



# Star Early Literacy™ Test Administration Manual

RENAISSANCE®

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## Contents

Introduction .....	1
About Star Early Literacy .....	1
Computer-Adaptive Tests and Scaled Score .....	1
Software Requirements .....	1
Test Security Overview.....	1
Prior to Testing.....	2
Day of Testing .....	2
Test Administration Procedure .....	3
General Testing Information.....	5
Pausing or Stopping a Test.....	5
Student Accommodations.....	5
Contact for Support .....	5
Appendix A: Software Tasks.....	6
Identify Students' User Names and Passwords.....	6
How Students Log In .....	6
Appendix B: Test Format Overview .....	7
Practice Questions and Failed Practices.....	7
Teacher Notes for Student Images.....	8
Student Images.....	11
Appendix C: Test Flow Diagram.....	16

## Introduction

This manual provides general information about the Star Early Literacy assessment and specific guidelines for administering Star Early Literacy. 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 Early Literacy

Star Early Literacy is a customized reading test for students to take on a computer. The test is designed for students in grades pre-K through 3 (beginning readers who do not yet read independently or need early literacy skills assessed). As a student takes the assessment, the software selects items based on the student's responses. If the student answers the item correctly, the software increases the difficulty level of the next item. If the student answers incorrectly, the software 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 consists of 27 items and generally takes fewer than 15 minutes for the student to complete the assessment.

## Computer-Adaptive Tests 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.

## 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.

## 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.
- 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.
- 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.
- 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 “Appendix A: Software Tasks” for step-by-step instructions). It is important to note that teachers can only search for students in their own classes. If you choose to print this information, be sure it is stored in a secure location before and during testing, and destroyed after testing.
- Check the settings for all preferences that apply to Star Early Literacy (see <https://help.renaissance.com/SEL/1111>).

## Day of Testing

- Make sure you have the correct monitor password if it is required (see <https://help.renaissance.com/SEL/3333>).
- Use “Appendix B: Test Format Overview” to familiarize students with what a Star Early Literacy test looks like. The Student Images section 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 “Teacher Notes for Student Images” section is a guide to use with students as you discuss pictures 1–5.
- 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**.
- Provide a break prior to testing. Students should use the restroom and get a drink of water during this time.

## Test Administration Procedure

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

**Today you will take a test called Star Early Literacy. There are 27 questions on the test. Don't worry if someone finishes the test before you because every test is different.**

**Some of the questions will be easy, while others will be more challenging. Don't worry about how many questions you think you get right or how many you think you get wrong. Everyone will likely miss some of the questions. The main goal is for you to do the best you can.**

**If you do not know the answer to a question, go ahead and choose what you think is the best answer.**

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

*Pause for questions.*

**If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your best answer and select **Next** to move on to the next question. If you do not choose an answer in time, you will see a message that says time is up for that question. The next question will appear in a few seconds.**

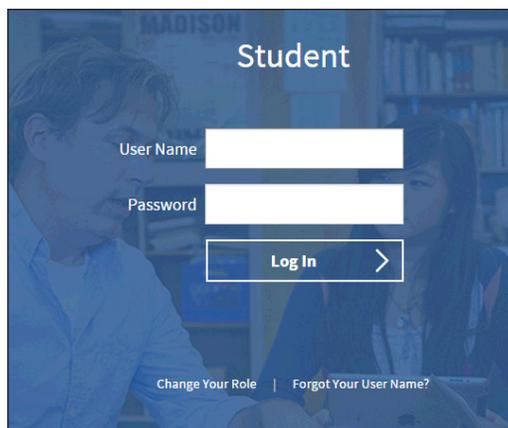
*Pause for questions.*

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

*Pause to answer any questions students may have. Be sure all students know their user names and passwords before moving to the steps for logging in to the test.*

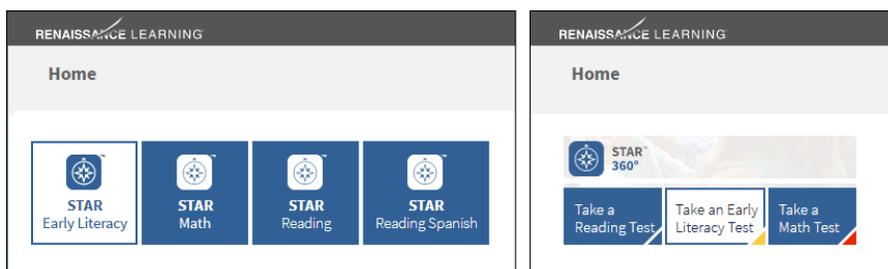
*Instruct students to pause and wait for instructions after each step in the login process to ensure no one rushes ahead.*

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



When all students are logged in, continue.

Select **Star Early Literacy** or **Take an Early Literacy Test** on the Renaissance Place Home page.



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

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

When all students are ready to begin, continue.

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

Are there any questions?

Enter the monitor password, if it is required.

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

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

## General Testing Information

### Pausing or Stopping a Test

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

### Student Accommodations

For information about Star Assessment accommodations for students with an IEP or 504 Plan who have extended time as an accommodation, please visit <http://doc.renlearn.com/KMNet/R00581317DED9FC4.pdf>.

### Contact for Support

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

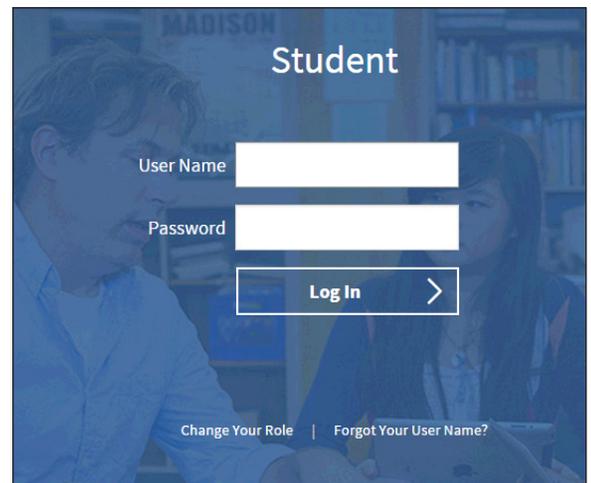
## Appendix A: Software Tasks

### Identify Students' User Names and Passwords

1. On the Renaissance Place Home page, click **Users**.
2. Under Students, click **View Students**. For a list of the passwords for all of the students in your class, choose the class in the drop-down list. To find the password for an individual student, enter the student's name. Click **Search**.
3. Click the **Passwords** tab. To print, click **Print Page**.

### 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**.



## Appendix B: Test Format Overview

It is important to prepare your students for what the Star Early Literacy testing 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

Depending on the setting of the Hands-On Practice preference (<https://help.renaissance.com/SEL/9999>), the student may see practice questions before the actual test starts. The practice session is primarily meant to gauge the student's ability to work with the program's interface, to see if the student understands how to select and enter an answer.

If a student does not pass the practice session (by successfully selecting and entering the answers to three questions in a row), the practice session ends and the test will not start for that student. Have the student try another practice, and carefully observe the student.

- ▶ If the student does not understand how to answer questions, review the testing procedures with the student.
- ▶ If the student understands how to answer questions, but keeps running out of time before entering an answer, you may need to extend the time limits for that student. See <https://help.renaissance.com/SEL/4444> for instructions on setting the Extended Question Time Limit preference.
- ▶ If the student understands how to answer questions, but keeps giving incorrect answers, this may indicate that the student is not ready to have his or her abilities assessed by Star Early Literacy.

## Teacher Notes for Student Images

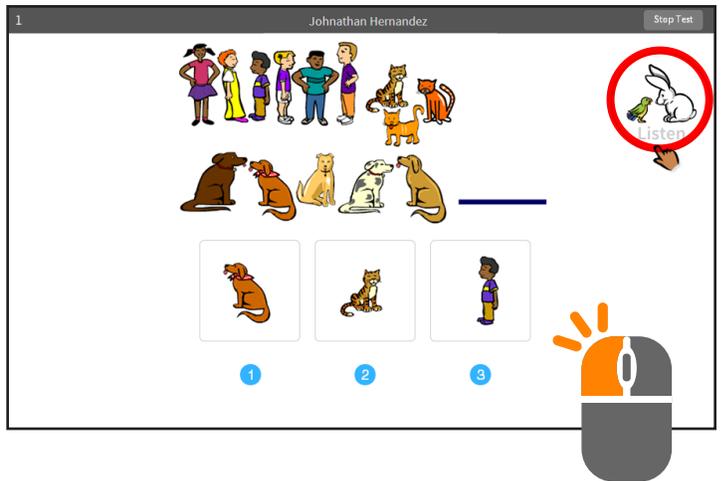
### Picture 1

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

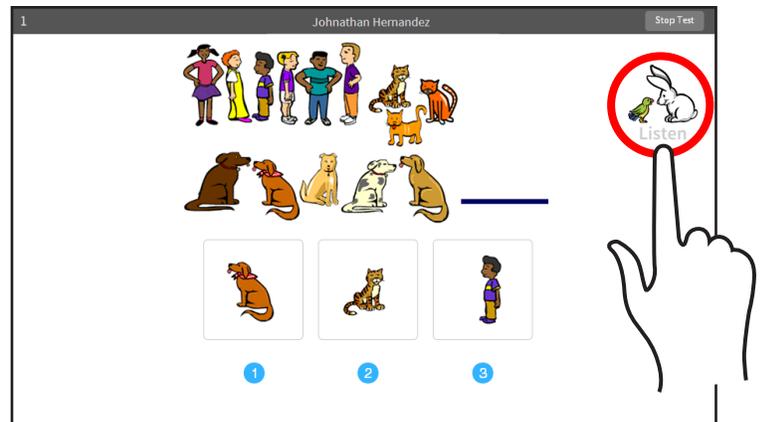
**When using the keyboard:** Press the L key.



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



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



## Picture 2

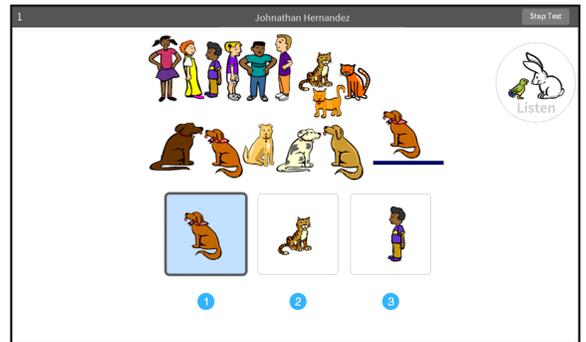
Choosing your answer on the computer is easy. Each question has three possible answers (shown at the bottom of the screen). Choose the one you think is the right answer to the question. You can change your answer choice *before* you enter it.

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

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

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

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

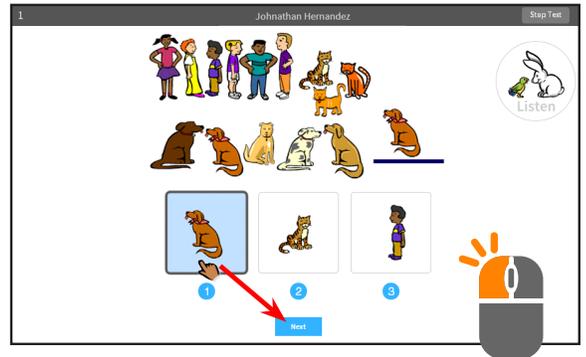


**When using the mouse:** Use the mouse to move the hand to your answer choice and click on it with the left mouse button.

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

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

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

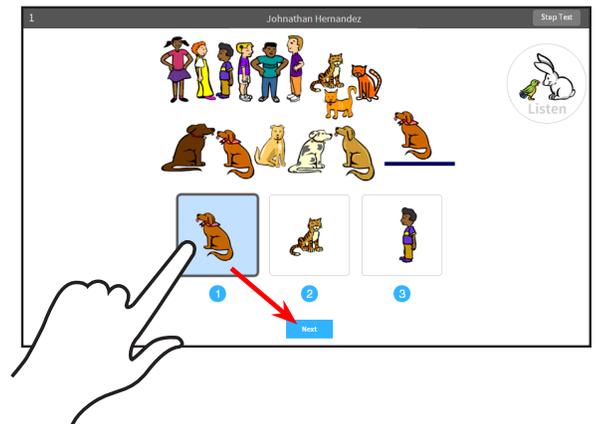


**When using a tablet:** Tap your answer choice.

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

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

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



### Picture 3

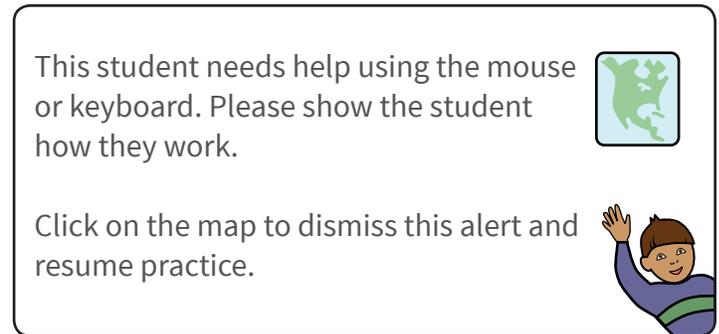
If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your answer quickly. If you don't choose an answer in time, the test will move on to the next question.



### Picture 4

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

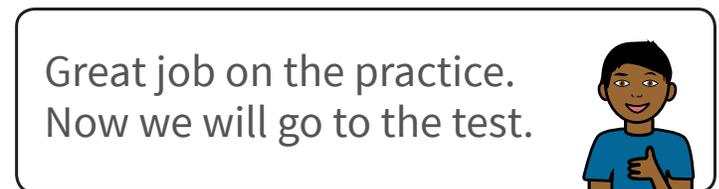
If you see this message during the training or practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.



### Picture 5

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

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



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

### Picture 1

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

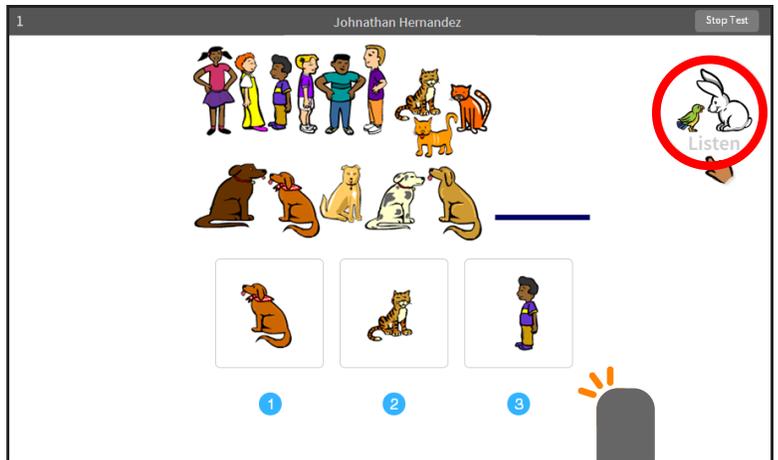
#### **When using the keyboard:**

Press the **L** key.



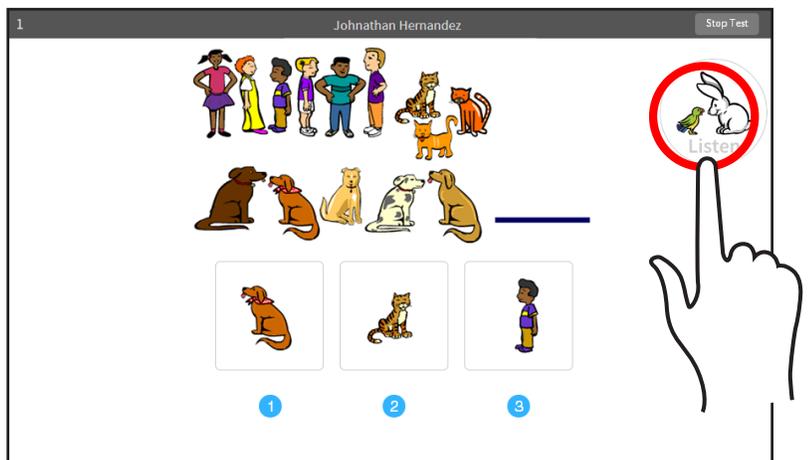
#### **When using the mouse:**

Click **Listen**.



#### **On a tablet:**

Tap **Listen**.

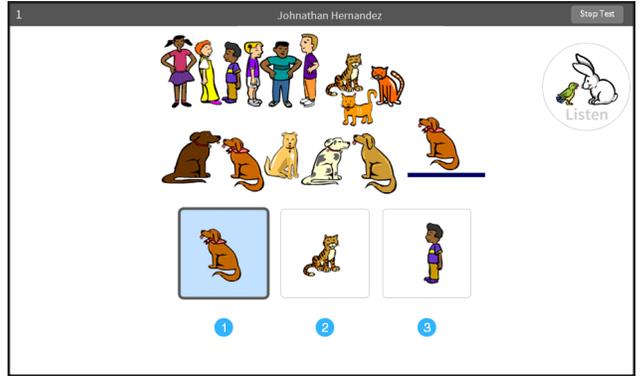


## Picture 2

Choose your answer.

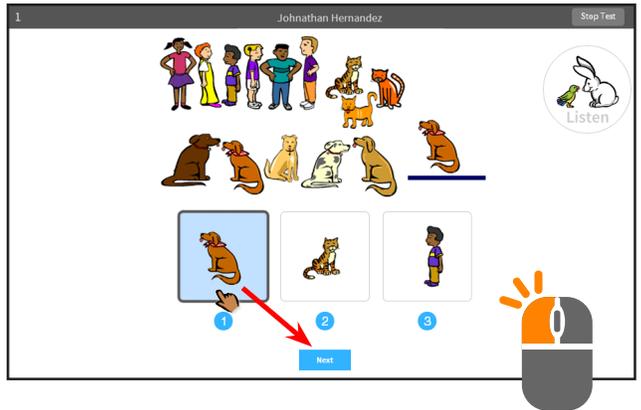
### Using the keyboard:

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



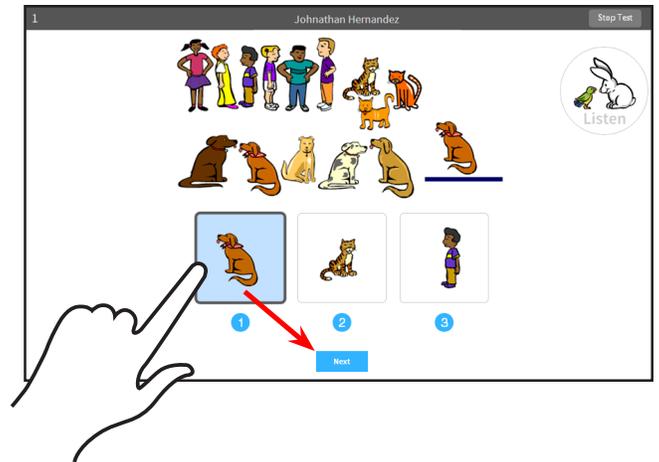
### Using the mouse:

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



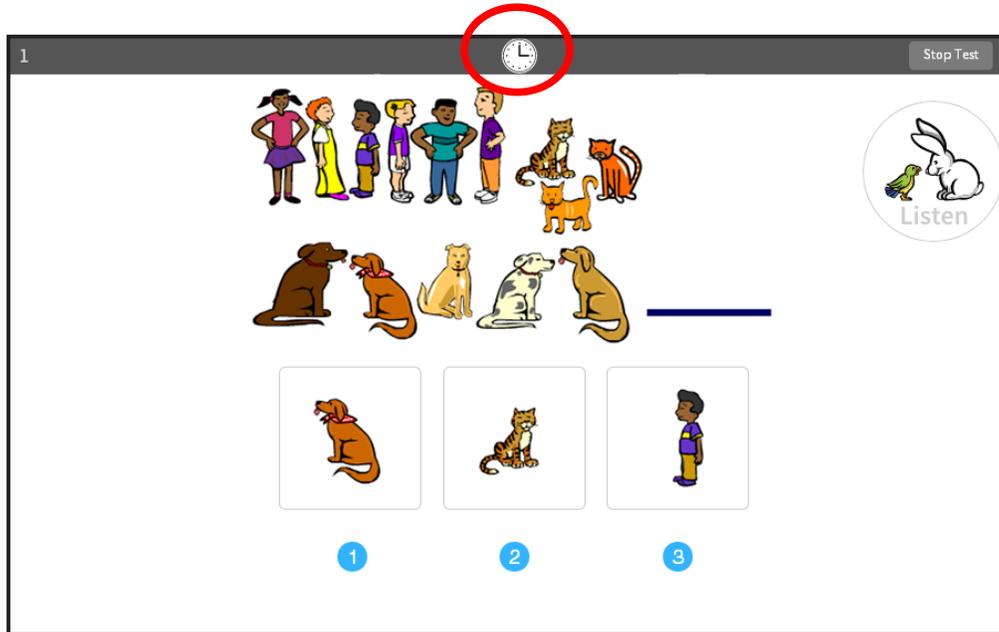
### On a tablet:

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



## Picture 3

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



## Picture 4

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

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



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



## Picture 5

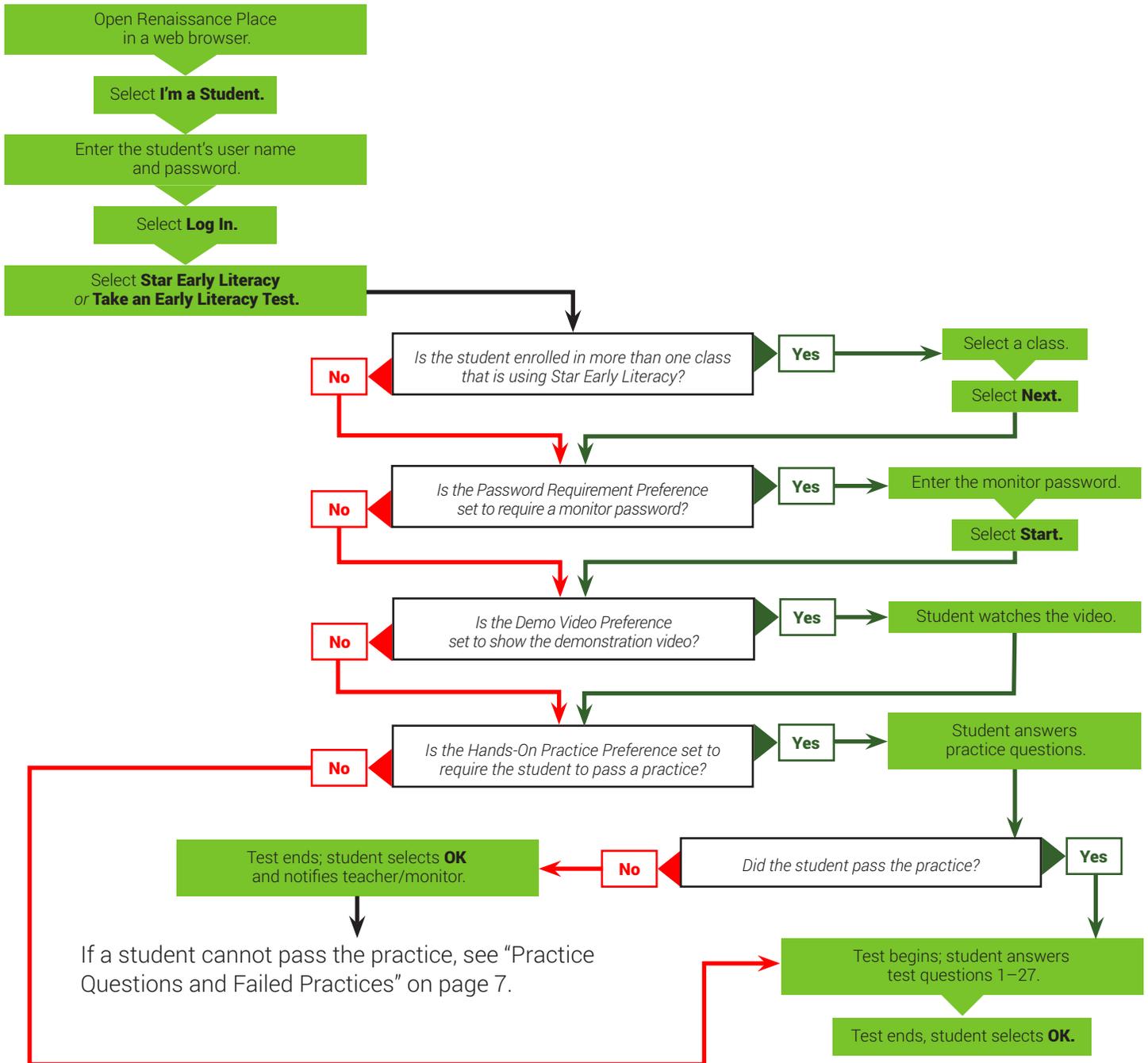
When you finish answering the practice questions, the program will show you this message.

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



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

## Appendix C: Test Flow Diagram



# About Renaissance

Renaissance is the leader in K–12 learning analytics—enabling teachers, curriculum creators, and educators to drive phenomenal student growth. Renaissance’s solutions help educators analyze, customize, and plan personalized learning paths for students, allowing time for what matters—creating energizing learning experiences in the classroom. Founded by parents, upheld by educators, and enriched by data scientists, Renaissance knows learning is a continual journey—from year to year and for a lifetime. Our data-driven, personalized solutions are currently used in over one-third of U.S. schools and more than 60 countries around the world. For more information, visit [www.renaissance.com](http://www.renaissance.com).

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