RENAISSANCE®

Administering the Test
Renaissance Star Assessments™ Administration Checklist

Before Testing	
☐	Schedule the assessment for a time of day when students will be alert and engaged. Don't schedule an assessment right before lunch or recess, or at the end of the day. Allow a full class period, or roughly 45 minutes, for students to log in, listen to the pretest instructions, take the test, and log out.
☐	Plan on testing all students at once. If that isn't possible, test students within a narrow time frame so you can better compare scores. However, when administering Renaissance Star Early Literacy for the first time, don't take all students to the lab at once. If possible, ask an assistant to take four or five students at a time. Once students are familiar with the procedures, they will be able to test in a larger group.
☐	Arrange for a quiet and secure environment for testing, similar to what you would require for a traditional high-stakes test. The best setting is usually a computer lab.
☐	Log in to the test you are administering as a Teacher/Administrator. Print and review the pretest instructions. Print a list of students' user names and passwords, and provide each student with his or her user name and password prior to the testing event.
☐	Talk to students about the importance of the test. Emphasize that it should be taken seriously. You may wish to tell students how the scores will be used so they understand why it's in their best interest to show what they can do.
☐	Encourage students to raise their scaled score each time they test. It's the best way to view performance over time and across grades. In addition, the scaled score does not carry the negative connotation that a low percentile rank or grade-equivalent score might have for struggling students.

During Testing	
☐	Space students so they are not distracted and cannot provide each other with answers.
☐	Make sure students taking Renaissance Star Math have paper and pencil and know they can use them.
☐	If you are administering both Renaissance Star Reading and Star Math, give the math test first. If students take Star Reading first, they tend not to use paper and pencil with Star Math.
☐	Follow the pretest instructions. This promotes consistency of administration and matches the norming conditions.
☐	Walk around as students are testing to make sure they stay on task. Do not explain test items or help with answers. Don't allow dictionaries, calculators, or other reference materials, unless they are provided online by the software.
☐	When administering Star Early Literacy, or Star Math with audio support, make sure students are wearing headphones connected to the device assigned to them. Also make sure students taking Star Early Literacy understand that when audio instructions are first given, they must listen carefully. After the instructions, a chime sounds. Students can then select an answer.

After Testing	
☐	Print and review reports that best align with your testing purposes, or view student data on the Math Dashboard or Reading Dashboard.
☐	If you suspect that a student took a Star Reading or Star Math test without really attending to it, look at the student's Diagnostic Report. It will tell you how much time the student spent on the test and will display a warning if it appears the student rushed through it. This can help you determine whether you need to deactivate a test.
☐	When talking to students about their results, connect performance and progress to effort. By recognizing effort, and not just achievement, you reinforce the positive behaviors that lead to learning and greater growth.