RENAISSANCE at home

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright *future* for every child

Administering Kindergarten Readiness Remotely
Teacher Guide

The goal in setting procedures for administering Kindergarten Readiness remotely should be to mimic as closely as possible the testing experience that students have when taking Kindergarten Readiness onsite. When test procedures are consistent, they help ensure test results which are true representations of student achievement. Please review the K-Readiness Assessment TAM (written for onsite administration), which provides test details, including images of what the student test looks like that can be used to support students and answer questions prior to the test.

However, following the guidelines and modified test instructions below will help you prepare for and monitor your students' remote testing events effectively.
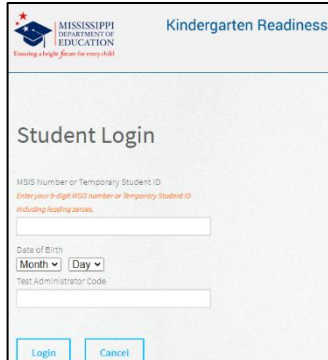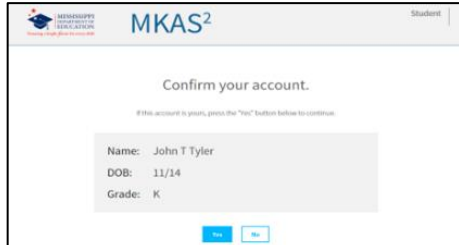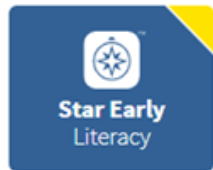
Guidelines and best practices

- It is critical that schools/teachers communicate testing information clearly with students and families. At a minimum, students will need to know how to log in to the Kindergarten Readiness portal, their username and password, the monitor password (if one will be used) and which test to take.
- Use a video-conferencing tool that allows the test monitor to see students while they are testing.
- Test students individually or in small groups (2-4 for younger students, 4-8 for older students) so viewing video feeds and providing support is manageable.
- For the virtual Kindergarten Readiness administration only, the testing authorization ticket can be emailed to parents. Please ensure the correct testing date is selected for the child. Also, please let parents know that the ticket is only good for that testing day.
- Students will need headphones, speakers, or audio on their device as the test questions are asked to the student out loud by the computer or iPad.
- Family members/caregivers may help students get online and log in. Once the test begins, students are not permitted to use other people, devices, or any other resources to help them answer test questions.
- If a student needs a testing accommodation or has special circumstances, please contact your building administrator or intervention specialist for guidance.
- Teachers do not need to log into Renaissance for student testing.
- Students may see practice questions at the start of the test. They will need to answer these questions correctly or the test will stop. (See page #61 of the LBPA FAQ for details about practice questions.)
- Students may need to enter a monitor password to begin the test. Decisions on the use of the monitor password should be made at the school or district level and guidance should be provided to teachers and test monitors.
- The chat feature of your video-conferencing tool can be used to communicate with students without disturbing others if you are testing a group of students. Students should know how to use this tool or have an adult nearby who can help. Keep in mind, this is a timed test.

Click below to watch a sample demo of administering Kindergarten Readiness remotely.

RENAISSANCE Star Early Literacy

Student Login Steps

1. Open an internet browser and connect to the Kindergarten Readiness portal 2. Look at the student authorization ticket 3. Enter the student's 9-digit MSIS number (or temporary ID) 4. Enter the student's date of birth 5. Enter the Test Administrator Code 6. Click Login	
Confirm that the account listed is correct for the student and click Yes.	
After the test instructions have been read to the student and the student is ready to begin the test they will click on the Star Early Literacy icon.	

Instructions for test administration

Prior to beginning the test, we recommend that you ask students to use the restroom and get a drink of water if needed. Students should silence phones or other distractions and place these distractions out of reach.

Ensure students have any materials they may need for the test (headphones or other audio for Kindergarten Readiness) by asking them to hold them up to the camera so they can be seen.

When all students are ready to begin, read aloud, word for word, the following material printed in bold type. You may repeat directions as needed. Text in italic font is information meant for you and should not be read aloud to students.

	Say…	Visuals student should see…
Kindergarten Readiness	Please login to the Kindergarten Readiness portal if you have not already done so. You will see a blue tile called Star Early Literacy with a yellow corner. Click on that tile and wait for more instructions. Do NOT click the blue Start button yet. You should see your name at the top of the screen, and it should say Star Early Literacy. Raise your hand if that is what you are seeing.	

Pause to be sure all students are logged in to the correct test.

Today you will take a test called Kindergarten Readiness. Don't worry if someone finishes the test before you because every test is different. You will need to leave your video on while you are testing. An adult can help you if you have trouble with your computer, but you are not allowed to have other people, your phone, or other websites help you answer any of the 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. This information will help me know the best way to support and teach you.

Be sure to read each question and all 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. Does anyone have any questions?

Pause for questions.

Remember that once you have selected your answer, you will need to click 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.

The test may start with a few practice questions. Please answer those as best you can, or the test will end. 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 time is up for that question. The next question will appear in a few seconds. Don't worry if this happens. Does anyone have any questions?
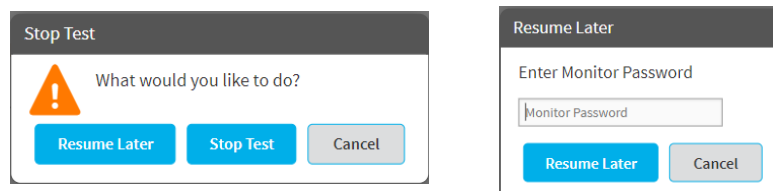
Pause for questions.

You will see a message that tells you when you have finished the test. Select OK and you will be automatically logged out. With the help of an adult, send me a message in the meeting chat to tell me you are done with the test, and I will reply with instructions for what to do next. *(Consider what you will want students to do when they are done testing—read a book quietly, leave the call, etc.)* Does anyone have any questions?

Pause to answer any final questions students may have.

If you need anything from me during the test, please use the chat (with the help of an adult) so we don't disturb the other students. You may select Start and begin. Do your best!

While students are testing, watch for anything out of the ordinary, much like you would in a face-to-face administration. Keep notes on anything you see that may impact student results (i.e. disruptions in the background, people helping or talking to the student regularly, student looking at another device). These notes may be helpful in interpreting results or may lead you to retest some students.

If there is an unexpected distraction or a student needs help for more than a few seconds, use the chat or unmute and tell them to click the Stop Test button at the top right corner of the screen and then click Resume Later to save their progress. They will need to enter the monitor password (the default is **admin**). You can then assist the student and have them log back in to continue the test.

- STOP THE TEST option will cancel the test and it will start from the beginning next time student starts.
- RESUME THE TEST LATER option will save the test and the student can resume later. A student has eight days to resume a test at the point where they left off (the student will see a different item, however).