



## Frequently Asked Questions (FAQs) for VPK FAST Star Early Literacy Implementation

### General Questions

**1. What is the Coordinated Screening and Progress Monitoring Program and its purpose?**

All VPK Programs are required to implement the Coordinated Screening and Progress Monitoring Program, which is the statewide, standardized program known as the Florida Assessment of Student Thinking (FAST) Star Early Literacy. VPK Programs are required to administer FAST Star Early Literacy three times per program year to assess and monitor student achievement of the performance standards in early literacy and mathematics. VPK FAST Star Early Literacy results will be a component of the VPK Provider Performance Metric and will be used to identify student achievement and learning gains.

**2. Where can I go for more information on FAST Star Early Literacy for VPK Programs?**

The Star Early Literacy assessment is a progress monitoring tool of Renaissance Learning. The Renaissance [Family Guide to Star Assessments](#) and the Division of Early Learning's (DEL) dedicated website both provide more information on FAST Star Early Literacy. You are encouraged to bookmark <https://fldoe.org/schools/early-learning/providers/fast-star-earlit.stml> and visit often for updates.

**3. What do VPK Programs need to know to get started?**

VPK programs should become familiar with the DELs dedicated website for FAST Star Early Literacy. You are encouraged to bookmark <https://fldoe.org/schools/early-learning/providers/fast-star-earlit.stml> and visit often for updates. In the VPK Program Guide to FAST, you will find the VPK Renaissance Testing Site information, program and students rostering, VPK Renaissance Testing Site credentials, training requirements, resources for families, Renaissance authorized user "admin" tasks and the test administration schedules. All VPK Programs are required to have a qualified test administrator who has met VPK FAST training requirements prior to administering the assessment to students.

**4. What do VPK Programs do if they have changes in their program or enrollment?**

VPK program and student rostering occurs in the Provider Services Portal. The DEL collects and sends program and student information from the Provider Services Portal to Renaissance nightly for maintaining rostering in the Renaissance system. Any changes made in the Provider Services Portal may take up to 48 hours to reflect in the Renaissance system. Rostering and changes cannot be made in the Renaissance system. This includes:

- Authorized Users (Renaissance)
- Business Administrators, Director and VPK Directors
- VPK Class schedule/calendar
- Classroom teacher, aides and substitutes
- VPK students

**5. Who will have access to the VPK FAST Star Early Literacy data collected?**

All data is available in the Renaissance system. The State of Florida Department of Education will have access to all VPK Programs data. Early Learning Coalitions (ELCs) will have access to the data for programs in the counties they serve. Public and Private VPK programs will have access to data for each program and VPK class.

**6. What information and resources are available to families so they can become familiar with the Star Early Literacy?**

VPK programs are encouraged to provide the [Family Guide to Star Assessments](#) and the [FAST Star Early Literacy Family Letter: What Families Need to Know](#) about FAST Star Early Literacy for students enrolled in a VPK program. VPK programs are encouraged to customize the bottom portion of the Family Letter with progress monitoring dates and how a parent can contact the VPK program. Parents may also contact DEL with questions related to FAST Star Early Literacy by completing the [VPK Parent Form](#), the form will be submitted to [VPKFAST@del.fldoe.org](mailto:VPKFAST@del.fldoe.org), and a VPK representative will assist. Additionally, parents can view the [English Tablet Demo Video](#) or [Spanish Tablet Demo Video](#).

**7. Can parents choose to opt-out their child from participating in the Star Early Literacy Assessment for VPK?**

No, Section [1002.53\(6\)\(d\), Florida Statutes](#), requires that each parent who enrolls their child in the VPK program must allow their child to participate in the Coordinated Screening and Progress Monitoring program. In addition, when parents complete the application for their child to participate in VPK, they certify that, “Upon enrollment of my child in the VPK Program, I understand that I must allow my child to participate in the Coordinated Screening and Progress Monitoring Program ([Section 1002.68, Florida Statutes](#)).”

**8. When are VPK Programs required to administer FAST Star Early Literacy?**

**VPK Programs are required to administer three times per program year, Progress Monitoring (PM) 1, 2 and 3.**

The Renaissance system has default screening windows or PM periods. The DEL and Renaissance are collaboratively capturing the first assessment attempt in the PM period as the score reported to the state for FAST Star Early Literacy administrations. **Coalitions may give VPK programs their specific PM dates for each VPK class.**

**Programs that have 83 or more instructional days follow the below test administration schedule:**

**PM1:** Is the first thirty (30) instructional days of the VPK class schedule beginning with the first VPK instructional day.

**PM2:** Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed.

**PM3:** Is the last thirty (30) instructional days of the VPK class schedule ending on the last VPK instructional day

**Programs (including Summer VPK) that have 82 or fewer instructional days follow the below test administration schedule:**

**PM1:** Is the first ten (10) instructional days of the VPK class schedule beginning with the first VPK instructional day.

**PM2:** Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed.

**PM3:** Is the last ten (10) instructional days of the VPK class schedule ending on the last VPK instructional day.

**9. Can VPK programs complete additional progress monitoring?**

Yes, the Star Early Literacy assessment is available for ongoing progress monitoring, as needed for VPK students. The first assessment attempt in the PM period is the score reported to the state for FAST Star Early Literacy administrations. Any subsequent assessments taken within the PM period and any assessments taken outside of the PM period are not reported to the state for FAST Star Early Literacy administration. All attempts are recorded in the Renaissance system.

**10. Can VPK programs assess a new VPK student that enrolls after the program year has already begun?**

Yes, VPK programs should administer the assessment after the new VPK students first instructional week to establish a beginning or baseline score for that student.

**11. Does FAST Star Early Literacy student data transfer between VPK providers in situations like ownership changes and VPK Reenrollment?**

Beginning in the 2023-2024 Program Year student data is transferred at the time of VPK Reenrollment to the new VPK provider.

**12. What technical support is available?**

The [Star Early Literacy Technical Manual](#) outlines every aspect of the design product in detail and the [Technical Recommendations](#) outlines recommendations for web browser, screen resolution, internet connect, devices, accessibility, and additional client requirements and recommendations.

**Renaissance System:** Users who need Renaissance System support should contact the Renaissance Place Help Desk and Technical Assistance Team at 1-800-338-4204 or by completing this [form](#) for a Renaissance representative.

**13. Who should VPK Programs and Parents contact for VPK FAST policy and implementation support?**

Programs and parents may contact the Division of Early Learning with questions related to FAST Star Early Literacy implementation requirements. Select which best describes who you are: [VPK Provider](#) or [VPK Parent](#) and your information and questions will be submitted to the Division of Early Learning.

## **FAST Star Early Literacy Administration Requirements**

**14. What are the training requirements prior to administering FAST Star Early Literacy to VPK students?**

VPK programs are required to have a qualified test administrator administer the assessment to students. To be qualified as a test administrator, an individual must be employed by a private VPK provider or school district and complete, and document completion of, professional learning training designed to ensure consistent test conditions and test environment to increase and secure test administration and fidelity. Test administrators are encouraged to use the [Star Early Literacy Test Administration Manual](#) during test administration. To complete the VPK FAST training requirements, participants will need to register in Renaissance-U (Ren-U), following the Renaissance-U Enrollment Guidance. **The below Ren-U courses meet VPK FAST training requirements:**

- VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (English)
- VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (Spanish)

**15. Are VPK Programs non-compliant if it is determined that a person who is not qualified as a test administrator administered the assessment to VPK students?**

Yes, coalitions must determine compliance for each VPK provider, program, and PM period. Issuing a non-compliance notice would be appropriate.

**16. Who will FAST Star Early Literacy be administered to?**

FAST Star Early Literacy is required to be administered in all VPK Programs to enrolled students with valid certificates of eligibility. Providers may choose to administer Star assessments (Star Early Literacy, Star Reading, Star Math) to non-VPK students at their own expense.

**17. Are VPK Programs non-compliant if a student withdraws from the VPK Program during PM1, PM2 or PM3 and are not assessed?**

Providers should not be considered non-compliant for students that are not assessed and withdraw during a PM period.

**18. Can FAST Star Early Literacy be administered in a group setting?**

The assessment must be administered **individually or in a small group with no more than five students**. If administration occurs in a group size of 2 to 5 students, students must use headphones. Test administrators must ensure consistent test conditions and test environment to increase and secure test administration and fidelity. For small group administration, test administrators must verify that each device including headphones are fully functioning prior to the student beginning the test.

**19. What happens if a user is prompted to enter the Monitor Password when administering the Star Early Literacy Assessment?**

The Monitor Password is **admin** (all lowercase).

**20. Where is FAST Star Early Literacy completed and how do Test Administrators log students on?**

The Star Early Literacy Assessment is a computer-adaptive assessment administered through a secure login on the VPK Renaissance Testing Site. The [Star Early Literacy Administration Manual](#) provides instructions on how to access the assessment for administration, or test administrators may follow the below steps:

1. Open a web browser and **go to the VPK Renaissance Testing Site**.
2. On the Login page, select **I'm a student**.
3. Enter the **student username and password**. **Test Administrator must verify the correct student VPK Renaissance Testing Site credentials have been entered**. Then, select **Log In**.
4. **Test Administrator should read aloud the test instructions to students and make sure the students are ready to begin**. When students are ready to begin, select the **Star Early Literacy** tile on the Home page.
5. Are you inside your school? VPK Students are required to take the assessment at school. Select, **Yes**.
6. Test Administrators must enter the **Monitor Password, admin** (all lowercase).
7. Select **Start** and begin the assessment.
8. The student will see a **demonstration video** that shows the student how to choose and enter an answer and how to use a Listen option to hear a question repeated.
9. The **hands-on exercise** will follow which shows students to properly choose and enter an answer using the mouse, keyboard, or by tapping. Then, the test will begin.
10. If **administration of the assessment needs to be paused**, select **Resume Later** to save the student's progress on the assessment. The student must complete the assessment within eight (8) calendar days. **To resume later**, the Test Administrator will be prompted to enter the **Monitor Password, admin** (all lowercase).
11. **Once the student completes the assessment, they will be redirected to the login screen**. Please wait 5 minutes after students complete the assessment to check the Test Activity Report to verify the student completed the assessment.

**21. How do VPK Programs and Coalitions obtain VPK Renaissance Testing Site credentials?**

In the **Provider Services Portal**, VPK provider business admins will have to enter Authorized Users for the vendor, Renaissance. This should include but is not limited to the VPK Director, VPK teacher and qualified test administrators.

In the **Coalition Services Portal**, coalitions admins will have to enter Authorized Users for the vendor, Renaissance. This should include but is not limited to the coalition's FAST contacts.

**22. How can VPK programs and coalition administrators look up personnel and student login information?**

**Administrators can view the personnel login information** once logged on to the VPK Renaissance Testing Site.

On the Home page, select the user account in the upper-right corner. Select **Manage Apps & Users**, in the drop-down list. Select **Users**. With "**Personnel**" selected, select **search all personnel** and **click Search**.

The teacher username starts with a lowercase t. Example (t12345)

**Note: Instructors are required to customize the password after the first login.**

**Administrators and instructors can view the student login information** once logged on to the VPK Renaissance Testing Site. On the Home page, select the user account in the upper-right corner. Select **Manage Apps & Users**, in the drop-down list. Select **Users**. With "**Students**" selected, select **Password Report**.

**Note: Student username and passwords may not be customized.**

**23. How many attempts must VPK students be given to pass the practice items?**

Students must be given three attempts to pass the practice items. If after three attempts, the student continues to fail the practice items, the student must be marked with the Non-Participation Status of "Failed Practice" or if the student has a first language other than English the student must be marked with the Non-Participation Status of "Non-English-Speaker."

**24. What are the ranges for the Unified Scaled Scores for each of the Literacy Classifications?**

Unified Scaled Scores				
Literacy Classifications	Pre-K to Grade 1	Grade 2	Grades 3+	Literacy Classifications Definitions
Emergent Reader	Early 200–682	Early 200–709	Early 200–732	Student is beginning to understand that printed text has meaning. The student is learning that reading involves printed words and sentences, and that print flows from left to right and from the top to the bottom of the page. The student is also beginning to identify colors, shapes, numbers, and letters.
	Late 683–785	Late 710–802	Late 733–824	Student can identify most of the letters of the alphabet and can match most of the letters to their sounds. The student is beginning to read picture books and familiar words around their home. Through repeated reading of favorite books with an adult, students at this stage are building their vocabularies, listening skills, and understandings of print.
Transitional Reader	Early 786–815	Early 803–829	Early 825–851	Student has mastered alphabet skills and letter-sound relationships. The student can identify many beginning and ending consonant sounds and long and short vowel sounds.
	Late 816–851	Late 830–862	Late 852–882	Student is probably able to blend sounds and word parts to read simple words. The student is likely using a variety of strategies to figure out words, such as pictures, story patterns, and phonics.
Probable Reader	852–1100	863–1100	883–1100	Student is becoming proficient at recognizing many words, both in and out of context. The student spends less time identifying and sounding out words and more time understanding what he or she has read. Probable readers can start to blend sounds and word parts to read words and sentences more quickly, smoothly, and independently.

**VPK Program Administrative Task Requirements**

**25. How do I mark VPK students with the Extended Time Accommodation?**

VPK students with an Individual Educational Plan (IEP) or 504 Plan may be eligible for extended time on the Star Early Literacy Assessment. To do this, **log into Renaissance** with your administrator account from the Renaissance Home page, select your **name** in the upper-right corner. In the drop-down list, select **Edit Preferences > Extended Question Time Limits >** select the **box** for students requiring this accommodation.

## 26. How do I mark students with a Non-Participation Status?

VPK Program Administrators are required to mark Non-Participation Status for students that qualify for one of the four statuses and must inform the family. To do this, log into Renaissance with your administrator account. On the Home page, select your name in the upper-right corner. In the drop-down list, select **Manage Apps & Users**. On the Manage Apps & Users page, select **Users**. Type the name of the child that did not test and select **search**. Select the student that did not test. Select the **Non-Participation Status** tab on the View Student page. Select the **Screening Period** drop-down, and select **PM1, PM2 or PM3 (ignore the default dates)** for which you are marking the Non-Participation Status for. For the **Assessment Type, only select Star Early Literacy**. Then, in the drop-down list, select the **Non-Participation Status** for the specific PM period. To save your changes, select **Save**.

The four Non-Participation Status options are described below:

- 1) **Assessment Inappropriate**- The Star Early Literacy Assessment may not be appropriate for all VPK students. VPK Program Administrators may determine the assessment is inappropriate for students that are Blind/Visually Impaired, Deaf/Hard of Hearing, Medical Exemption Accommodation or students with an Individual Educational Plan (IEP) or 504 Plan and can't be met with computer-based test (IEP/504 requiring Paper Based Test). These students must be marked with the Non-Participation Status of **"Assessment Inappropriate."**
- 2) **Failed Practice**- Students that failed the practice items after three attempts. The Star Early Literacy Assessment Practice Items should be administered to all VPK students unless the student has been given a Non-Participation Status of the Assessment Inappropriate and students should be given at least three attempts to pass the items. If the student continues to fail the items, the student must be marked with the Non-Participation Status of **"Failed Practice."**
- 3) **Non-English Speaker**- The Star Early Literacy Assessment is only administered in English. All students with a first language other than English should be given the opportunity to complete the Practice Items, with at least three attempts. If the student continues to fail the Practice Items, the student must be marked with the Non-Participation Status of **"Non-English Speaker."**
- 4) **Not Present During Testing Window**- Students that are absent during the **entire** PM period. The Star Early Literacy Assessment dates should be provided to VPK student families, to ensure their child's attendance on testing days. The student must be marked with the Non-Participation Status of **"Not Present During Testing Window."**

## 27. How do I request a VPK FAST Test Deactivation?

A VPK Program Authorized User (Renaissance) that has "admin" access in the Renaissance system may complete the [VPK Provider FAST Testing Deactivation Request Form](#) for review by the Division of Early Learning's VPK Program and Policy Unit, who will review and approve/deny test deactivation requests. Approved requests will be deactivated in the Renaissance system by DEL. All requests will receive a confirmation email with review results.

## 28. How do I provide VPK student performance results to families?

**Providers are required to provide student performance results to the family within 7 calendar days of each PM administration using the [Star Parent Report](#).** When running the report, select the **calendar icon** for the **Reporting Period/Date Range** and select **Custom** to **set your own dates for your VPK class's PM dates**, then select **Apply**.

## Accommodations

### 29. What language will be available for Star Early Literacy Assessment administration?

The Star Early Literacy is required to be administered in English.

### 30. What accommodations are available to all VPK students who are assessed using Star Early Literacy?

The following accommodations are available to all VPK students:

- Administer the test in a location with minimal distractions or in a separate location.
- Administer the test individually or in a small group.
- Administer the test in a room with special acoustics, lighting and or furniture.
- Magnify the size of the font type.
- Read the testing directions (but not the test itself) orally to students in the students' native language.
- Click the Listen button for the student, so that the platform repeats the question.
- Administer the test on a touchscreen device.
- **Timing Accommodation:** Star Early Literacy assessment items have a standard time limit of 90 seconds, administrators may extend time limits, which allows 270 seconds per item for students who need more time to demonstrate their proficiency.

## Renaissance Star Early Literacy Intellectual Property

### 31. Are VPK teachers or other staff allowed to photograph, film, or record the assessment as it happens on the student's screen?

No, Renaissance Learning owns the intellectual property, including copyrights and trademarks, related to the Star Early Literacy Assessment. Capturing the screen or copying it by taking a photograph or filming it would infringe upon Renaissance's intellectual property rights. Those rights are protected by federal and Florida laws.

### 32. What are the consequences of infringing intellectual property rights?

The consequences for violating those rights can be very severe and include penalties for statutory damages ranging up to \$150,000 per violation.

### 33. What should I do if I see a colleague or visitor filming or otherwise copying the assessment?

As soon as possible, let a proctor or assessment coordinator know so that they can address the situation. In most cases, especially those when the person capturing the assessment is unaware of intellectual property laws, this will likely mean educating that person and having her or him delete the infringing photos or video.