

# District Benchmark Procedures - STAR

## Overview

Our district uses a balanced assessment system to monitor and ensure appropriate student learning. This tool serves as benchmark assessment within our balanced assessment system. The STAR Reading, Math, and Spanish assessments are used for all students in grades 1-10.

## Testing Windows

Testing windows are set for the FALL, WINTER, and SPRING at each district building. Building principals work with their School Improvement Team and the Director of Teaching and Learning to set specific window dates.

## Testing Security and Environment

The classroom teacher's role in this area is as follows:

- Administer the assessment - see testing script below
- Ensure that students' are not given an unfair advantage (i.e. removed items off walls, etc if necessary)
- Circulate the room during testing
- Help students with questions about the test, not the content of the test
- Help students with reading or meaning of words if it does not give a student an unfair advantage
- Say, "I can't help you with that; Do your best; etc." when appropriate during the test

## Test Day - At-A-Glance

**Student login** - *firstname.lastname* (ex: robert.hurley)

**Student password** - student's 5-digit lunch code\*

\*For students' whose code start with a "zero"; drop the zero and make it a 4-digit code (ex: 05476 becomes 5476)

**Monitor Password** - *admin* - you may be asked to enter this for a student during the test

**Locked Students** - students can get "locked" if they mis-enter their login info multiple times; this can be cleared by you, your building principal, or the Director of Teaching and Learning

## Testing Procedures

- **Before Testing Windows** - Ensure students have correct accommodations, if needed; prepare room for testing
- **During Testing Windows** - Read testing script, help students with login needs, help students with testing needs; monitor testing environment - SEE SCRIPT BELOW
- **After Testing Windows** - Review test scores for accuracy; administer make-up and retake tests, if appropriate

## STAR Accommodation Options

The appropriateness of STAR accommodations are determined by the student's' case manager. Students with IEPs, ILPs, or 504 Plans are eligible for accommodations during testing.

**STAR Reading** - *extended time for questions; personalized instructional reading level*

**STAR Math** - *extended time for questions; personalized instructional math level; text-to-speech for test questions*

## Retake Procedure

Students should be retested if the test administrator feels the score is not an accurate indication of the student's skill level for the content area.

### Procedure

- Review test scores to determine if time of test, effort, or another factor might have led to an invalid test.
- Set up time to retest student(s) outside of instruction time
- Retest student - one retake per student, per window
- Contact Director of Teaching and Learning with the name of the student, the date of the invalid test and the reason for the retake (this information is needed to ensure that the correct score is recorded for a student)

## STAR Spanish

STAR Spanish can be given to students to determine if their primary learning needs are skill related or language related.

### Procedure

- EL Specialist determines which student(s) should take the STAR Spanish assessment
- Student(s) are given both the STAR Reading & STAR Spanish Reading or the STAR Math & STAR Spanish Math assessment
- EL Specialist reviews both scores to determine the needs of the student

## Contacts for Questions/Help

\*\*Please honor classroom teachers' time during testing sessions; your building principal and the Director of Teaching and Learning are your first supports during testing.\*\*

**FLC** - Kerri jo Patten, Jenny Grafton, Adam Broten

**Treffert Way** - Tiff Dolan, Adam Broten

**BAMS** - Mike Gonzalez, Julie Skaer, Adam Broten

**HMHS** - Samantha McGill-Freimund, Adam Broten

**District Lead Contact** - Adam Broten, Director of Teaching and Learning

## Test 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 bold type. You may repeat the directions as needed. Text in italic font is information meant for you and should not be read to students.

**Today you will take a test called Star Reading. It is a reading test that has fill-in-the-blank and short-answer questions. There are 34 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.**

**Be sure to read each question and all of 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.**

**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.*

**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. Select **OK** and remain quiet at your seat. You may read your book silently, but you may not continue to use the computer for other activities.**

*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.*

Enter your user name and password and select **Log In**.



When all students are logged in, continue.

Select **Star Reading** or **Take a Reading Test** on the Renaissance Place Home page.



Check that your name is at the top of the screen and that the test you are taking is Star Reading. If you see a different name or test, raise your hand.

If the student is not logged in correctly, select **Cancel**, and the student will return to the Login page. Verify that student is entering the correct user name and password and selecting the correct assessment.

When all students are ready to begin, continue.

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.

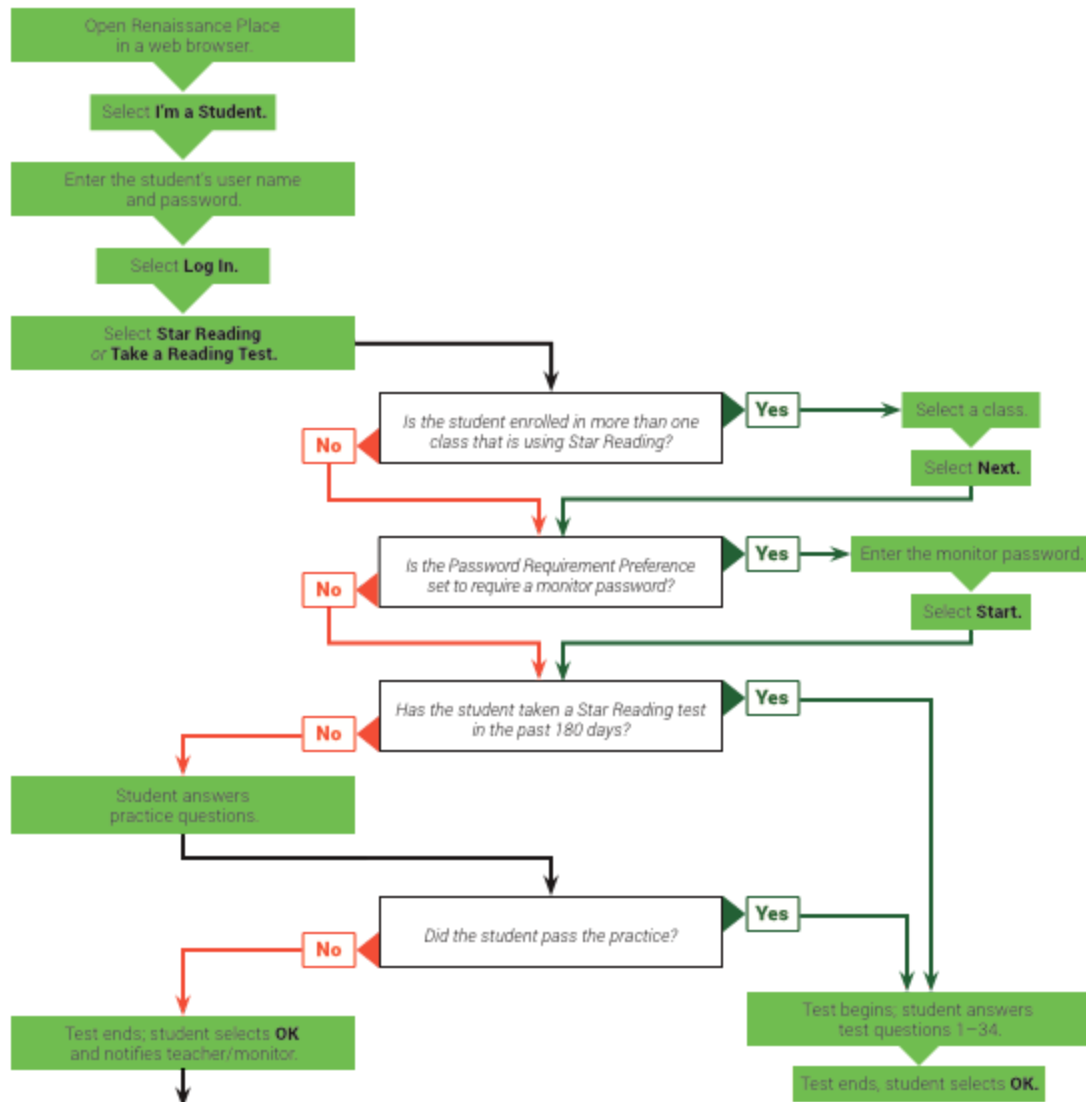
Are there any questions?

Enter the monitor password, if it is required.

You may select **Start** and begin. Do your best!

The test administrator should 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.

## Appendix C: Test Flow Diagram



If a student cannot pass the practice, see "Practice Questions and Failed Practices" on page 7.