Star Early Literacy
Test Administrator Quick Guide

BEFORE

- Schedule the assessment for a time of day when students will be alert and engaged.
  - Allow 45 minutes for students to log in, listen to the pretest instructions, take the test, and log out.
  - Work with your school assessment coordinator to arrange for a quiet and secure environment for testing.
- Log in to the FLKRS platform as a Teacher/Administrator.
  - Review the pretest instructions.
  - Print a list of students’ usernames and passwords.
- Present the Star Early Literacy Student PowerPoint and arrange an opportunity for students to interact with the sample items and become familiar with the device they will use to take the test.

DURING

- Monitor administration.
  - Make sure students are wearing headphones connected to the device assigned to them or ensure speakers are on for students testing one-on-one.
  - When audio instructions are first given, students must listen carefully. After the instructions, a chime will sound. Students can then select an answer.

AFTER

- Mark all applicable Non-Participation characteristics for students who did not complete the assessment.
- Print and review reports that best align with your classroom needs.

MONITORING RECOMMENDATIONS

DO:

✓ Walk around to ensure students stay on task
✓ Assist with technology (ensure they are logged in and can hear)

DO NOT:

✗ Help with answers
✗ Explain test items
✗ Allow dictionaries or calculators

STUDENT LOG IN STEPS

1. Open Renaissance Place in a web browser.
2. Select I’m a Student
3. Enter the student’s username and password
4. Select Log In
5. Select Star Early Literacy Test.

If necessary, select a class. Enter the monitor password. Select Start. Student answers practice questions. Did the student pass the practice test?

- If YES, test begins—student answers test questions 1–27
- If NO, test ends—student selects OK and notifies teacher/monitor. If a student cannot complete the practice items, update the student Non-Participation characteristic.