space**.

  When the menu is collapsed, use **Shift + Tab** to move the focus to **[5] Line Reader**; use **Tab** to move the focus to the **[7] Next** button.

[7] Next button

- **Mouse:** Click the button to enter your answer and move on to the next question.
- **Tablet or touchpad:** Tap the button to enter your answer and move on to the next question.
- **Keyboard:** Use **Enter/return** or **space** to enter your answer and move on to the next question.

  Use **Shift + Tab** to move the focus to **[6] Expand menu**; use **Tab** to move the focus to **[1] Answers**.

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Appendix C: Accommodations and Accessibility in Star Math

An alternative version of the Star Math test is available for students who are blind/visually impaired or have other special accommodation needs. Teachers can set a new preference, Accommodations, to make this alternative version of the test available to specific students. The test-taking experience is very similar to the standard Star Math test; however, there are some changes to the tools available and the procedures students follow to select and enter answers. Use the following instructions to explain the alternative version of the test.

Setting the Accommodations Preference

For instructions on setting the Accommodations Preference for students, please refer to the online help at https://star-help.renaissance.com/hc/en-us/articles/11339203789339. Note that the setting for this preference applies to Star Reading *and* Star Math assessments.

Previous Sections of the Manual

Some of the previous sections of this Test Administration Manual apply to both the standard version of the Star Math test and the alternative version, and are not repeated here:

- "About Star Assessments" on page 1
- "Computer-Adaptive Test and Scaled Score" on page 2
- "Software Requirements" on page 2
- "Test Security Overview" on page 2
- "Help Links" on page 51

Prior to Testing

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. Do NOT permit students to use calculators or other devices during the test (an on-screen calculator may be provided by using the Accommodations Preference).

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- ☐ Make sure there is enough light and ventilation in the test area.
- ☐ Make sure you have provided enough scratch paper and sharpened pencils for the students to use during the test.
- ☐ Ensure all testing devices are working properly; for students using audio during the assessment, make sure they are equipped with headphones. If you are administering the test with a 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 the instructions for creating and printing a Student Password Report at https://star-help.renaissance.com/hc/en-us/articles/11944541312667). 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.

Day of Testing

- ☐ Although students can use a mouse, touchpad, or keyboard to take the test, we ***strongly*** recommend having students use a mouse.
- ☐ Use the "Test Format Overview" on page 85 to familiarize students with what the test looks like. The Student Images section can be used to make handouts or projections for students to help them more clearly understand the test format. The text included in the "Teacher Notes for Student Images" section beginning on 86 is a guide to use with students as you discuss the pictures.
- ☐ 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 rest room and get a drink of water during this time.
- ☐ On the computers used for testing, start the browser and go to the Renaissance address (URL). On the Welcome page, select **I'm a Student**.

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Test Administration Procedure

If you are using a seating chart, make sure all the students are seated in the correct location. Read aloud, word for word, the material printed in the "Read Out Loud" sections. You may repeat the directions as needed. Text in *(italic font)* is information meant for you and should not be read to students.

Read Out Loud

Today you will take a test called Star Math. It is a math test with 34 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.

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.

Skip the following paragraph for students who are taking the test with the "unlimited time" accommodation—see 106.

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.

After you answer the last question, you will see a message that tells you when you have finished the test. Select **Finish** and then let me know that you are done. You may not continue to use the computer for other activities.

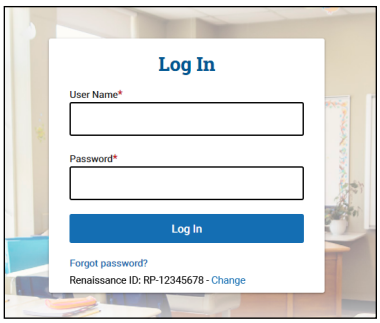
You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. If you have any devices with you right now, such as a phone, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s).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**.

When all students are logged in, continue.



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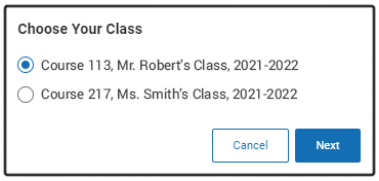
Read Out Loud

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 as the correct student, select the name in the upper-right corner of the screen and then select **Log Out**; the student will return to the Login page. Verify that student is entering the correct user name and password and selecting the correct assessment.*

Select **Star Math** on the Home page.

*If a student is enrolled in more than one class that has Star Math assigned to it and that is administering the Star Math test, they will be asked to choose a class. They should select a class from the list that appears and then select **Next**.*



Students may be asked if they are taking the test inside of the school or out of it—for example, if they are taking the test from home. If students are not asked this question, ignore this step; if they are asked this question:

For students taking the test outside of the school: On this screen, select **No**.

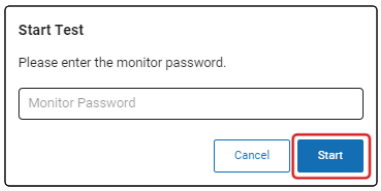
For students taking the test inside of the school: On this screen, select **Yes**.

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?

*If the Password Requirement preference is enabled, enter the monitor password and select **Start**.*



You may begin. Do your best!

If the Password Requirement preference is not enabled:

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.

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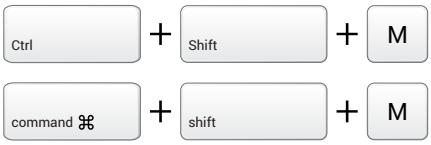
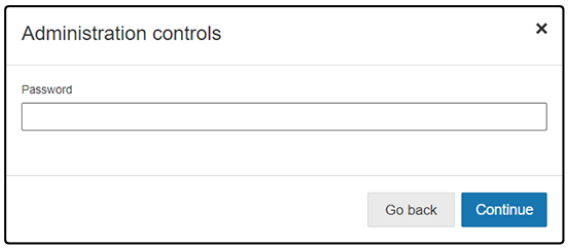
Pausing, Stopping, and Resuming a Star Math Test

Pausing or Stopping a Test

Situations may arise in the classroom which interrupt a test (for example, a surprise fire drill). If this happens, the teacher or test monitor can stop the test, either pausing it so the student can return to it later, or canceling it entirely. The test can be paused and resumed as many times as needed, but it can only be resumed within 8 calendar days (192 hours) of its initial starting date and time.

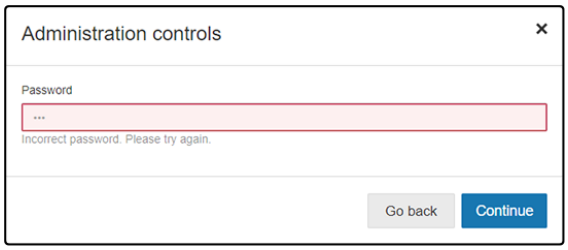
To pause or stop a test, use the keyboard shortcut **Ctrl + Shift + M** (Windows) or **command + shift + M** (Mac).This will open the following window:

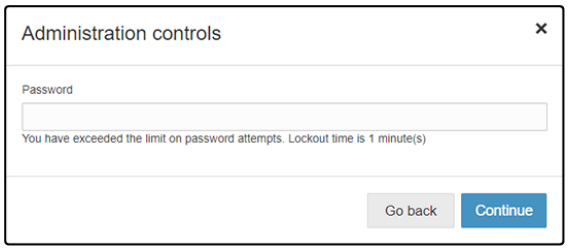




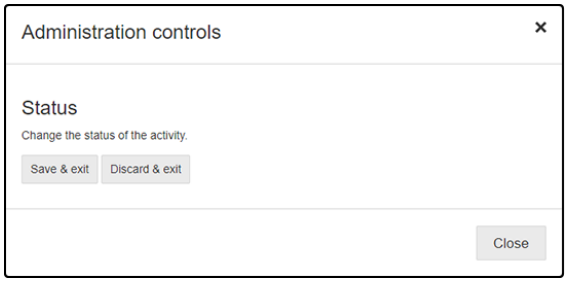
Enter the monitor password and select **Continue** (or select **Go back** if you *don't* want to pause or stop the test). Refer to the Monitor Password - Star Tests Preference to make sure you have the right password: https://star-help.renaissance.com/hc/en-us/articles/11236976371611; you cannot use your Renaissance password.

If you enter the wrong password, you can try again; however, if you enter the wrong password three times in a row, you will be locked out of making additional attempts for one minute. After that minute passes, you can try again.





One you've entered the correct monitor password, you will see this window:



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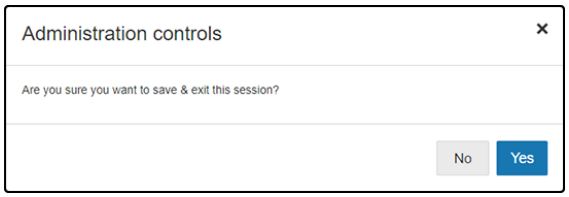
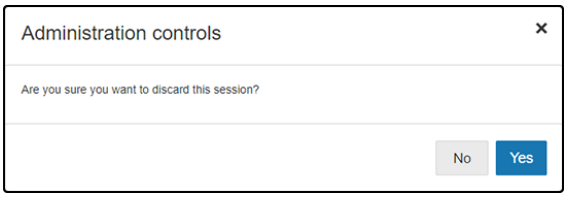
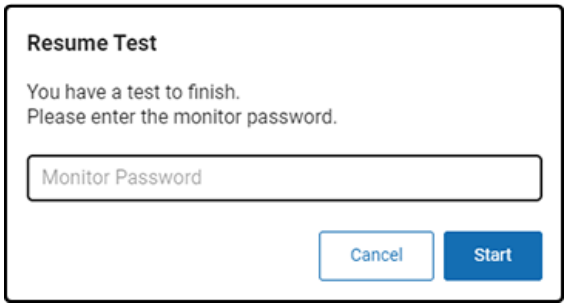
Select one of the following options:

Option	Choose When...	Notes
Save & exit	You want to stop the test, but plan to come back to it later.	• The student's answers to previous questions are saved. • When the student resumes the test, they will be presented with the same question they were on when they exited the test. • After selecting **Save & exit**, in the window that opens, select **Yes** to confirm that you want to pause the test, or **No** if you do not: 
Discard & exit	You want to stop the test; you are finished with it and have no plans to come back to it.	• The student's answers to previous questions are discarded. • The next time the student logs in to take a test, the student will begin a new test. • After selecting **Discard & exit**, in the window that opens, select **Yes** to confirm that you want to discard the test, or **No** if you do not. 
Close	You want to continue taking the test now instead of saving or discarding it.	• The test continues as usual.

Resuming a Test

A paused test can only be resumed within 8 calendar days (192 hours) of its initial starting date and time. When a student who has a paused test logs in and selects the **Star Math** icon on the home page, they will see a message telling them they have a test to finish.



Enter the monitor password and select **Start** to resume the test where the student left off. Resuming a test is similar to stopping a test with regard to the monitor password:

- You must use the monitor password, not your Renaissance password.
- If you enter the wrong password, you can try again; however, if you enter the wrong password three times in a row, you will be returned to the login page.

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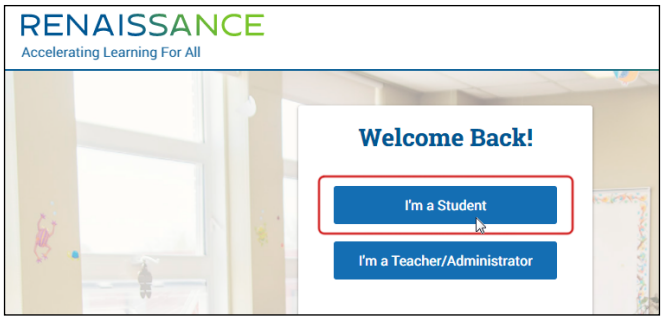
Logging In Students

Identify Students' User Names and Passwords

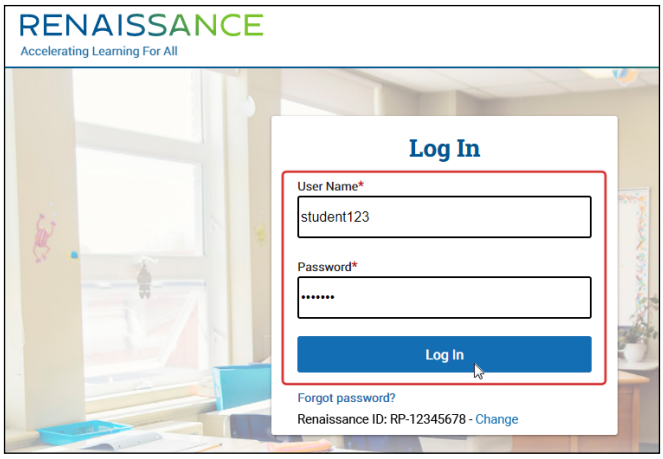
For the latest instructions on creating and printing a Student Password Report, visit https://star-help.renaissance.com/hc/en-us/articles/11944541312667.

How Students Log In

1. Start the web browser and go to the Renaissance 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**.



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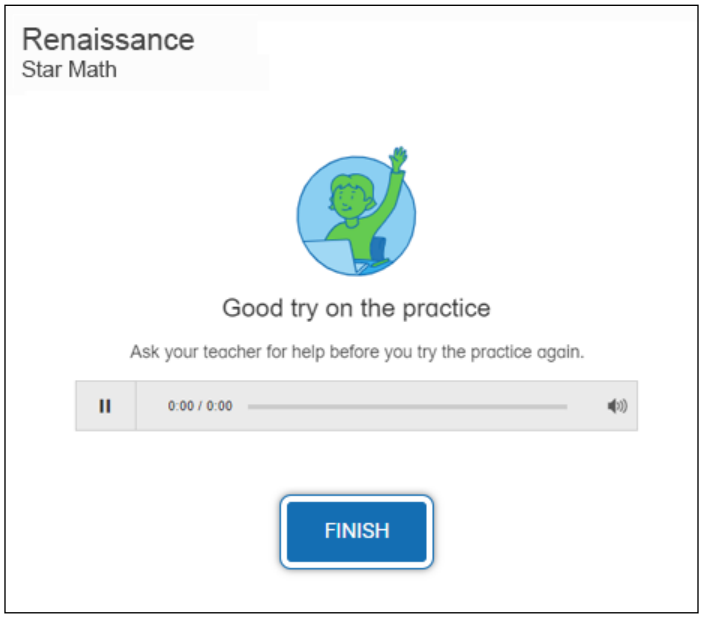
Test Format Overview

It is important to prepare your students for what the Star Math experience will be like. Prior to the testing session, use the following Teacher Notes and Student Images (either projected or in handouts) to help your students know what to expect at each stage of the test.

Practice Questions and Failed Practices

The practice session consists of three practice questions; a student must answer two of them correctly in order to move on to the actual test.

If a student answers fewer than two practice questions correctly, a message will tell them to raise their hand and ask you for help.



Select **Finish** to end the test. Begin the test again, and watch the student as they try to answer the practice questions.

- 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 their abilities assessed by Star Math.

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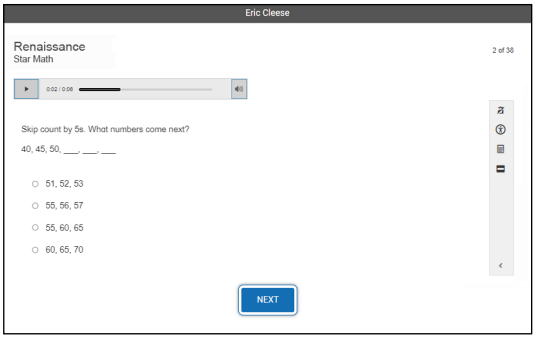
Teacher Notes for Student Images

Picture 1

Read Out Loud

This is what the questions look like. You will get three practice questions to answer.

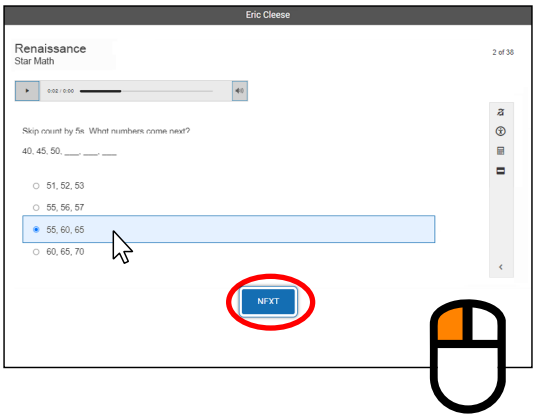


Pictures 2a–c

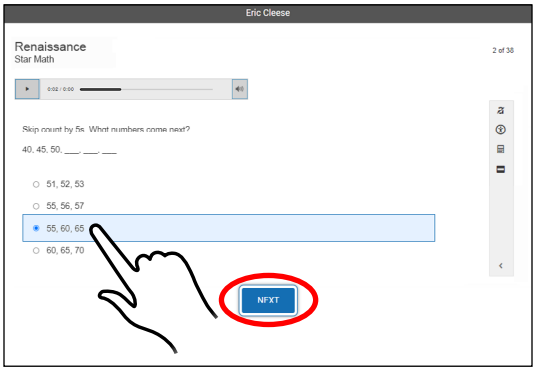
Read Out Loud

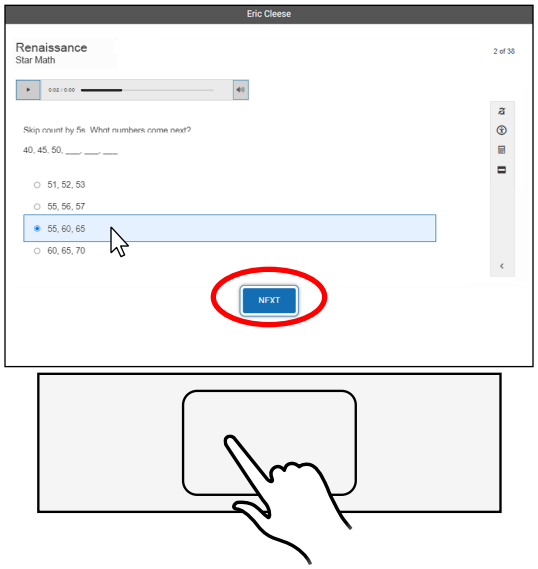
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice *before* you enter it.

For students using the mouse, show picture 2a: Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.



For students using a touchpad or tablet, show picture 2b: Tap your answer choice. Then, enter your answer choice by tapping **Next**.





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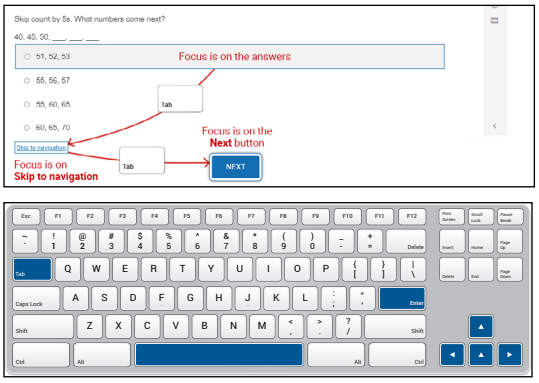
For students using a keyboard, show picture 2c:
Use **Tab** to move the focus around the screen. The item in focus will have a blue border around it.

When the focus is on the answers, use the arrow keys ↑ ↓ ← → to choose an answer. Use **Tab** to move the focus to **Skip to navigation**, then use **Enter/return** or **space** to move the focus to the **Next** button.

When the focus is on the **Next** button, use **Enter/return** or **space** to enter your answer.



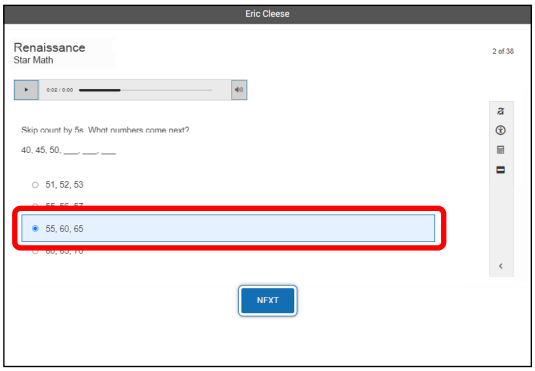
Note: Use **Shift + Tab** to move the focus in *reverse* order from what is described above.

Picture 3

Read Out Loud

When you choose an answer, a blue highlight will appear around it and the circle next to it will be filled in. For some questions, your answer will be copied into the blank. This only shows you which answer you selected. It does *not* mean that you selected the correct answer.

To change your answer, click on it with the mouse, tap it, or use the arrows on the keyboard. The program will highlight your new choice. *You cannot change your answer after you enter it.*

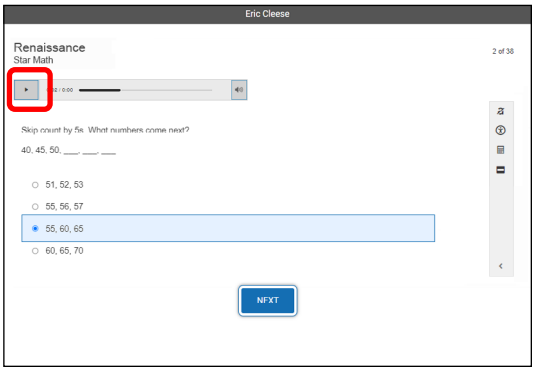


Picture 4

Read Out Loud

The audio for a question may play automatically, or you may need to use the **Play** button.

Click on it with the mouse, tap it, or use **Tab** to move the focus to the **Play** button and then use **Enter/return** or **space** to play (or replay) the audio.



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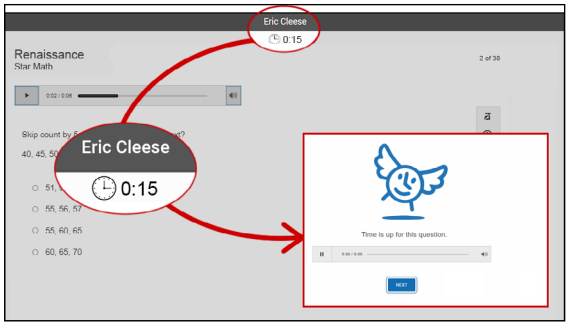
Picture 5

Read Out Loud



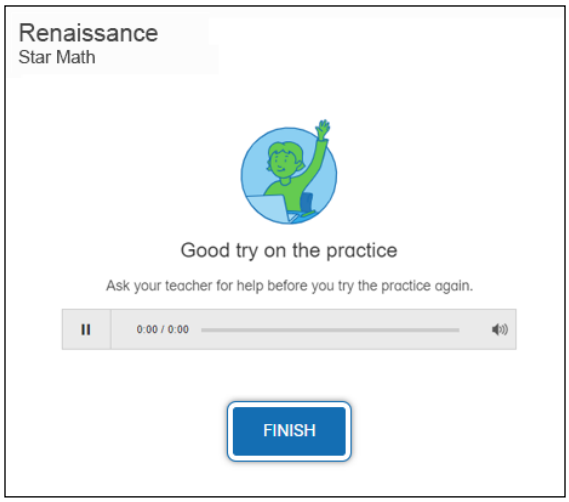
Note: *Skip this picture for students who are taking the test with the "unlimited time" accommodation—see page 106.*

If you see a timer at the top of the screen, time is almost up for the question you are on. Choose your answer quickly.

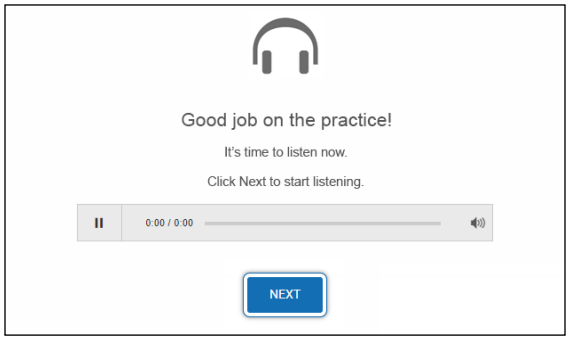
If you don't choose an answer in time, you will see a message that says time is up for this question. Select **Next** to go on to the next question.

Picture 6

Read Out Loud



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



When you finish answering the practice questions, the program will show you this message. Select **Next** to start the test.

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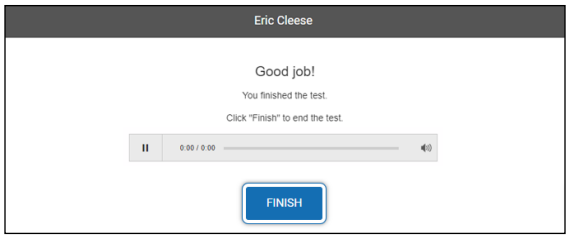
Picture 7

Read Out Loud

When you are finished with the test, the program will show you this message. Select **Finish** to finish the test.



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!

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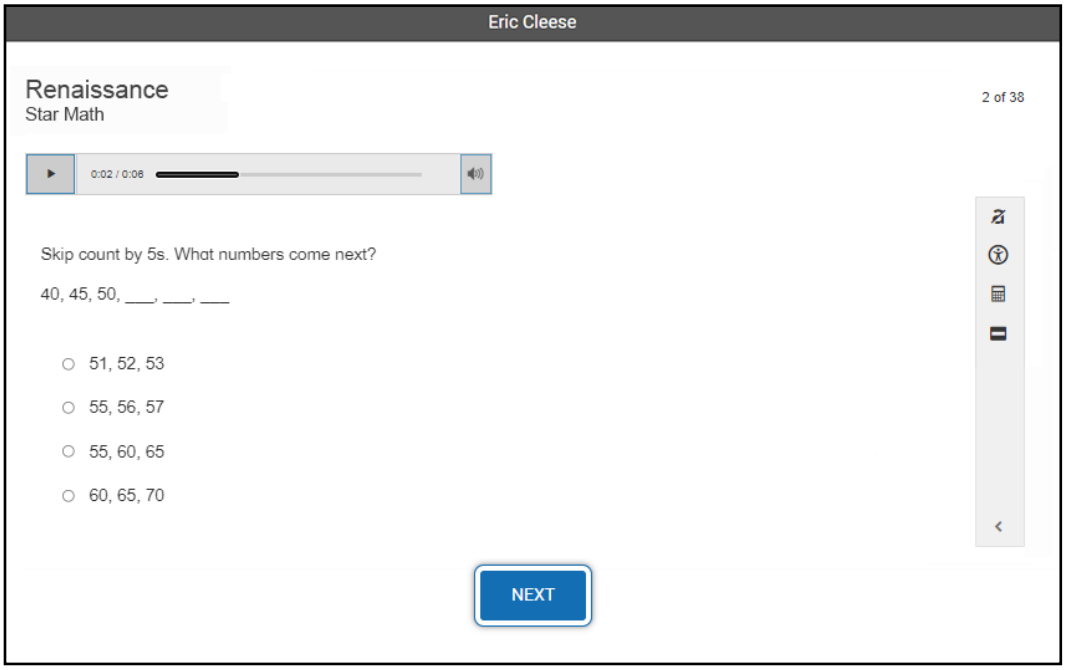
Picture 1

This is what the questions look like.

You will get three practice questions to answer.



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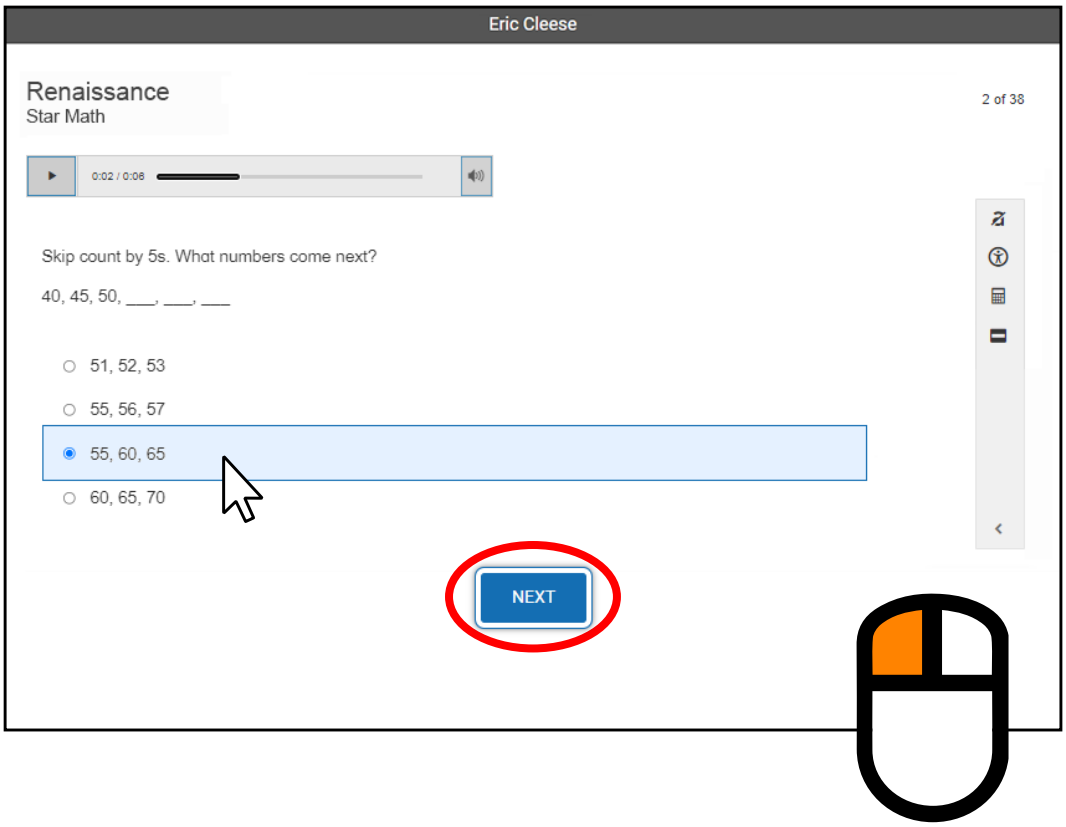
Picture 2a

Choosing your answer is easy.
You can change your answer choice *before* you enter it.

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



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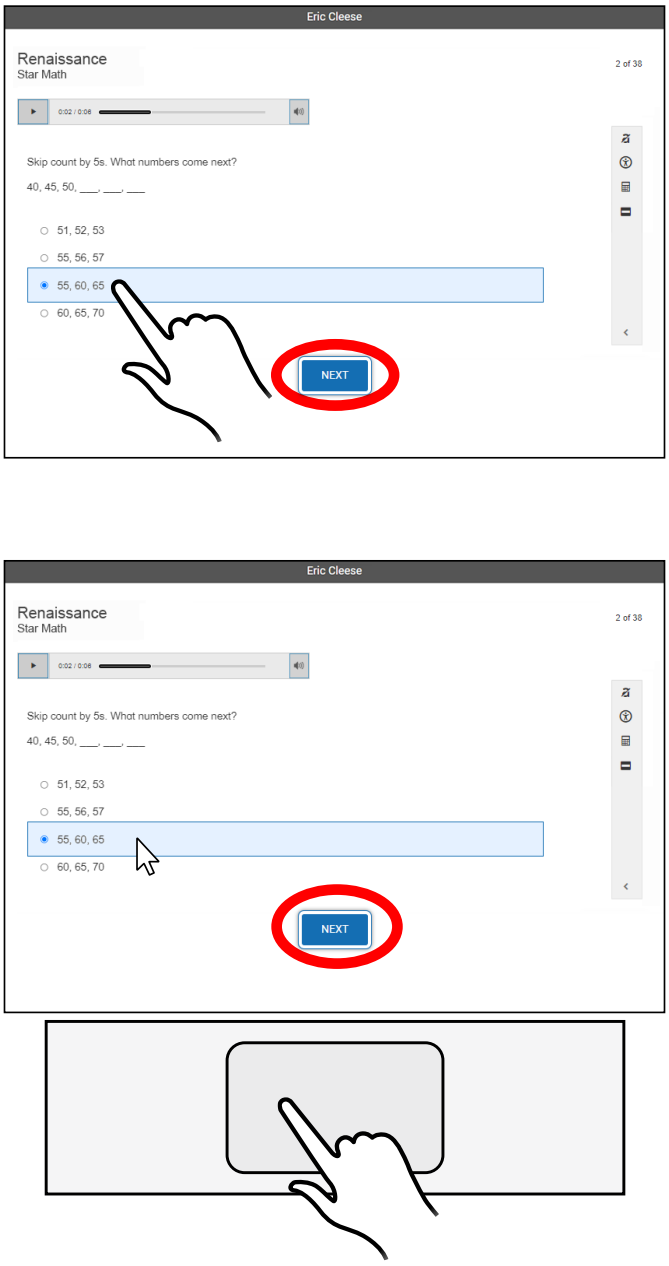
Picture 2b

Choosing your answer is easy.

You can change your answer choice *before* you enter it.

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



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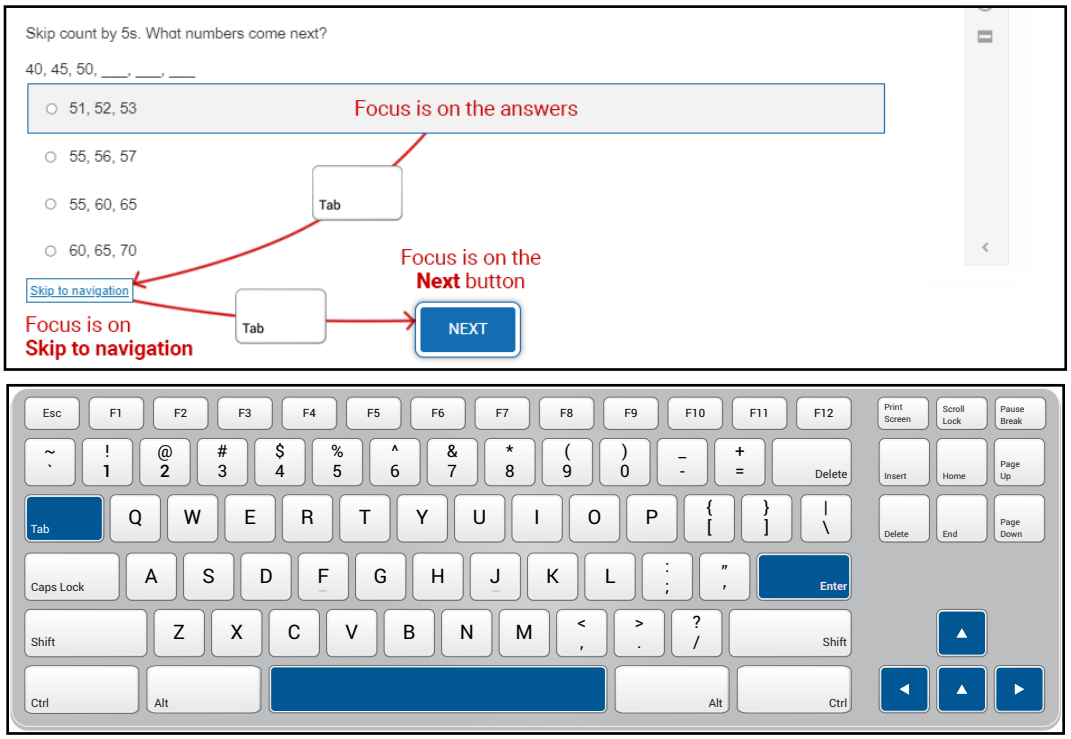
Picture 2c

Choosing your answer is easy.
You can change your answer choice *before* you enter it.

Use **Tab** to move the focus around the screen. The item in focus will have a blue border around it.



When the focus is on the answers, use the arrow keys ↑ ↓ ← → to choose an answer. Use **Tab** to move the focus to **Skip to navigation**, then use **Enter/return** or **space** to move the focus to the **Next** button.

When the focus is on the **Next** button, use **Enter/return** or **space** to enter your answer.

Note: Use **Shift + Tab** to move the focus in *reverse* order from what is described above.

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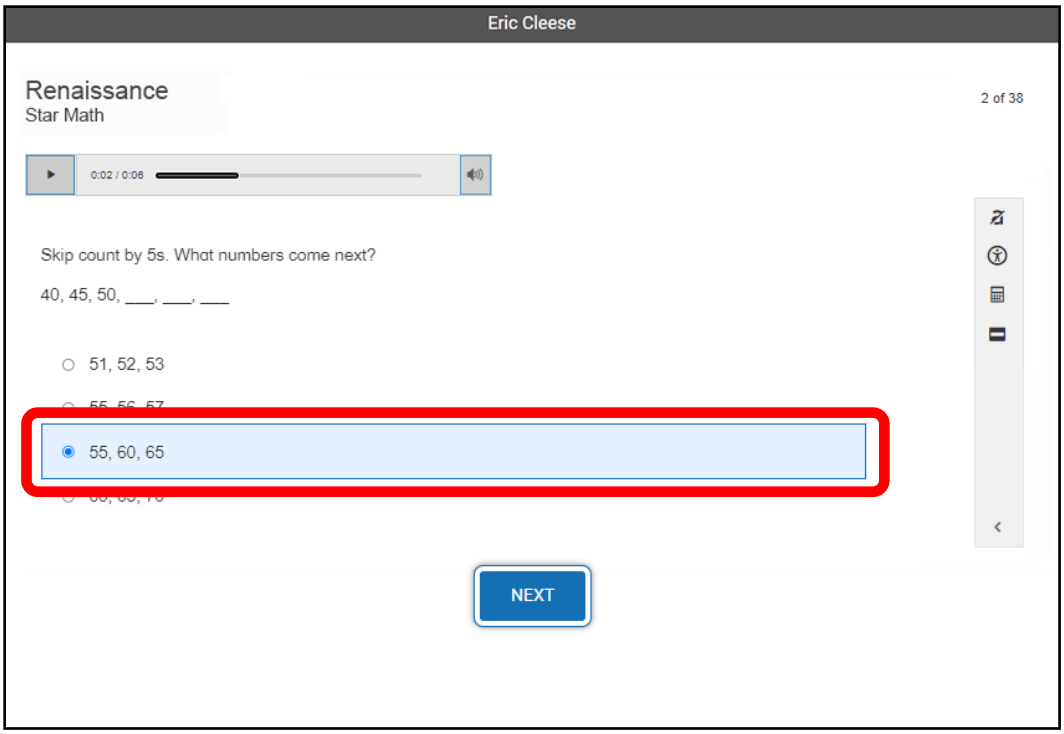
Picture 3

When you choose an answer, a blue highlight will appear around it and the circle next to it will be filled in. For some questions, your answer will be copied into the blank. This only shows you which answer you selected. It does *not* mean that you selected the correct answer.



To change your answer, click on it with the mouse, tap it, or use the arrows on the keyboard. The program will highlight your new choice. *You cannot change your answer after you enter it.*

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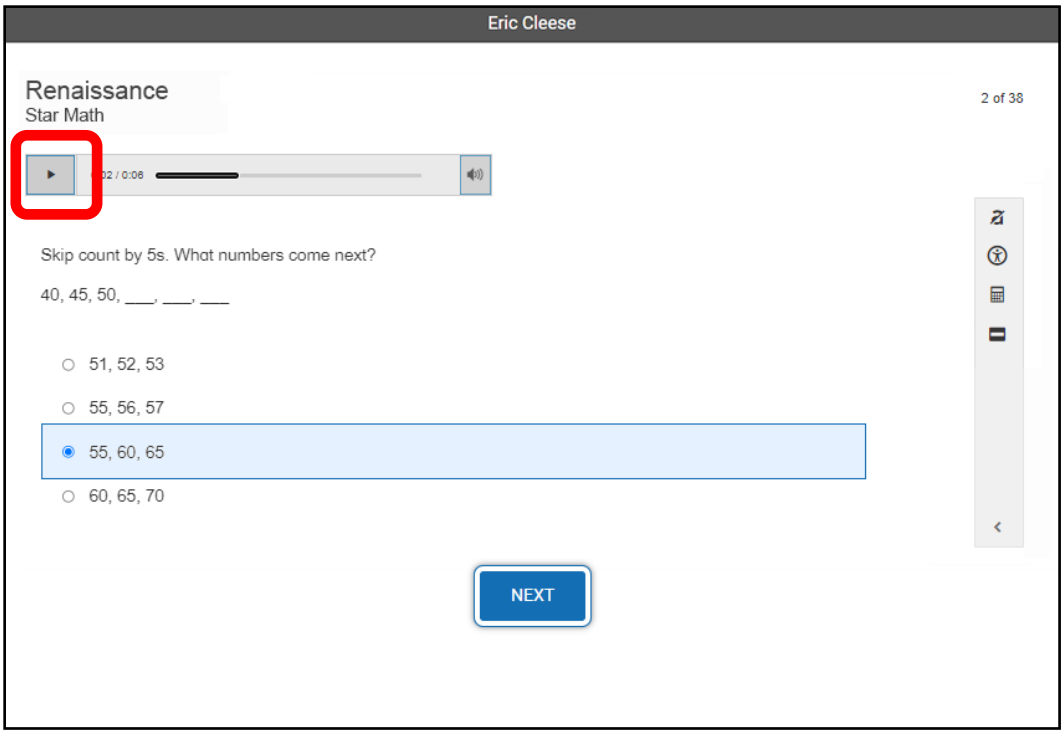
Picture 4

The audio for a question may play automatically, or you may need to use the **Play** button.



Click on it with the mouse, tap it, or use **Tab** to move the focus to the **Play** button and then use **Enter/return** or **space** to play (or replay) the audio.

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Picture 5

If you see a timer at the top of the screen, time is almost up for the question you are on. Choose your answer quickly.

If you don't choose an answer in time, you will see a message that says time is up for this question. Select **Next** to go on to the next question.

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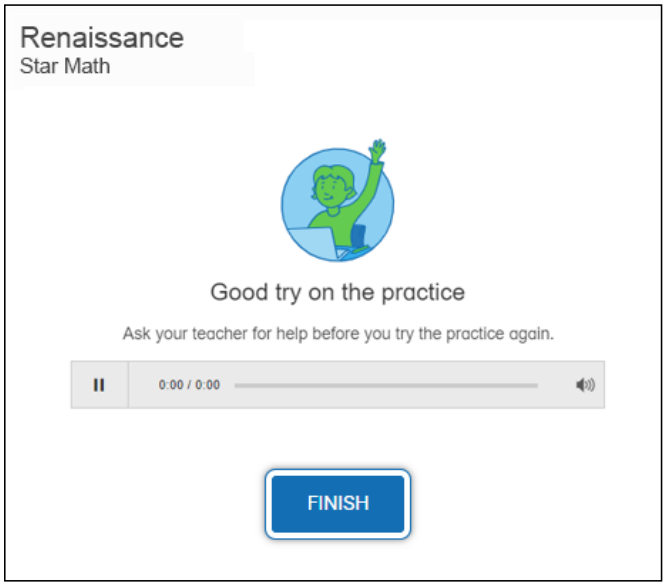
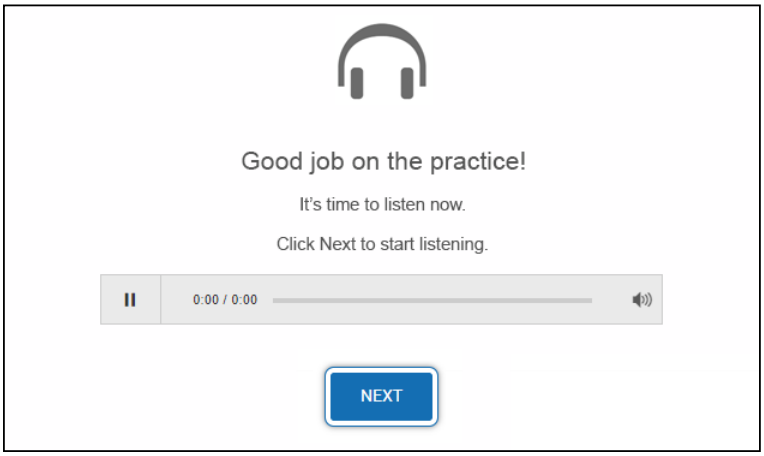
Picture 6

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



When you finish answering the practice questions, the program will show you this message. Select **Next** to start the test.



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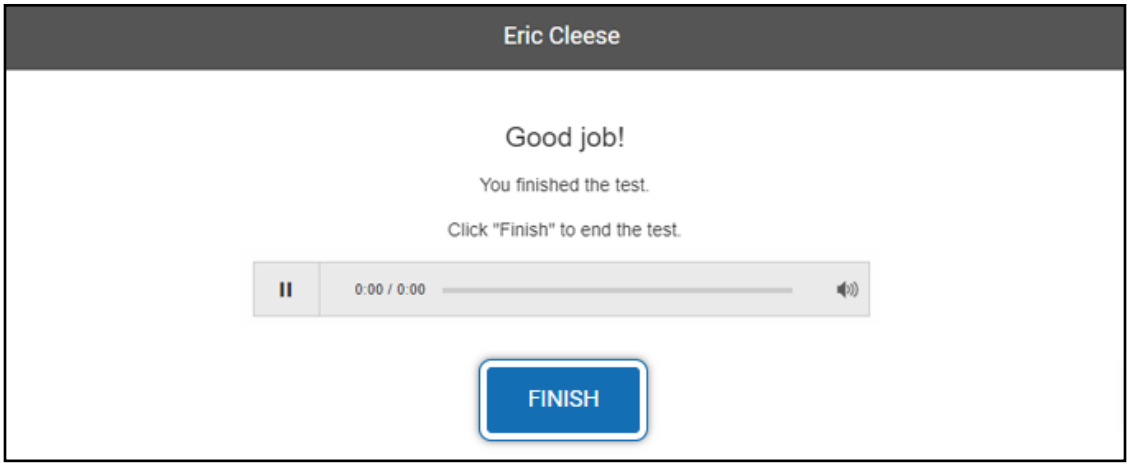
Picture 7

When you are finished with the test, the program will show you this message. Select **Finish** to finish the test.



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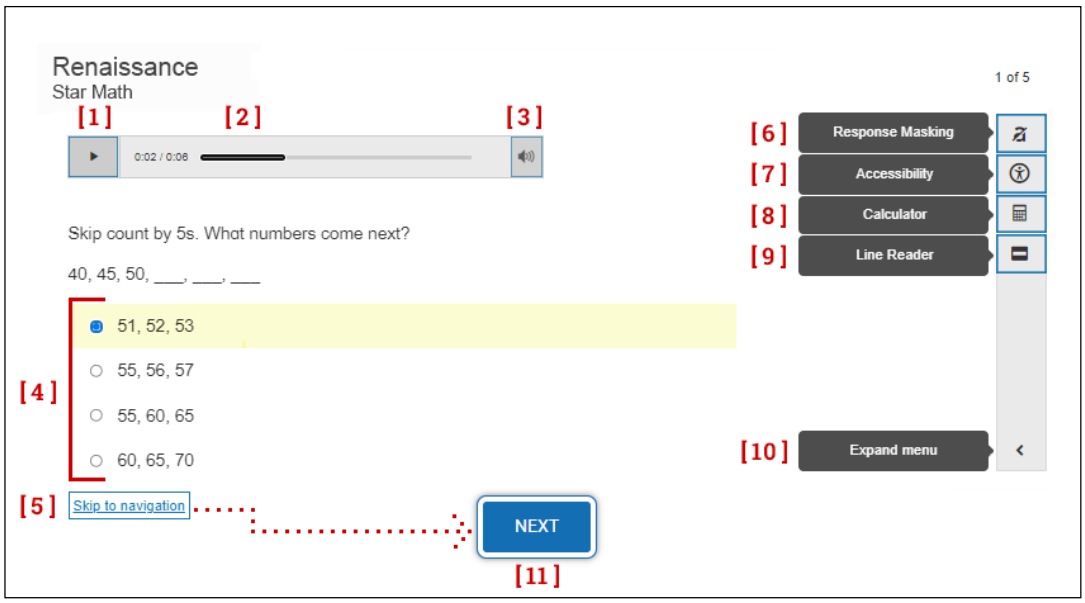
The Accommodations Toolbar

When a student takes the alternative Star Math test with accommodations, they need to be aware of which tools are available and how to access them. Special consideration is needed for students using a keyboard to take the test—the student uses keystrokes to move a *focus* from one tool to another. A selected tool (with the focus on it) is highlighted as shown below; using the tool requires specific keystrokes.

Not every item in the following screenshots will appear on the screen, depending on the settings of the Accommodations preference (see https://star-help.renaissance.com/hc/en-us/articles/11339203789339) that have been selected for the student; skip over any that do not apply.



[1] Play *(audio)**

[2] Time Slider *(audio)**

[3] Volume *(audio)**

[4] Answers

[5] Skip to navigation

[6] Response Masking

[7] Accessibility

[8] Calculator

[9] Line Reader

[10] Expand menu

[11] Next button

[1] Play

- **Mouse:** Click the buttons to start/pause the audio.
- **Tablet or touchpad:** Tap the buttons to start/pause the audio.
- **Keyboard:** Use **Tab** to put the focus on the button, then use **Enter/return** or **space** to start/pause the audio.

  Use **Tab** to move the focus to **[2] Time Slider**.

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[2] Time Slider

- **Mouse:** Click on the slider and drag it left or right to rewind/fast forward the audio.
- **Tablet or touchpad:** Tap on the slider and drag it left or right to rewind/fast forward the audio.
- **Keyboard:** Use the arrow keys ← → to rewind/fast forward the audio.

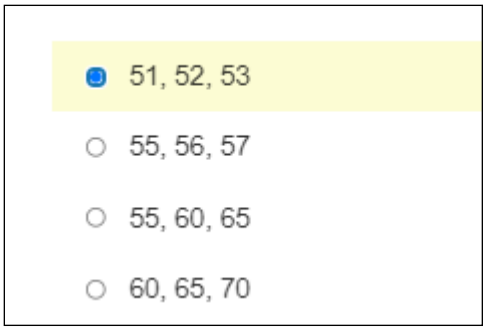
Use **Shift + Tab** to move the focus to **[1] Play**; use **Tab** to move the focus to **[3] Volume.**

[3] Volume

- **Mouse:** Click to open the slider; drag the slider up and down to increase/decrease the volume (dragging it all the way to the bottom mutes the audio). Click the button to close the slider.
- **Tablet or touchpad:** Tap to open the slider; drag the slider up and down to increase/decrease the volume (dragging it all the way to the bottom mutes the audio). Tap the button to close the slider.
- **Keyboard:** Use **Enter/return** or **space** to open the slider. Use the **arrow keys**: to increase (→ or ↑) or decrease (← or ↓) the volume (moving the slider all the way to the bottom mutes the audio). Select **Tab** to close the slider.

Use **Shift + Tab** to move the focus to **[2] Time Slider**; use **Tab** to move the focus to **[4] Answers**.

[4] Answers



- **Mouse:** Click on an answer to select it.
- **Tablet or touchpad:** Tap on an answer to select it.
- **Keyboard:** Use the arrow keys to move the selector up (← or ↑) and down (→ or ↓).

Use **Shift + Tab** to move the focus to **[3] Volume**; use **Tab** to move the focus to **[5] Skip to navigation**.

[5] Skip to navigation

Note: This control is intended for students using the keyboard. It appears on the screen after an answer has been highlighted and the student uses the **Tab** key.

- **Keyboard:** Use **Enter/return** to move the focus to the **[10] Next button**.

Use **Shift + Tab** to move the focus to **[4] Answers**; use **Tab** to move the focus to **[6] Response Masking**.

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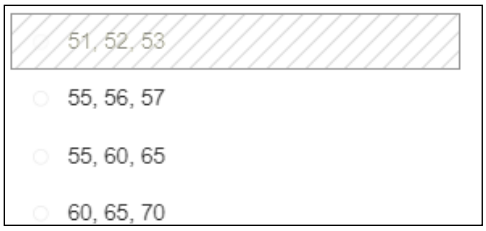
[6] Response Masking

Select this tool by:

- **Mouse:** Clicking on the button.
- **Tablet or touchpad:** Tapping on the button.
- **Keyboard:** Use **Tab** to put the focus on the button, then use **Enter/return** or **space** to select the tool. ***Important:*** *Immediately* use **Shift + Tab** *twice* to move the focus back to **[4] Answers**.



- **Mouse:** With the tool selected, click on an answer to mask it (clicking on a masked answer will remove the mask). Click the button again to stop masking.
- **Tablet or touchpad:** With the tool selected, tap on an answer to mask it (tapping on a masked answer will remove the mask). Tap the button again to stop masking.
- **Keyboard:** With the tool selected, use **Tab** and **Shift + Tab** to move the selector to an answer; follow by using **Enter/return** or **space** to mask or unmask an answer.

  Stop Response Masking by using **Tab** until the focus is on the Response Masking button in the toolbar, then use **Enter/return** or **space**.

  With Response Masking stopped, use **Shift + Tab** to move the focus to **[5] Skip to navigation**; use **Tab** to move the focus to **[7] Accessibility**.

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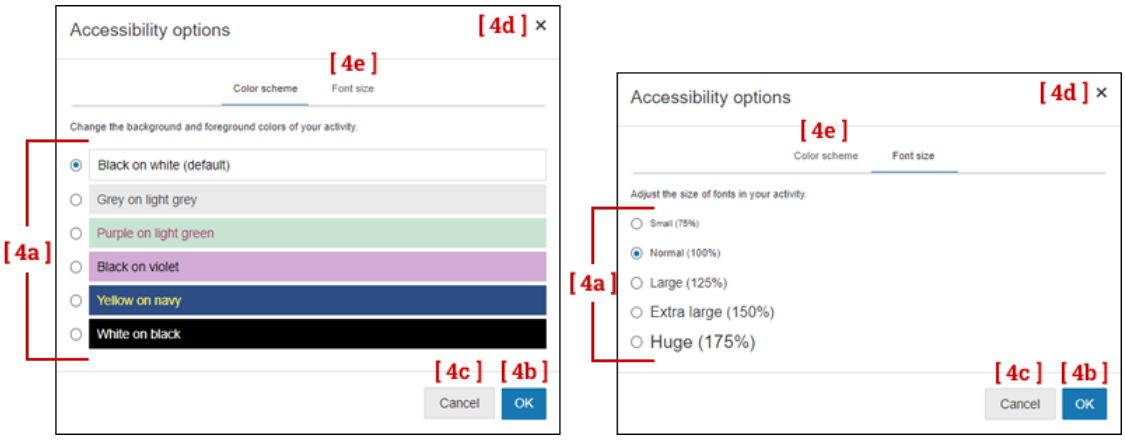
[7] Accessibility

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then using **Enter/return** or **space** to select the tool.



This opens a window with two tabs, “Color scheme” and “Font size”:

- **Mouse:** Click a color scheme to change the background and foreground colors.

  Click **OK** to save your changes, or click **Cancel** or the **×** in the corner to close the window without saving your changes.

  Click **Font size** to switch to the “Font size” tab.
- **Tablet or touchpad:** Tap a color scheme to change the background and foreground colors.

  Tap **OK** to save your changes, or tap **Cancel** or the **×** in the corner to close the window without saving your changes.

  Tap **Font size** to switch to the “Font size” tab.
- **Keyboard:** Use **Tab** to move the focus to the **[7a]** color schemes, then use the **arrow keys** (→ ↑ ← ↓) to change the background and foreground colors.

  Use **Tab** to move the focus to the **[7b] OK** button and then use **Enter/return** or **space** to save your changes.

  To close the window without saving your changes, use **Tab** to move the focus to either **[7c] Cancel** or the **[7d] ×** in the corner, then use **Enter/return** or **space** to close the window.

  Use **Tab** to move the focus to the **[7e]** “Font size” tab, then use **Enter/return** or **space** to open that tab.

- **Mouse:** Click a font size to make the text larger or smaller.

  Click **OK** to save your selection, or click **Cancel** or the **×** in the corner to close the window without saving your changes.

  Click **Color scheme** to switch to the “Color scheme” tab.
- **Tablet or touchpad:** Tap a font size to make the text larger or smaller.

  Tap **OK** to save your selection, or tap **Cancel** or the **×** in the corner to close the window without saving your changes.

  Tap **Color scheme** to switch to the “Color scheme” tab.
- **Keyboard:** Use **Tab** to move the focus to the **[7a]** example text sizes, then use the **arrow keys** (→ ↑ ← ↓) to make the text larger or smaller.

  Use **Tab** to move the focus to the **[7b] OK** button and then use **Enter/return** or **space** to save your selection.

  To close the window without saving your changes, use **Tab** to move the focus to either **[7c] Cancel** or the **[7d] ×** in the corner, then use **Enter/return** or **space** to close the window.

  Use **Tab** to move the focus to the **[7e]** “Color scheme” tab, then use **Enter/return** or **space** to open that tab.

Keyboard: When the Accessibility window is closed, use **Shift + Tab** to move the focus to **[6] Response Masking**; use **Tab** to move the focus to **[8] Calculator**.

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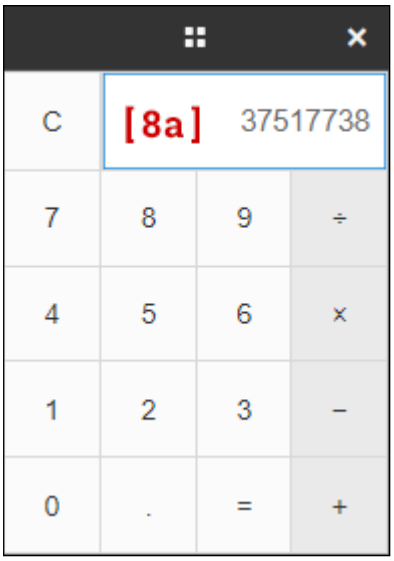
[8] Calculator

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then using **Enter/return** or **space** to select the tool.

This opens a simple calculator on the screen.

- **Mouse:** Click the buttons on the calculator to perform calculations. Click and drag the bar at the top of the calculator to move it around the window. Click the ✕ in the upper-right corner (or the calculator button in the toolbar) to close it.
- **Tablet or touchpad:** Tap the buttons on the calculator to perform calculations. Tap and drag the bar at the top of the calculator to move it around the window. Tap the ✕ in the upper-right corner (or the calculator button in the toolbar) to close it.
- **Keyboard:** Use **Tab** to move the focus to the **[8a]** answer window; once the focus is there, you can use the number pad on the keyboard to perform calculations (or use the number and operations keys for keyboards without a number pad).



You can also use **Tab** or the arrow keys (↑ ↓ ← →) to move the focus to one of the keys on the calculator, then use **Enter/return** or **space** to "press" that key.

Use **Tab** to move the focus to the ✕ in the upper-right corner (or the calculator button in the toolbar), and then use **Enter/return** or **space** to close the calculator.

When the calculator is closed, use **Shift + Tab** to move the focus to **[7] Accessibility**; use **Tab** to move the focus to the **[9] Line reader**.

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[9] Line Reader

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then using **Enter/return** or **space** to select the tool.

To use the tool:

- **Mouse**: Click and drag the line reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Click and drag the bar below the center of the gap up and down to increase/decrease the number of lines of text that are visible.

  Click and drag the lower-right corner to increase/decrease the height and width of the line reader.

  Click the in the upper-right corner to close the line reader.

- **Tablet or touchpad**: Tap and drag the line reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Tap and drag the bar below the center of the gap up and down to increase/decrease the number of lines of text that are visible.

  Tap and drag the lower-right corner to increase/decrease the height and width of the line reader.

  Tap the in the upper-right corner to close the line reader.

- **Keyboard**: Use the **arrow keys** (→ ↑ ← ↓) to move the reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Use **Tab** to move the focus to the bar below the center of the gap, then use the **arrow keys** (↑ ↓) to increase/decrease the number of lines of text that are visible.

  Use **Tab** to move the focus the lower-right corner, then use the **arrow keys** to change the height (↑ ↓) and width (← →) of the line reader.

  Use **Tab** to move the focus to the in the upper-right corner, then use **Enter/return** or **space** to close the line reader.

  When the Line Reader is closed, use **Shift + Tab** to move the focus to **[8] Calculator**; use **Tab** to move the focus to **[10] Expand menu**,

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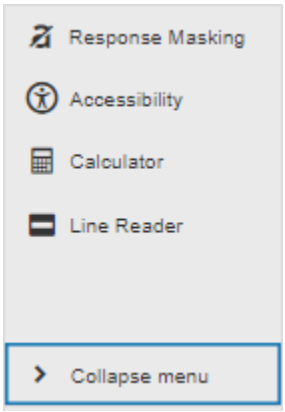
[10] Expand menu

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then using **Enter/return** or **space** to select the tool.

When this tool is active, the toolbar expands, showing the full names of all the available tools to the right of the buttons.



To close the expanded menu:

- **Mouse:** Click **Collapse menu** at the bottom.
- **Tablet or touchpad:** Tap **Collapse menu** at the bottom.
- **Keyboard:** Use **Tab** to put the focus on **Collapse menu** at the bottom, then use **Enter/return** or **space**.

  When the menu is collapsed, use **Shift + Tab** to move the focus to **[9] Line Reader**; use **Tab** to move the focus to the **[11] Next** button.

[11] Next button

- **Mouse:** Click the button to enter your answer and move on to the next question.
- **Tablet or touchpad:** Tap the button to enter your answer and move on to the next question.
- **Keyboard:** Use **Enter/return** or **space** to enter your answer and move on to the next question.

  Use **Shift + Tab** to move the focus to **[10] Expand menu**; use **Tab** to move the focus to **[1] Play (audio)**.

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Appendix D: Time Limits

There are three different time limits that can be set for students taking a Star test: Standard, Extended, and Unlimited (Star Reading and Star Math only). Standard is the base level of time, Extended is set using the Extended Question Time Limit Preference (see https://star-help.renaissance.com/hc/en-us/articles/11236933180699), and Unlimited is set using the "Allotted Time" section of the Accommodations Preference (see https://star-help.renaissance.com/hc/en-us/articles/11339203789339). For more information about setting Extended or Unlimited Time for students with accommodations, see the *2023–2024 K–2 Progress Monitoring Statewide Assessments Accommodations Guide*.

Time Given to Answer Star Early Literacy Questions (in Seconds)

Question Type	Standard Time (seconds)	Extended Time (seconds)
Hands-On Exercise Questions	35	35
Practice Questions	60	180
Test Questions	150	450

Time Given to Answer Star Reading Questions (in Seconds)

Grade	Question Type	Standard Time (seconds)	Extended Time (seconds)	Unlimited Time (seconds)
K–2	Practice Questions	60	180	900
K–2	Test Section A, Questions 1–10	120	360	900
K–2	Test Section B, Questions 11–34	180	405	900

Time Given to Answer Star Math Questions (in Seconds)

Question Type	Standard Time (seconds)	Extended Time (seconds)	Unlimited Time (seconds)
Practice Questions	90	180	900
Test Questions	240	480	900

For more information about time limits, see the following help articles:

- Time Limits: Star Early Literacy: https://star-help.renaissance.com/hc/en-us/articles/11565444362395
- Time Limits: Star Reading: https://star-help.renaissance.com/hc/en-us/articles/12039652925083
- Time Limits: Star Math: https://star-help.renaissance.com/hc/en-us/articles/11310011170459

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