Renaissance

Mississippi K Readiness Assessment Test Administration Manual

MISSISSIPPI DEPARTMENT OF EDUCATION

Contents

Introduction

This manual provides general information about the K Readiness Assessment and specific guidelines for administering the test. 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 Test 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 *complete* Unified Scaled Score range is from 0–1400; Star Early Literacy scores on that scale range from 200–1100.

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.

- ☐ Attend training on school test security procedures.

- ☐ **DTCs/STCs** 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.

- ☐ Make sure there is enough light and ventilation in the test area, and that the room is at a comfortable temperature.

- ☐ 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.

- ☐ Arrange the desks or computer workstations so that students have enough room to work on the test.

- ☐ **DTCs/STCs** access students' user names and passwords (see the instructions for creating and printing a Student Password Report at https://short.renaissance.com/B5WlaA. 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.

- ☐ **DTCs/STCs** check the settings for all preferences that apply to Star Early Literacy (see "Students may encounter these messages while taking the test. This section describes what each message means and next steps. Many common technical issues can be avoided by adhering to the Renaissance Technical Recommendations." on page 21).

- ☐ Follow the school test security plan for other test security requirements.

- ☐ **DTCs/STCs** make sure you have the correct monitor password if it is required (see "Help Links" on page 33).

- ☐ Use the Student Images section to make handouts or to project for students to help them more clearly understand the test format when you conduct the Test Format Overvew (see page 4).

Day of Testing

☐ Use "Test Format Overview and Administration Procedure" on page 4 to familiarize students with what a Star Early Literacy test looks like. The text included in the "Teacher Notes for Student Images" section beginning on page 7 is a guide to use with students as you discuss the pictures.

☐ Follow school test procedures for what students do after testing.

☐ On the computers or tablets used for testing, start the browser and use the bookmark to go to the Renaissance address (URL). On the Welcome page, select **I'm a Student**.

☐ We recommend enabling "full screen" mode on your browser to ensure no scrolling is required. Browsers with customizations (bookmark tabs, extensions, etc.) and low-resolution screen settings result in a smaller available space which could result in needing to scroll to see the **Next** button during testing.

☐ Follow school testing procedures for bathroom breaks.

Test Format Overview and 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 the "Read Out Loud" sections. You may repeat the directions as needed. Text in *italic font* is information meant for you and should not be read to students.

Read Out Loud

Today you will take a test. 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.

Skip this paragraph for students who are taking the test with the "unlimited time" accommodation— see page 35. 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.

Add your own instructions for what students should do when they have finished the test:

_____

_____

_____

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. **Note:** *Follow your district or school's login procedures if you log in another way.*

On the student's computer:

1. *Make sure the Renaissance address (URL) provided by your district is open in the browser.*

2. *On the Welcome page, select **I'm a Student.***

3. *Either you or the student should enter the student's user name and password.*

4. *Select **Log In**.*

5. *Make sure the student's initials are at the top right of the screen inside a circle. If you see different initials, select the circle, then select **Log Out**, This will return you to the login screen so you can try again.*

When all students are ready to begin, continue.

Read Out Loud (for Mississippi Tests Tile Only)

All students should use the Mississippi Test Tile during the required screening windows. Teachers may support students with selecting the correct test tile, if needed:

Select the **K Readiness Assessment** tile with the **MS** in the corner, which is at the top of the screen. Do not select the Star tiles at the bottom of the screen.
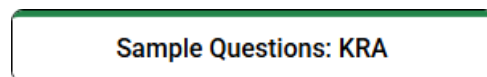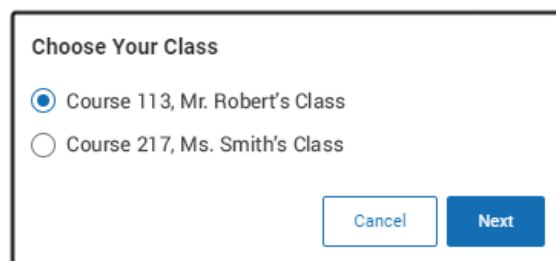
Pause.
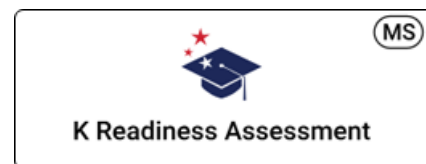
Next, select the **K Readiness Assessment** tile with the yellow **EL** in the corner.
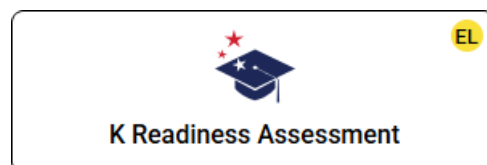
Note: *If the student needs to try some sample test questions* before *the actual test, they should select **Sample Questions: KRA** above the **K Readiness Assessment** tile. See https://short. renaissance.com/MSKRAS for more information.*

*If a student is enrolled in more than one class that has Star Early Literacy assigned to it and that is administering the Star Early Literacy test, they will be asked to choose a class. They should select a class from the list that appears and then select **Next**.*

Choose Your Class

⦿ Course 113, Mr. Robert's Class

◯ Course 217, Ms. Smith's Class

Cancel   Next

Read Out Loud

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 and proctor must 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.
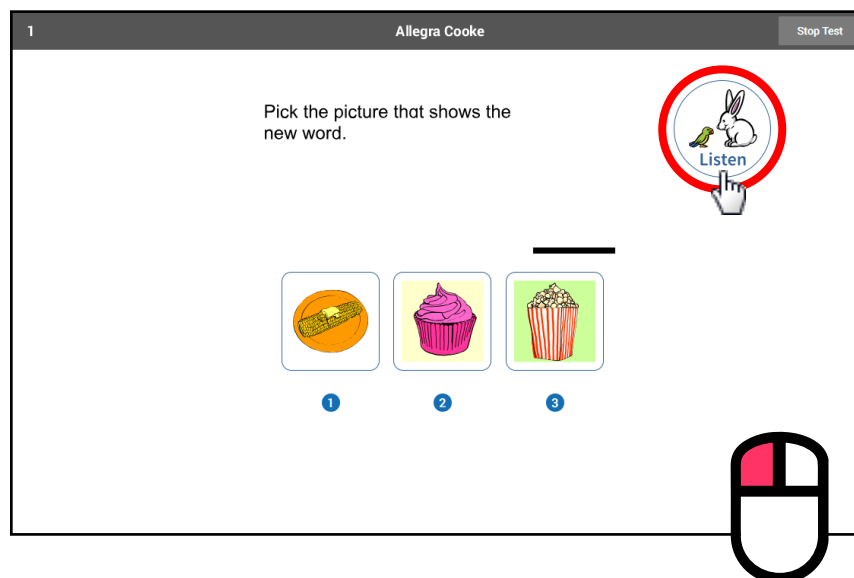
Page 6

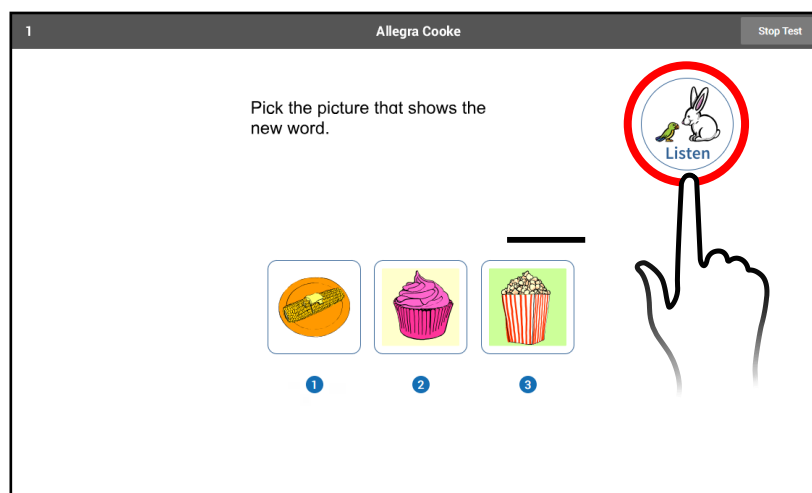# Teacher Notes for Student Images

Pictures 1a–c

Read Out Loud

This is what the test questions look like. Listen to the question as it is read to you out loud.
The question will be read out loud again in about ten seconds, but if you want to hear it again right away:

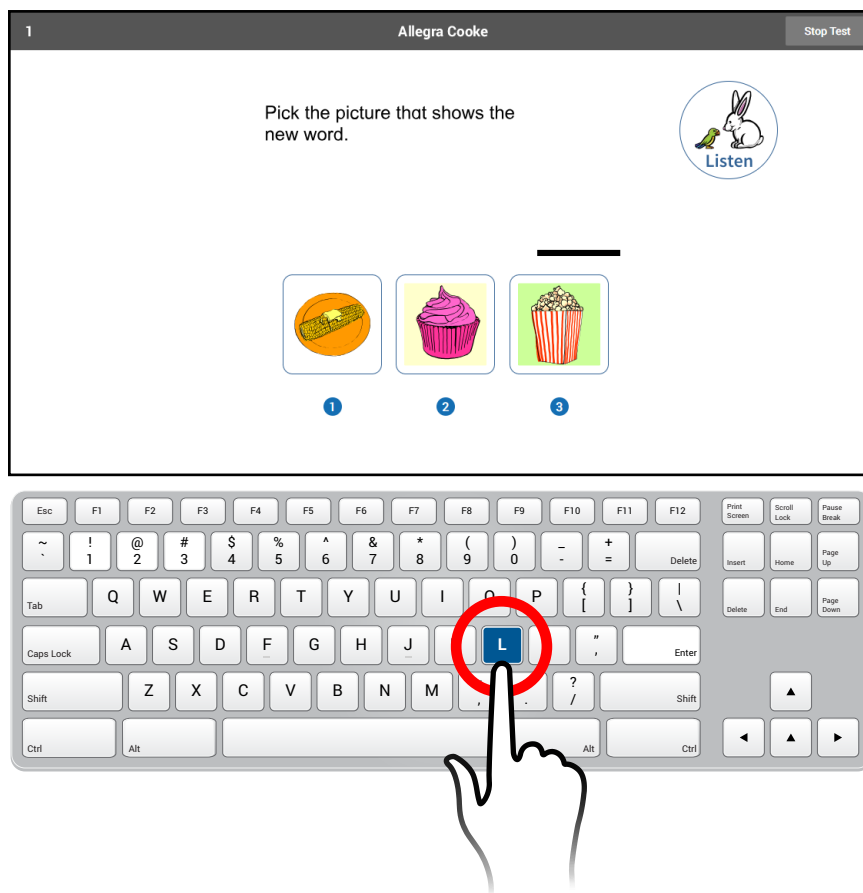*For students using a mouse, show picture 1a:* Click **Listen**.

For students using a tablet, show picture 1b: Tap **Listen**.

Read Out Loud

For students using a keyboard, show picture 1c: Press the **L** key.

Pictures 2a–c

Read Out Loud

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.
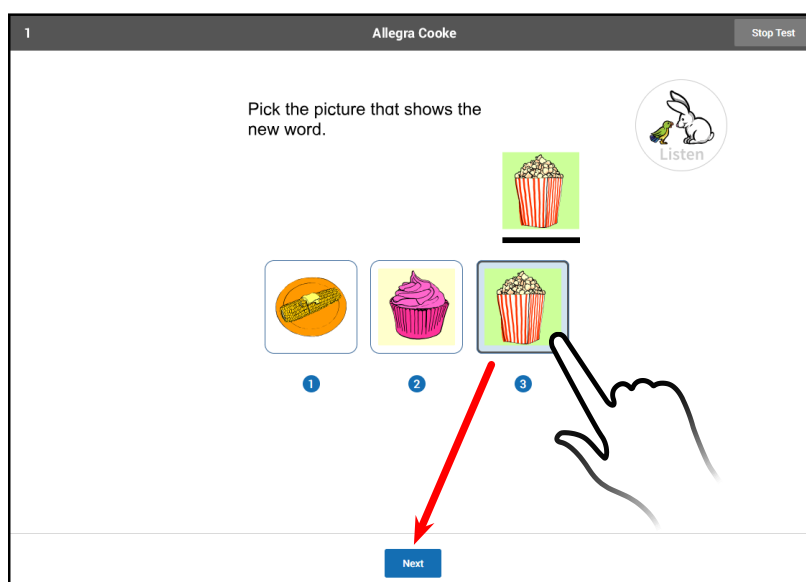
Read Out Loud

For students using the mouse, show picture 2a: 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.
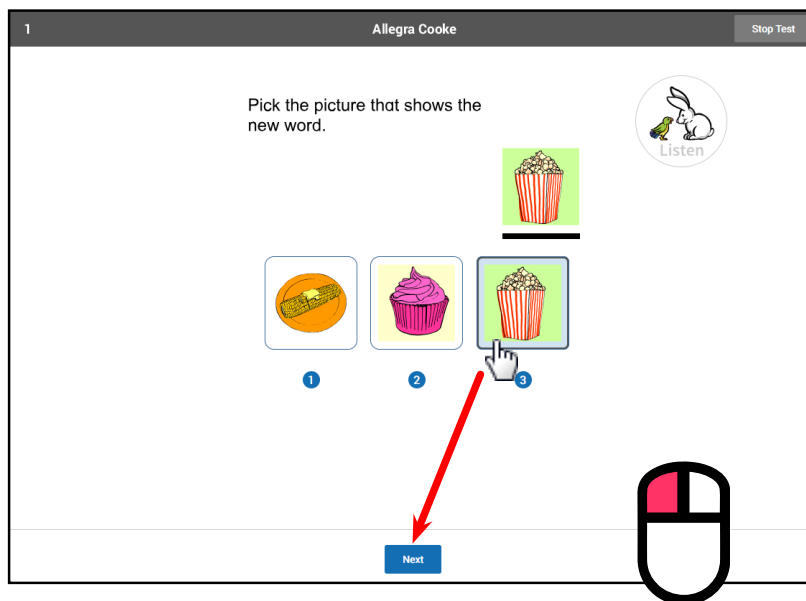
For students using a tablet, show picture 2b: Tap your answer choice. A box appears around the answer you have chosen; this does *not* mean you have chosen the correct answer.

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.
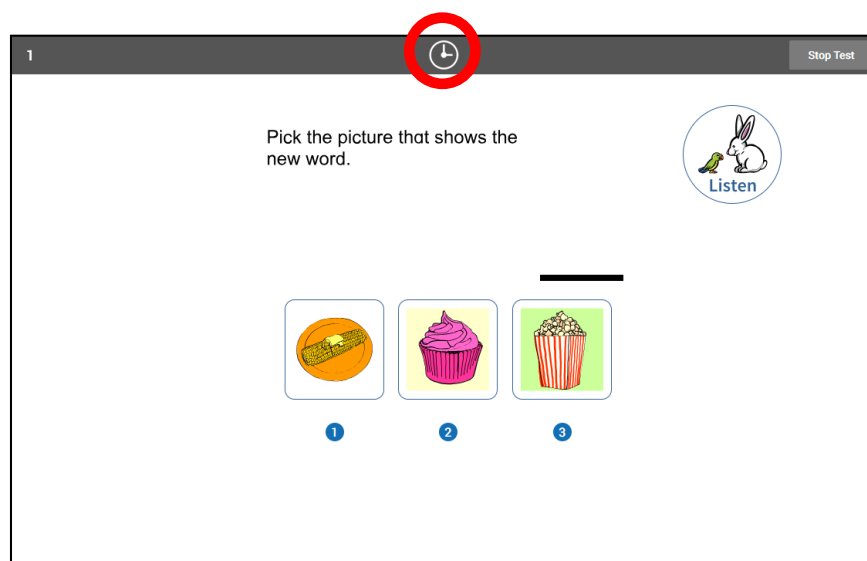
Read Out Loud

For students using a keyboard, show picture 2c: 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.

Picture 3

Read Out Loud

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 do not choose an answer in time, the test will move on to the next question.
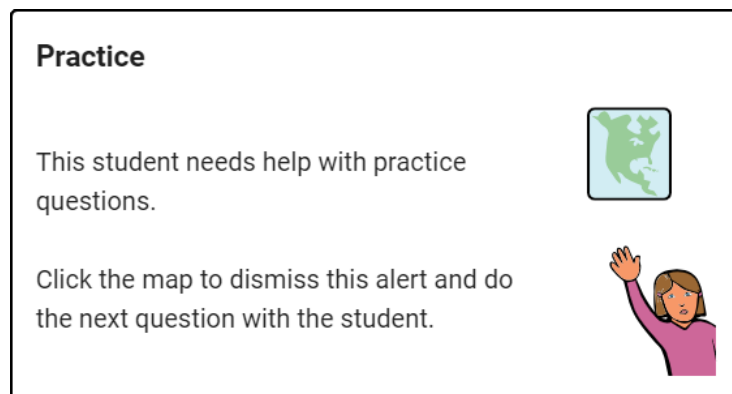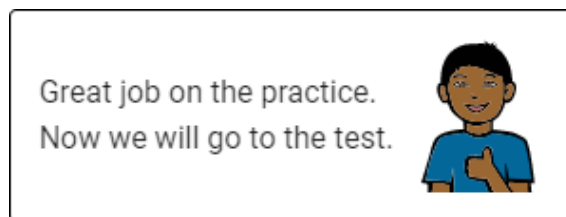

Picture 4

Before you take the test, you will see some practice questions. The practice questions look just like the real test questions.

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

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

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.

Read Out Loud

When you have finished the test, tell the teacher or teaching assistant 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 teaching assistant will not be able to tell you if you have picked the right answer.

Have fun and do your best!

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 (192 hours) from the initial starting date and time of a test to resume the test at the point where they 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://short.renaissance.com/HWXpaQ for more information.

Practice Questions

In the first screening window for the year, students will be presented with practice questions before the actual test starts. If a student fails the practice, they will see an alert and will be given another set of practice questions to answer. The teacher and test monitor should assist the student with the new set of questions to help them pass the practice.

If the student fails the second practice, they will be logged out of the program. They should be logged in again and the teacher and test monitor should continue to assist the student until they pass the practice.

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 https://docs.renaissance.com/R58131.

Contact for Support

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

Student Images

Use the images on the following pages to make handouts or projections—you can use them to explain to student how to select and enter answers for Star Early Literacy questions.
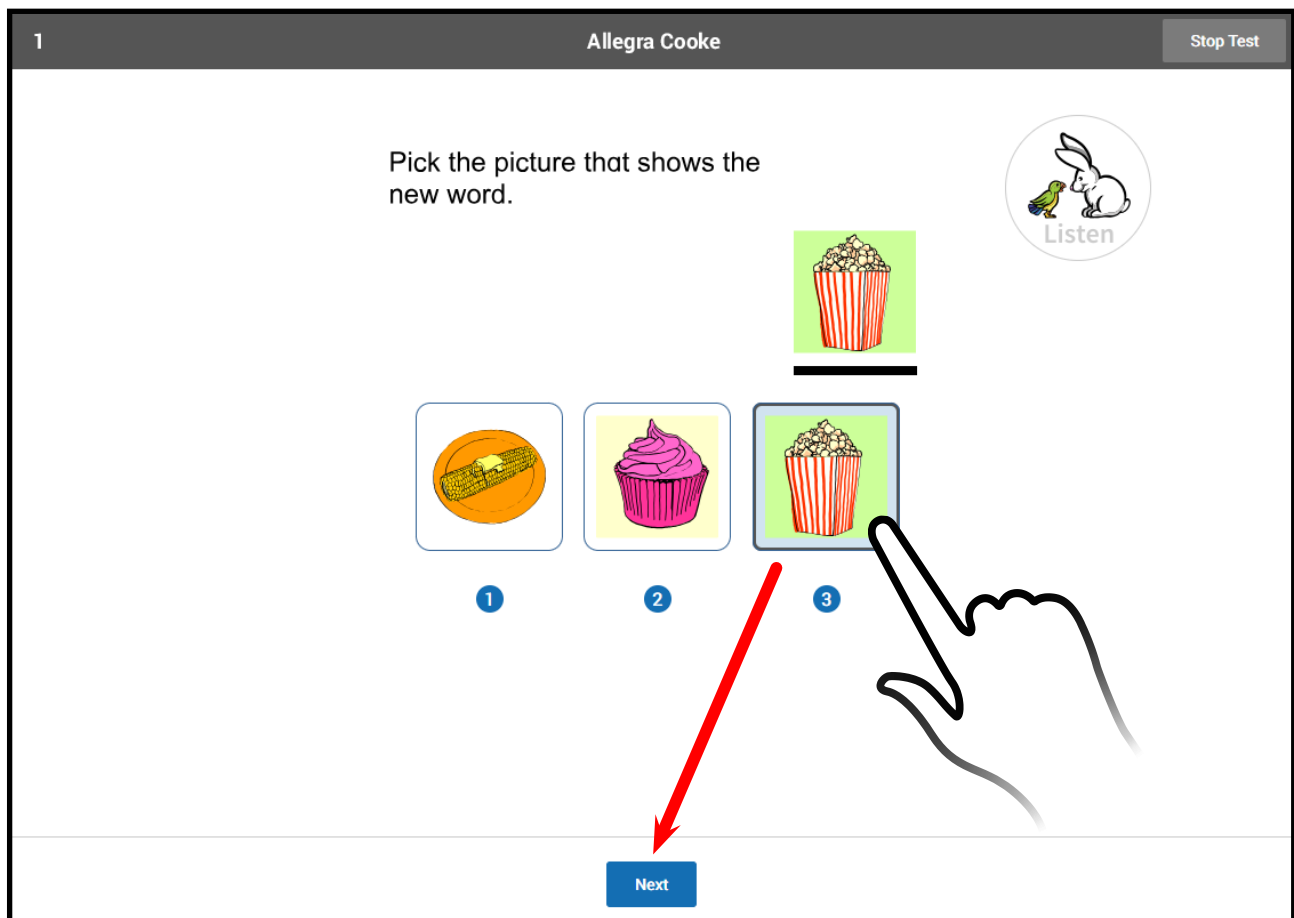

Picture 1a

This is what the test questions look like. Listen to the question as it is read to you out loud. The question will be read out loud again in about ten seconds, but if you want to hear it again right away, click **Listen**.
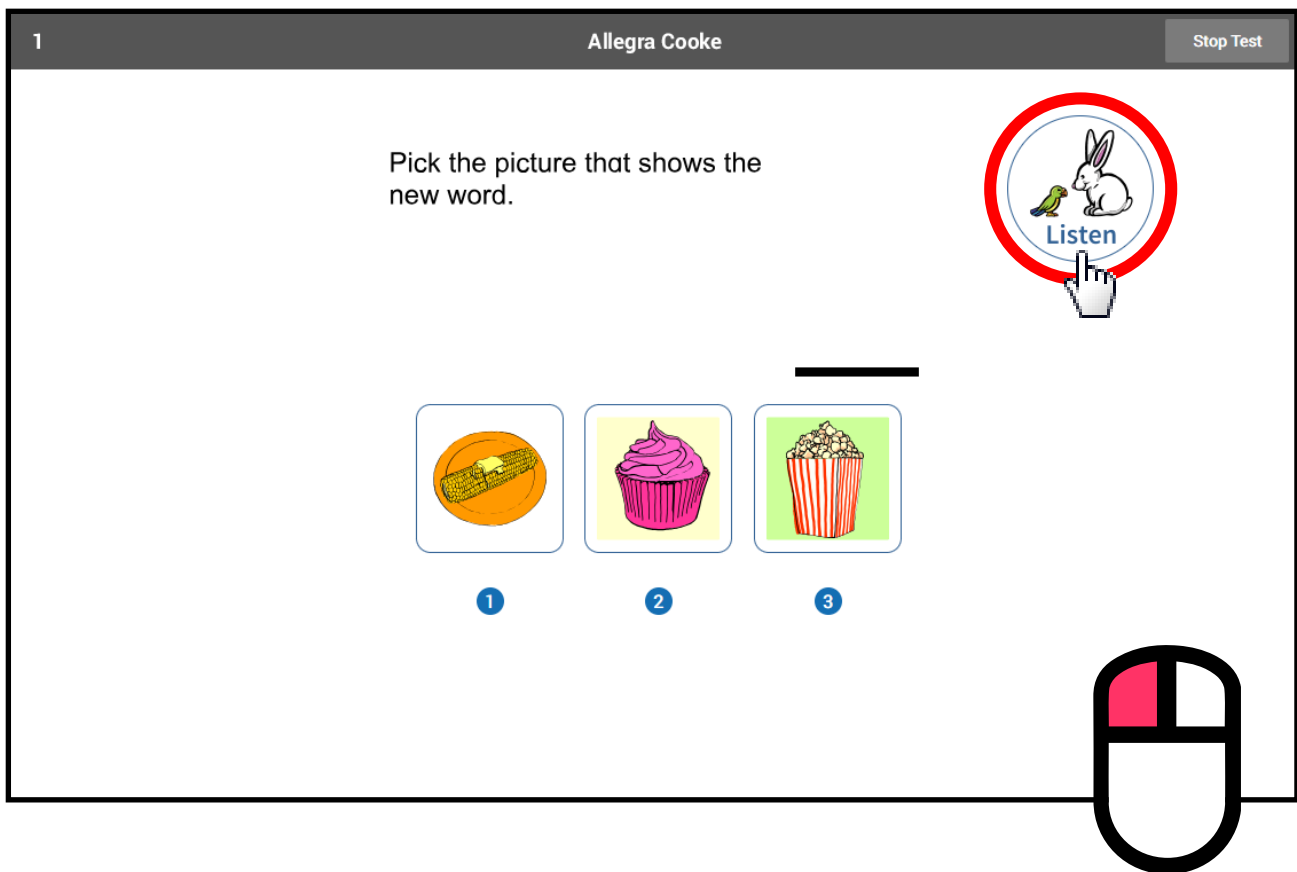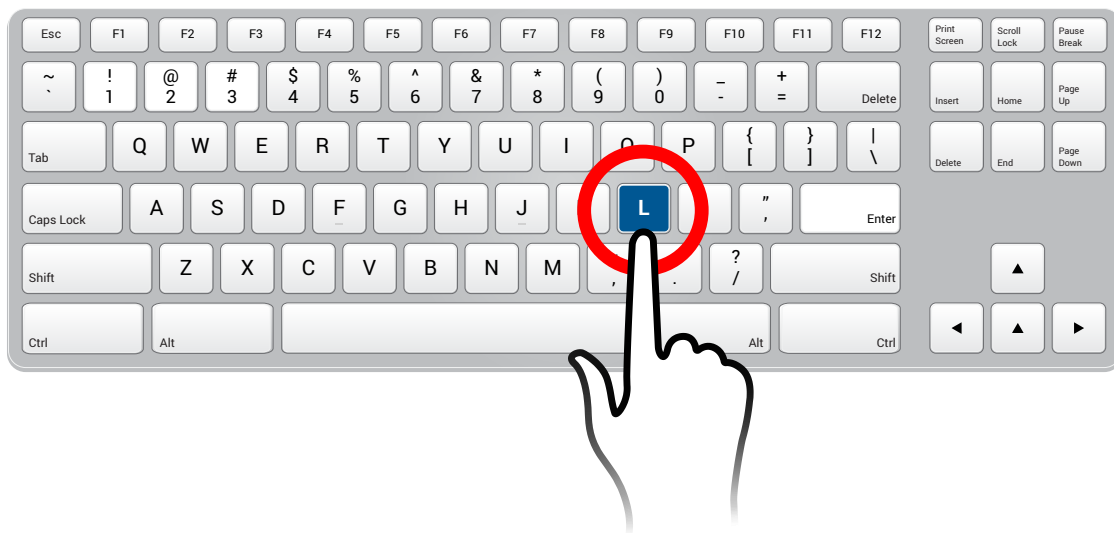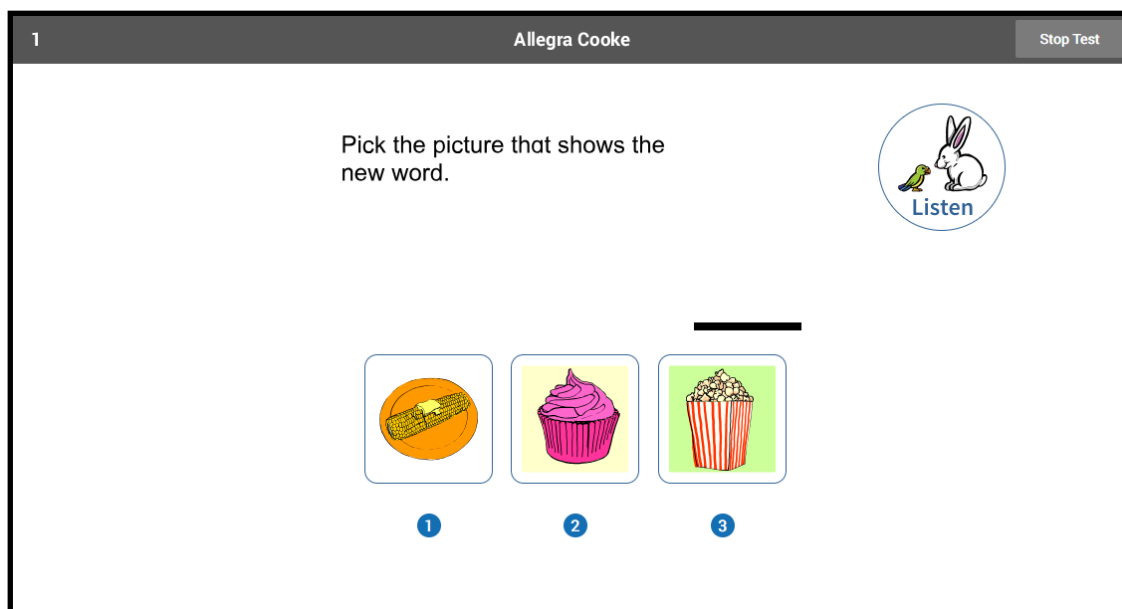
Picture 1b

This is what the test questions look like. Listen to the question as it is read to you out loud. The question will be read out loud again in about ten seconds, but if you want to hear it again right away, tap **Listen**.

Picture 1c

This is what the test questions look like. Listen to the question as it is read to you out loud. The question will be read out loud again in about ten seconds, but if you want to hear it again right away, press the **L** key.

Picture 2a

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.
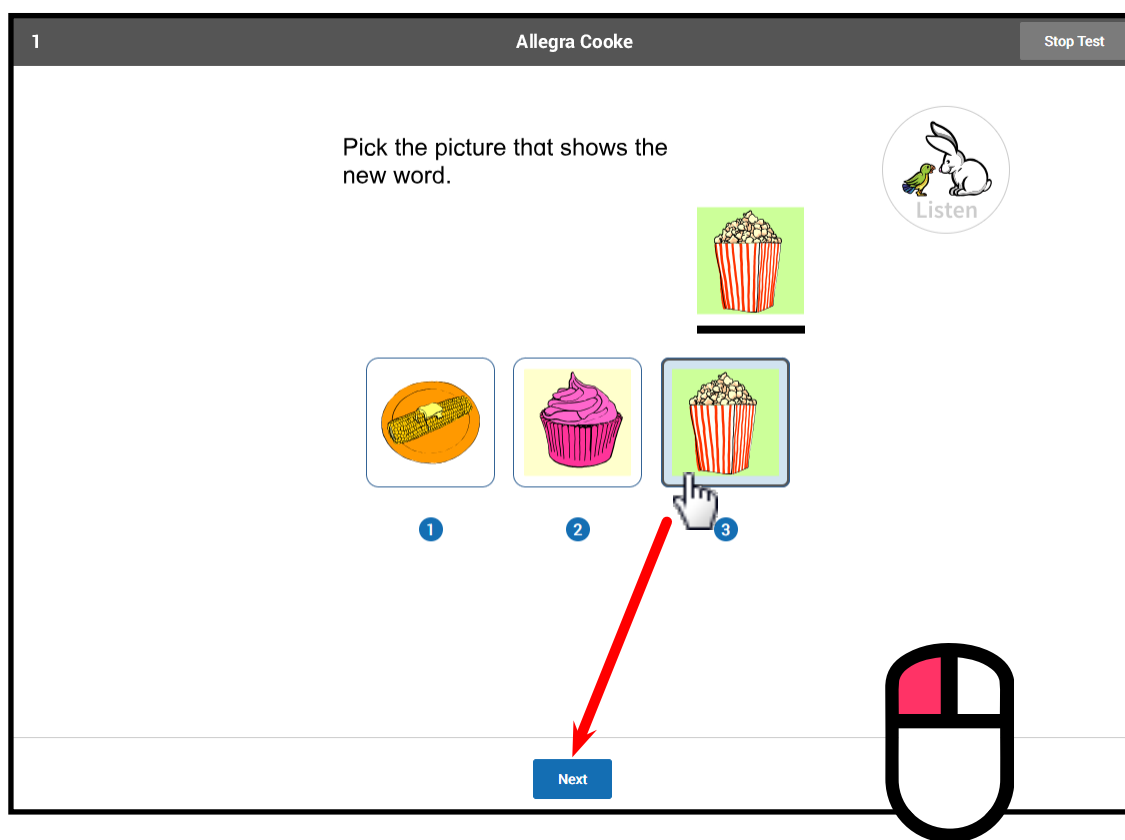
Use the mouse to move the hand to your answer choice and click on it with
the left mouse button. A box appears around the answer you chose;
this does *not* mean that you have chosen the correct answer.

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.

Picture 2b

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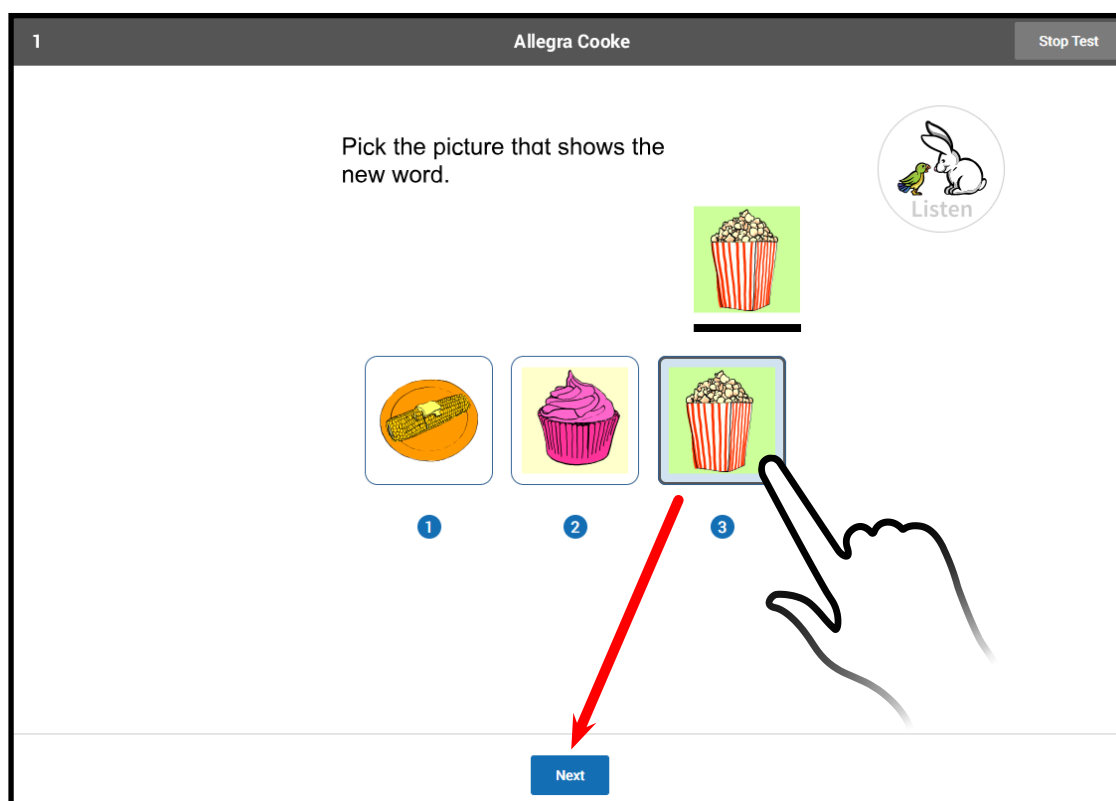
Tap your answer choice. A box appears around the answer you have chosen;
this does *not* mean you have chosen the correct answer.

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 2c

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.

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.

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..
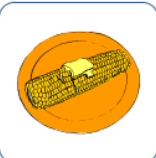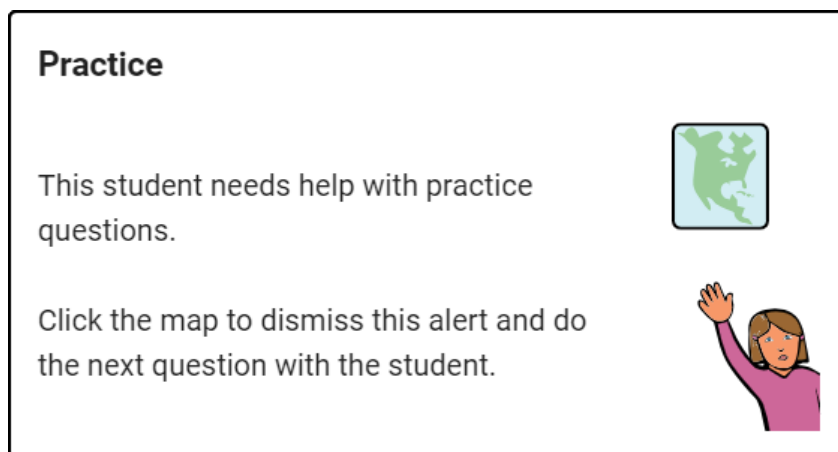
# Picture 4 *(before the first testing window of the school year ONLY)*

Before you take the test, you will see some practice questions.
The practice questions look just like the real test questions.

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

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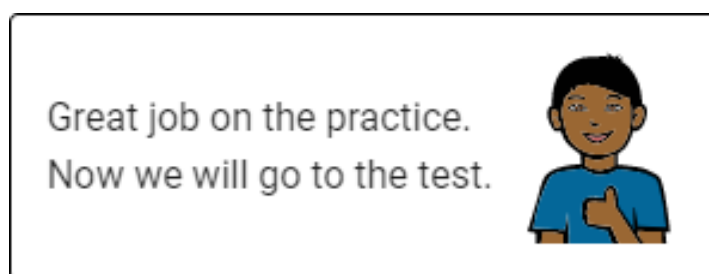
The test will start automatically. Relax and get ready; the first question will come up soon. Keep answering the questions until the computer tells you that you have finished the test.

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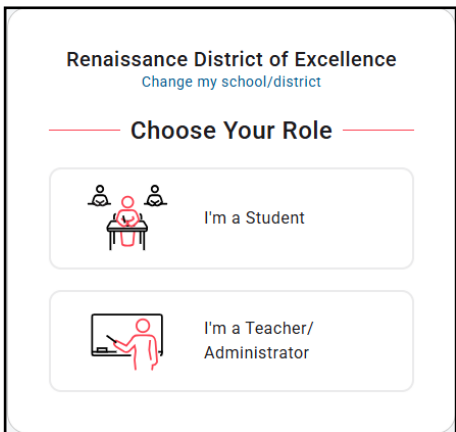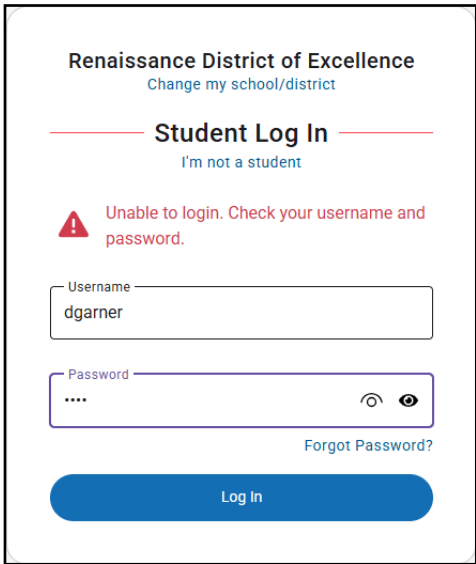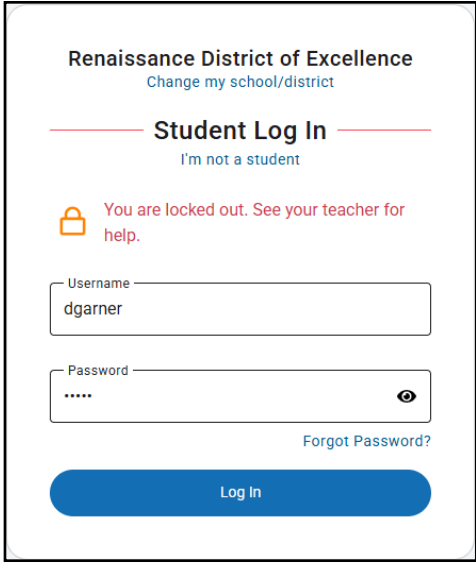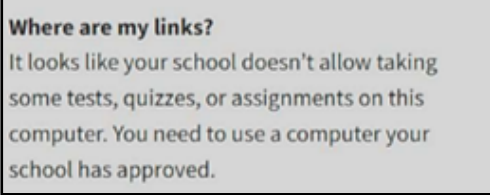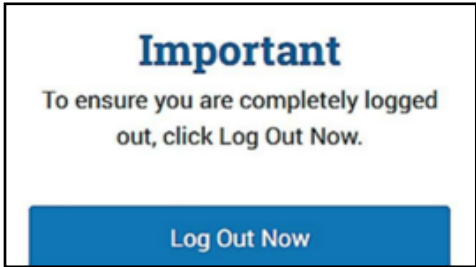go ahead and choose what you think is the best answer.

Student Messages

Students may encounter these messages while taking the test. This section describes what each message means and next steps. Many common technical issues can be avoided by adhering to the Renaissance Technical Recommendations.

Logging In and Out

Hosted Site (URL)

Use this link for guidance on logging in with SSO.

Message Title	Logging In and Out Image	Description
Login Page	**Renaissance District of Excellence** Change my school/district **Choose Your Role** I'm a Student I'm a Teacher/Administrator	When a student accesses their school's unique Renaissance website, they will need to choose **I'm a Student** to log in. Please note: your school/network name will show at the top of this message.
Invalid Username or Password	**Renaissance District of Excellence** Change my school/district **Student Log In** I'm not a student ⚠ Unable to login. Check your username and password. Username dgarner Password •••• Forgot Password? Log In	When a student has entered a username or password that is not correct, they will see this message: "Unable to login. Check your username and password." Use the Student Password Report to verify the student is inputting the correct information.

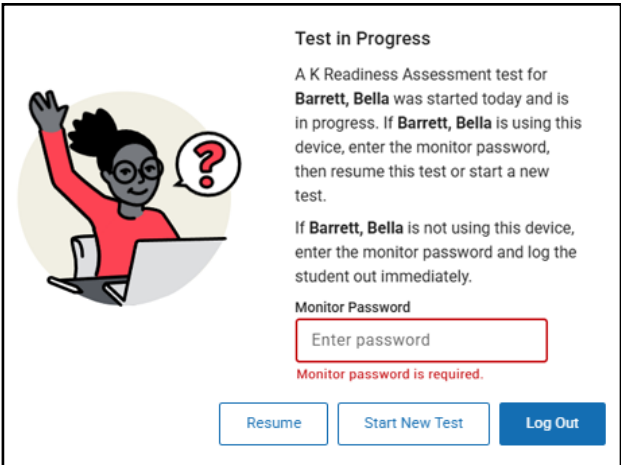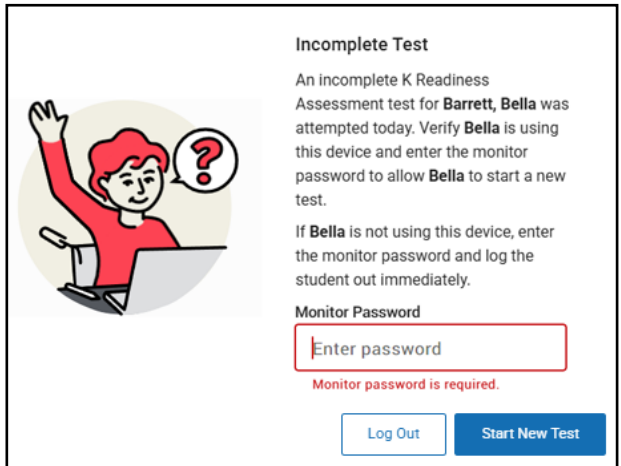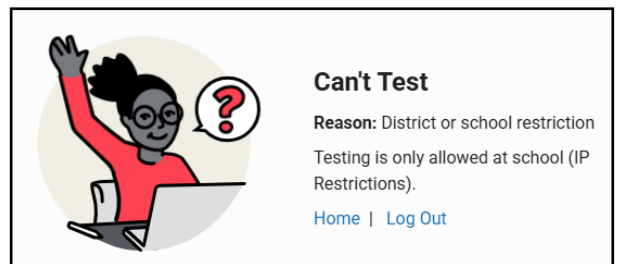| Message Title	Logging In and Out Image	Description
Locked Out	**Renaissance District of Excellence** Change my school/district **Student Log In** I'm not a student 🔒 You are locked out. See your teacher for help. Username: dgarner Password: ••••• 👁 Forgot Password? **Log In**	If a student enters their password incorrectly 5 times in a row, they will receive this message: "You are locked out. See your teacher for help." An administrator can unlock students by following the steps in the help file. Please note: Student locks clear automatically after 5 minutes.
IP Restrictions Enabled	**Where are my links?** It looks like your school doesn't allow taking some tests, quizzes, or assignments on this computer. You need to use a computer your school has approved.	When you have IP addresses listed and all products checked as restricted, students will see this message on their home page if they are using a device outside the listed addresses. An administrator can un-restrict certain products or add new IP addresses to your list to allow access. An administrator will do this in IP Addresses & Product Access.
Logging Out	**Important** To ensure you are completely logged out, click Log Out Now. **Log Out Now**	When a student clicks on **Log Out** in the top right corner, this message will appear. They will click **Log Out Now** to complete logging out.

K Readiness Assessment Tile

Error Messages within the K Readiness Assessment Tile

Message Title	Star Assessment Image	Description
Can't Test Again (MSIS already used)	**Can't Test Again** **Reason:** MSIS Number already used A test for this screening window has already been taken under this MSIS Number. If the test needs to be retaken, have an administrator deactivate the previous one. Dismiss	Students may only test one time per assessment per screening window through the K Readiness Assessment tile. A student will receive this message if an assessment has already been recorded in the current screening window under the MSIS assigned to the student. If an assessment needs to be retaken under the K Readiness Assessment tile, an administrator can reach out to the District Testing Coordinator to request a test deactivation.
Can't Test Again (Already taken elsewhere)	**Can't Test Again** **Reason:** Already taken elsewhere A test for this screening window has already been taken at another district under this MSIS Number. If the test needs to be retaken, have an administrator deactivate the previous one. Dismiss	If a student took Star Early Literacy for the KRA while enrolled in another district during the current screening window, they will receive this message. If a student has already taken a test at a *different school* in the *same district*, they will see the "Can't test again, MSIS already used" message. Contact your STC and DTC for support.
Can't Test (Missing date of birth / invalid MSIS)	**Can't Test** **Reason:** Missing date of birth The student's date of birth must be in their Renaissance user details before they can take a state test. Home | Log Out **Can't Test** **Reason:** Invalid MSIS Number View Details	Students can only take Star Early Literacy for the KRA if their student information (including date of birth and MSIS) is correctly entered in the Renaissance platform. Administrators can go to View, Add, or Edit Student Details for step-by-step instructions on adding/changing student information.

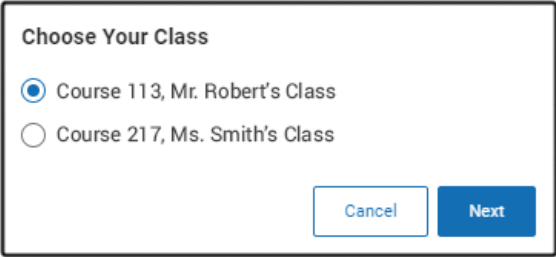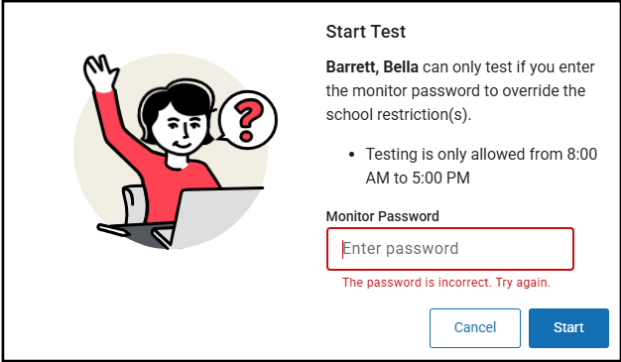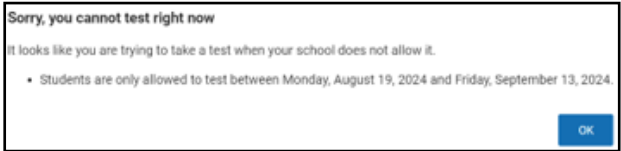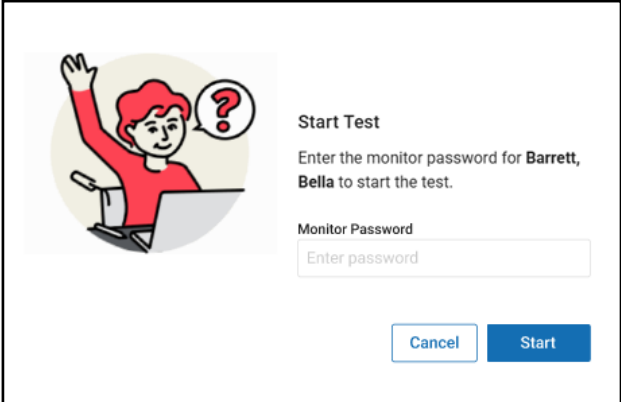| Message Title	Star Assessment Image	Description
Can't Test (Missing class enrollment)	**Can't Test** **Reason:** Missing class enrollment Enroll the student in a class for the current school year. Home | Log Out	A student will receive this message if they are not currently enrolled in the correct class for the current school year. If students were rostered via CDI, the student must be enrolled in a class through the district's SIS. The changes should be reflected within the Renaissance site the following day. If students were rostered manually, administrators can visit Student Enrollment—School and Class for instructions on adding a student to a class.
Can't Test (Invalid Active School Year or outside a Screening Window)	**Can't Test** **Reason:** District or school restriction Today is outside of a state screening window. Home | Log Out **Can't Test** **Reason:** Invalid Active School Year Today's date does not fall within the starting and ending dates of the active school year. Contact your school assessment coordinator. Home | Log Out	State tests can only be taken within a state screening window in an active school year. A student will receive this message if they are attempting to take the assessment outside the starting and ending dates of an active school year. Make sure the student is testing inside a state screening window in an active school year and double-check the settings of the preference (which may allow teachers the chance to enter the monitor password and allow testing outside the restricted dates/times).
Something Went Wrong	**Something Went Wrong** We can't start or finish the test. Log Out **Something Went Wrong** Try again in a few minutes. Home | Log Out	Students may see these messages if their assessment was interrupted midway, and we don't have enough data to restart it. There is not enough information to say exactly what caused the error. Please reach out to Renaissance Support when you see these messages.

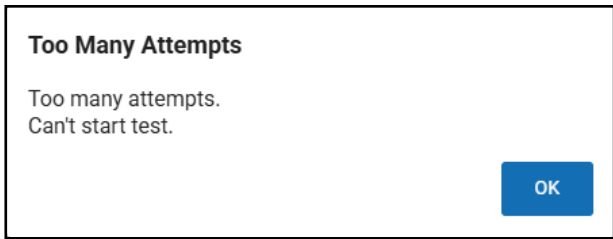| Message Title	Star Assessment Image	Description
Can't Test (Accommodations)		A student may see this message only if they are taking Star Early Literacy for the KRA with an accommodation set. Students may see this message due to network or internet connectivity issues or if your Renaissance site is experiencing technical difficulties. Please reach out to Renaissance Support if you see this message.
Date and Time Preference (Monitor Password Override)		The Dates and Times for Star Assessments Preference determines the dates and times that students are allowed to take Star assessments. When the preference is on and students are trying to access Star outside the set dates and times, they will receive this message. With the monitor password override enabled, the monitor password can be entered to allow the test to be taken. To view what the monitor password is, see the Monitor Password Star Tests Preference.
Access Denied		The student may not be in the correct grade to take a test, the user may not be logged in as a student, or a bookmark was used incorrectly to access the TDP. In this case, access to the test is denied. Verify the student is in the correct grade, using the correct bookmark, and that they're logged in correctly.

Message Title	Star Assessment Image	Description
Test in Progress or Incomplete Test	**Test in Progress** A K Readiness Assessment test for **Barrett, Bella** was started today and is in progress. If **Barrett, Bella** is using this device, enter the monitor password, then resume this test or start a new test. If **Barrett, Bella** is not using this device, enter the monitor password and log the student out immediately. Monitor Password [Enter password] Monitor password is required. Resume Start New Test Log Out **Incomplete Test** An incomplete K Readiness Assessment test for **Barrett, Bella** was attempted today. Verify **Bella** is using this device and enter the monitor password to allow **Bella** to start a new test. If **Bella** is not using this device, enter the monitor password and log the student out immediately. Monitor Password [Enter password] Monitor password is required. Log Out Start New Test	This message will display when two students are attempting to test using the same username and password on two different devices at the same time. One student is in the process of taking Star Early Literacy for the KRA, and the second student attempts to start or resume Star Early Literacy assessment for the KRA. The second student will see the message. The test administrator is asked to verify the name of the student sitting at the device matches the name of the student logged in before allowing the assessment for the KRA to be resumed or started.
Can't Test (District or School Restriction)	**Can't Test** **Reason:** District or school restriction Testing is only allowed at school (IP Restrictions). Home	Log Out	This message will display when a student is attempting to test from a location that is not approved. For security reasons, tests can only be taken on certain devices or networks. If you need access to the test, please contact your DTC—they can adjust the IP Address and Product Access settings.

Star Assessments

Starting a Star Assessment

The messages displayed below will appear while taking a test in the K Readiness Assessment tile and tests taken for progress monitoring in the Universal Star Tile.
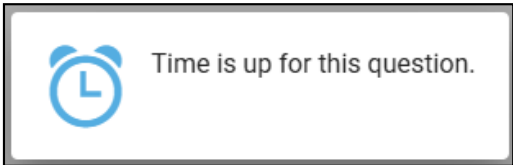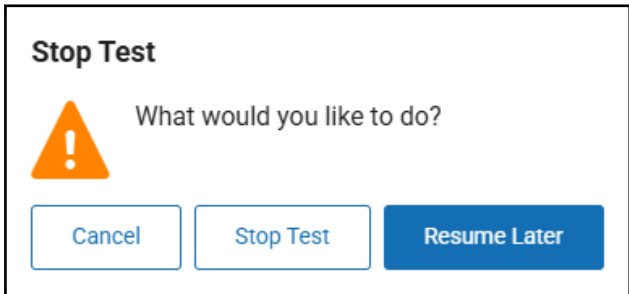
Message Title	Star Assessment Image	Description
Choose Class	Choose Your Class ● Course 113, Mr. Robert's Class ○ Course 217, Ms. Smith's Class Cancel Next	When starting a Star Early Literacy assessment, if the student is asked to choose a class, they should select the class name and then select Next. This happens when the student is enrolled in more than one class with the same product assigned. If you do not want students to choose a class, an administrator can unassign products from one of the classes on the Classes and Courses page.
Date and Time Preference (Monitor Password Override)	Start Test Barrett, Bella can only test if you enter the monitor password to override the school restriction(s). • Testing is only allowed from 8:00 AM to 5:00 PM Monitor Password [Enter password] The password is incorrect. Try again. Cancel Start	The Dates and Times for Star Assessments Preference determines the dates and times that students are allowed to take Star assessments. When the preference is on and students are trying to access Star outside the set dates and times, they will receive this message. With the monitor password override enabled, the monitor password can be entered to allow the test to be taken. To view what the monitor password is, see the Monitor Password Star Tests Preference.
Date and Time Preference (No Monitor Password Override)	Sorry, you cannot test right now It looks like you are trying to take a test when your school does not allow it. • Students are only allowed to test between Monday, August 19, 2024 and Friday, September 13, 2024. OK	If the Dates and Times for Star Assessments Preference is on with no monitor password override, students will see this message. When they click OK, they will be logged out. If you would like to allow students to test during this date or time, an administrator can edit the preference to reflect that.
Password Requirement— Before a Star Test	Start Test Enter the monitor password for Barrett, Bella to start the test. Monitor Password [Enter password] Cancel Start	If Star asks for a monitor password (determined by the Password Requirement Preference), the teacher or test monitor enters it and selects Start. Please note: the monitor password is different from the teacher, admin, or student login. To view what the monitor password is, see the Monitor Password Star Tests Preference.

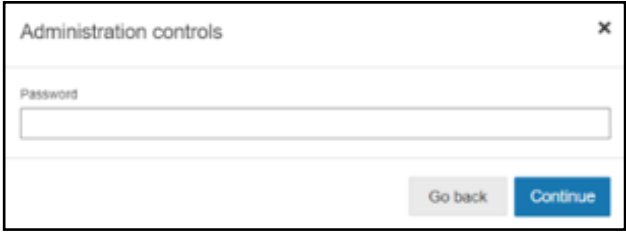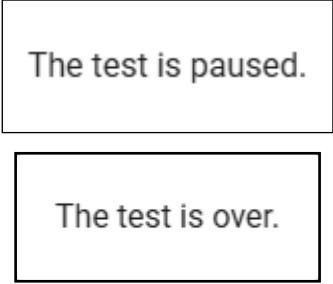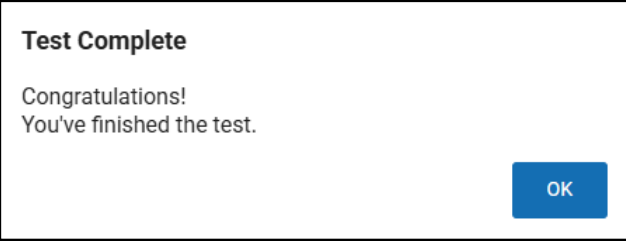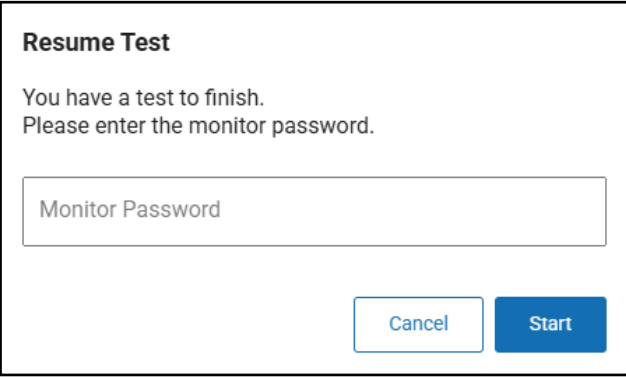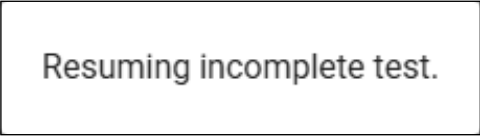| Message Title	Star Assessment Image	Description
Too Many Attempts (Monitor Password)	**Too Many Attempts** Too many attempts. Can't start test. OK	If you enter the wrong password three times in a row, this message will appear. Click OK to return to the Welcome Back! screen. From here, a student can re-enter their login information and the monitor password can be attempted again. Please note: the monitor password is different from the teacher, admin, or student login. To view what the monitor password is, see the Monitor Password Star Tests Preference.

Star Assessments

During a Star Assessment

The messages displayed below will appear during testing with the K Readiness Assessment tile and during tests taken for progress monitoring in the Universal Star Tile.
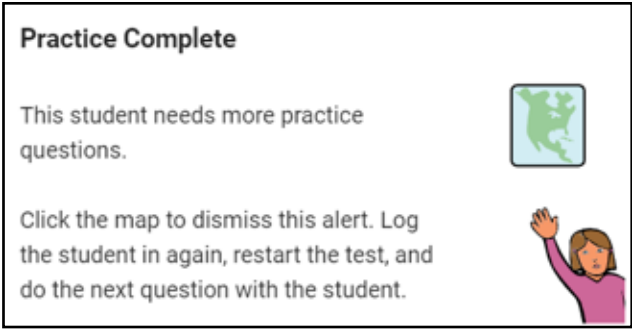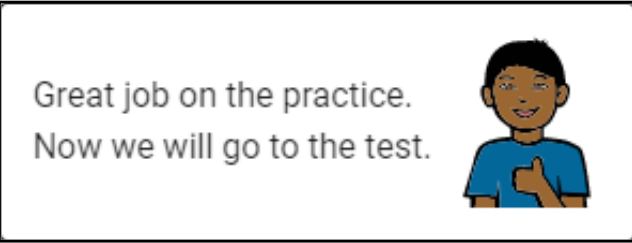
Message Title	Star Assessment Image	Description
Question Time Out	Time is up for this question.	Although Star Early Literacy test scores are not based on how quickly students answer questions, there is a time limit for answering each test question. If student need more time to answer the questions, please see the Extended Question Time Limits Preference.
Stop Test	**Stop Test** What would you like to do? Cancel — Stop Test — Resume Later	Situations may arise in the classroom that interrupt a test (for example, a fire drill). If this happens, the teacher or test monitor can stop the Star Early Literacy test, either temporarily stopping it so the student can return to it later or stopping it entirely so the student can start over on a new test. To stop or pause a test, click **Stop Test** in the top right corner of the screen. (If Stop Test was clicked in error, choose Cancel.) The steps below provide information about pausing or stopping the test.

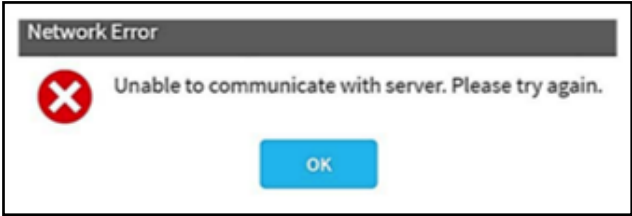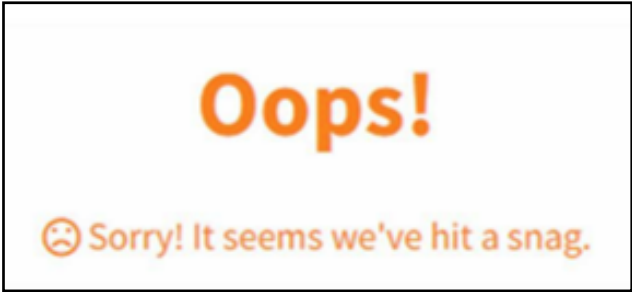| Message Title	Star Assessment Image	Description
Stop Test → Resume Later		When a test needs to be stopped and the student will be coming back to resume this test, choose **Resume Later** in the third box that appears. Then, a new message will appear, and you will need to enter the Monitor Password and click **Resume Later** on the screen. To view what the monitor password is, see the Monitor Password Star Test Preference.
Stop Test → Stop Test		When a test needs to be stopped and the student will not be coming back to resume this test, choose **Stop Test** in the first box that appears. Then, a new message will appear, and you will need to enter the Monitor Password and click **Stop Test** on the screen. The Stop Test button should only be used when the validity of the assessment is in question. Examples include: incorrect student tested, incorrect test taken, incorrect/missing accommodations, or significant interruption to testing session To view what the monitor password is, see the Monitor Password Star Test Preference.

Message Title	Star Assessment Image	Description
Stop Test (With Accommodations)	Administration controls ✕ Password [ ] Go back Continue	This message pops up when you use the keyboard shortcut Ctrl + Shift + M (Windows) or command + shift + M (Mac). Enter the monitor password and click on Continue (or select Go Back to return to the test.) To view what the monitor password is, see the Monitor Password Star Tests Preference.
Test is Paused Test Is Over	The test is paused. The test is over.	After choosing **Stop Test** or **Resume Later** on the Star Early Literacy test and inputting the monitor password, a student will then see this message letting them know the test is now paused or the test is over. The student will then be logged out.
Test Complete (No Accommodations)	**Test Complete** Congratulations! You've finished the test. OK	When the Star Early Literacy test is completed by a student who has no accommodations set, this message will appear. Have the student select **OK**. The program will log the student out. Check the Record Book If you miss the Test Complete message and are unsure if the student completed the test.
Resuming a Paused Test	**Resume Test** You have a test to finish. Please enter the monitor password. Monitor Password Cancel Start	When the student logs in to the Star assessment, if their previous assessment was paused, they will receive a message stating, "You have a test to finish. Please enter the monitor password." Enter the Monitor Password and click Start to resume the interrupted assessment. To view what the monitor password is, see the Monitor Password Star Tests Preference.
Start a Paused Test	Resuming incomplete test.	A message will confirm that the test is resuming, and then the student can finish taking the test. The student will resume testing on the same question number, but a different question from the one that was previously displayed when the test was paused will be presented.

Star Early Literacy Specific Images

Message Title	Star Assessment Image	Description
Star Hands-on Exercise	Now we will practice using the mouse and keyboard.	When taking a Star Early Literacy test, the hands-on exercise will always be shown when using the K Readiness Assessment tile. The hands-on exercises teach students to properly use choose and enter an answer using the mouse, keyboard, or by tapping (if using a tablet). Using the Universal Star tile, the hands-on exercise may follow (depending on the setting of the Hands-On Exercise Preference).
Hands-on Exercise (Answer not selected)	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.	If the student has not chosen an answer 25 seconds after the question first appeared, the program asks the student to choose an answer and a clock icon flashes on the screen. If time runs out before the student chooses an answer, the program tells the student to ask the teacher for help. The teacher must select the map in the alert to resume the hands-on exercise.
Hands-on Exercise Passed / Start Practice	Good job! Now we will go to the practice questions.	A student will see this message when they pass the hands-on exercise and are ready to move to the practice questions.
Practice Starting	Practice is about to start.	When no hands-on exercise is presented, a student will see this message stating that the practice questions are about to start.
Practice Question Times Out	**Practice** This student needs help with practice questions. Click the map to dismiss this alert and do the next question with the student.	The Star Early Literacy practice presents this message if time runs out before the student chooses an answer. The program tells the student to ask the teacher for help.

Message Title	Star Assessment Image	Description
Failed Practice	**Practice Complete** This student needs more practice questions. Click the map to dismiss this alert. Log the student in again, restart the test, and do the next question with the student.	If the student answers five practice questions without getting three correct, Star Early Literacy ends the practice and a message tells the student to ask for help.
Practice Passed / Start Test	Great job on the practice. Now we will go to the test.	After the student answers three practice questions correctly, a message tells the student that the actual Star Early Literacy test is about to start.

Connection Errors

Message Title	Star Assessment Image	Description
Connection Error	Network Error Unable to communicate with server. Please try again. OK	Network delays can cause the program to slow down temporarily, sometimes resulting in a lost connection to the server. The program will try to re-establish a connection, but students will see this message if the program was unable to re-connect to the server. To resume the test, log out of Renaissance and then log back in again.
Oops! We hit a snag!	**Oops!** Sorry! It seems we've hit a snag.	Students may see this message due to network or internet connectivity issues or if your Renaissance site is experiencing technical difficulties. Check the system status page to see if a site performance event has been reported. If so, students should be able to continue as normal when the issue is resolved.

Help Links

There are a number of topics in the help system that can help you prepare to administer the Star Early Literacy test:

Star Preferences (used by all Star programs)

▶ Extended Question Time Limit Preference: https://short.renaissance.com/Vfz3e8 (**DTCs or STCs** should make changes prior to testing)

▶ Password Requirement Preference: https://short.renaissance.com/e9qrUY (**DTCs or STCs** should make changes prior to testing)

▶ Monitor Password Preference: https://short.renaissance.com/XT08kH (**DTCs or STCs** should make changes prior to testing)

Stopping Star Tests

▶ Stopping a Star Early Literacy Test: https://short.renaissance.com/vg80S9 (**TAs or proctors**)

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Test Flow

There are a number of preference settings and conditions that may affect a student's testing experience. This section will help you navigate the process depending on the different variables.

Step 1:   The teacher opens Renaissance in a web browser.

Step 2:   The teacher selects **I'm a student**.

Step 3:   The teacher (or student) enters the student's user name and password and selects **Log In**.

Step 4:   On the Home page, the student selects the **K Readiness Assessments** tile with the **MS** in the corner, and then the **K Readiness Assessments** tile with the yellow **EL** in the corner.

Step 5:   Is the student enrolled in more than one class that is using Star Early Literacy?

   Yes: The student selects one of the classes they are enrolled in, then selects **Next**; go on to step 6.

   No: Go on to step 6.

Step 6:   **DTCs/STCs:** Has the Password Requirement Preference been set to require a monitor password? (See https://short.renaissance.com/e9qrUY.)

   Yes: Ensure "KRA Star Early Literacy" is listed at the top of the screen. Verify that the correct student name is displayed on the Star Test message. The teacher enters the monitor password and selects **Start**; go on to step 7.

   No: Go on to step 7.

Step 7:   Is this the first screening window for the year?

   Yes: The student watches a short demonstration video and answers some practice questions; go on to step 8.

   No: Go on to step 8.

Step 8:   The student is presented with some practice questions to answer. Did the student pass the practice?

   Yes: Go on to step 9.

   No: Go on to step 8a.

   Step 8a: The student will get another set of practice questions to try; the teacher or test monitor should help them pass the practice. Did the student pass the second practice?

      Yes: Go on to step 9.

      No: The test will **not** begin; the student is automatically logged out. Log the student back in and have them try again (go back to step 2).

Step 9:   The test begins, and the student answers the test questions.

Step 10: The test ends, and the student is automatically logged out.

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Time Limits

There are three different time limits that can be set for students taking the Star Early Literacy test: Standard, Extended, and Unlimited.

▶ Standard is the base level of time.

▶ Extended is set using the Extended Question Time Limit Preference (see https://short.renaissance.com/Vfz3e8), and only affects practice questions and actual test questions. Changes to time limits should be made by **DTCs or STCs**.

▶ Unlimited is set using the "Allotted Time" section of the Accommodations Preference (see https://short.renaissance.com/KAIXWE), and only affects actual test questions. Accommodations should only be set by **DTCs or STCs**.

Star Early Literacy Test			
Question Type	**Standard**	**Extended (seconds)**	**Unlimited**[a]
Practice	60 seconds	180 seconds	n/a
Actual Test	150 seconds	450 seconds	900 seconds

a. If there is no activity from the student within this amount of time, the student will be shown a dialog box. The student will have 60 seconds to close the dialog box and return to the test, effectively resetting the 900-second timer. If the student does not close the dialog box within 60 seconds, the student's current progress on the test will be saved and the text will be ended (treat as a paused test; "Pausing or Stopping a Test" on page 12).

Still Need Help?

Please contact your Renaissance Support Team if you need assistance. Representatives are available Monday through Friday, 6:30 a.m. through 7:00 p.m. Central Time.

▶ Phone: 1-800-338-4204

▶ Email: support@renaissance.com

▶ Request support

▶ Chat with Support: Click on the question mark icon in the bar at the top of your Renaissance site.

Renaissance

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