Star Reading™
Test Administration Manual

RENAISSANCE®
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Introduction

This manual provides general information about the Star Reading assessment and specific guidelines for administering Star Reading. 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 Reading

Star Reading is a computer-adaptive test that measures student achievement on reading skills. 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 Reading consists of 34 items (25 for progress monitoring) and generally takes fewer than 30 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 Star Reading scale ranges from 0–1400.

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.
- 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.
- Cover or remove any materials on the walls, whiteboard, and other areas that might help students answer test items.
- Make sure there is enough light and ventilation in the test area.
- 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.
- Create a seating chart for the testing area. Consider students who may have difficulty concentrating with distractions such as windows, doorways, or classmates.
- Post a “Do Not Disturb” sign outside the testing environment.
- Access students’ user names and passwords (see page 6). 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.
- Check the settings for all preferences that apply to Star Reading (see “Help Links” on page 21).

Day of Testing

- Make sure you have the correct monitor password if it is required (see “Help Links” on page 21).
- Use “Test Format Overview” on page 8 to familiarize students with what a Star Reading test looks like. The Student Images section can be used to make handouts or to project for students to help them more clearly understand the test format. The text included in the “Teacher Notes for Student Images” section beginning on page 9 is a guide to use with students as you discuss the pictures.
- Remind students to bring a book to read silently at their seat after they are finished testing to minimize distractions for those who are still testing.
- On the computers or tablets used for testing, start the browser and 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.
Provide a break prior to testing. Students should use the restroom and get a drink of water during this time.

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 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.

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 on the 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 as the correct student, 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.)

(Students may be asked if they are taking the Star Reading test inside of the school or out of it—for example, if they are taking the test from home. If students are not asked this question, ignore this step; if they are asked this question:)

(For students taking the test outside of the school): On this screen, select No.
(For students taking the test inside of the school): On this screen, select Yes.

(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.)
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 to resume a test at the point where he or she 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://help2.renaissance.com/SR/Stopping_a_Test](https://help2.renaissance.com/SR/Stopping_a_Test) for more information.

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 [http://doc.renlearn.com/KMNet/R005813170ED9FC4.pdf](http://doc.renlearn.com/KMNet/R005813170ED9FC4.pdf).

A version of the Star Reading test is available for students with visual disabilities or other accommodation needs; see “Appendix D: Accommodations and Accessibility” on page 28.

Contact for Support

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

Identify Students' User Names and Passwords

For the latest instructions on creating and printing a Student Password Report, visit https://help2.renaissance.com/setup/22115.

How Students Log In

1. Start the web browser and go to the Renaissance address (URL).

2. On the Login page, select I’m a Student.

3. The student enters his or her user name and password and then selects Log In.
If students are required to use a secure browser to take a Star test and the secure browser has been installed, it will open at this point and the remainder of the procedure will take place within the secure browser window. See "Appendix A: Secure Browsers" on page 22 for more information.

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**Test Flow Diagram—Enterprise & Progress Monitoring**

**START**

1. Open Renaissance in a web browser.
2. Select I’m a Student.
3. Enter student’s user name and password.
4. Select a class, then select Next.
5. Is the student enrolled in more than one class that is administering Star Reading?
   - **Y**: Yes
   - **N**: No

If the student is enrolled in more than one class, select Log In.

If the student is enrolled in only one class, select Start.

**Y**

- Enter the monitor password.
- Select Start.
- Test begins; student answers questions.
- Has the student taken a Star Reading test in the past 180 days?
  - **Y**: Yes
  - **N**: No

If the student has taken a Star Reading test in the past 180 days, student answers practice questions.

**N**

- Test ends; student selects OK.
- Did the student pass the practice?
  - **Y**: Yes
  - **N**: No

If the student passes the practice, the test will not begin, student selects OK and notifies teacher or test monitor.

Test Format Overview

It is important to prepare your students for what the Star Reading testing experience will be like. Prior to the testing session, use the following Teacher Notes and Student Images (either projected or in handouts) to help your students know what to expect at each stage of the test.

Practice Questions and Failed Practices

If a student has not taken a Star Reading test in the past 180 days, the student will see practice questions before the actual test starts. The practice session is primarily meant to gauge the student’s ability to work with the program’s interface, to see if the student understands how to select and enter an answer.

If a student answers seven practice questions without getting three correct, the practice session ends and the test will not start for that student. Have the student try another practice, and carefully observe the student.

► If the student does not understand how to answer questions, review the testing procedures with the student.

► If the student understands how to answer questions, but keeps running out of time before entering an answer, you may need to extend the time limits for that student. See “Help Links” on page 21 for information on setting the Extended Question Time Limit preference.

► If the student understands how to answer questions, but keeps giving incorrect answers, this may indicate that the student is not ready to have his or her abilities assessed by Star Reading.
Teacher Notes for Student Images

Picture 1

Fill-in-the-blank questions have a sentence with a word missing. There will be a list of three or four words that could fit in the blank. Your job is to choose the word that best completes the sentence.

Picture 2

Short-answer questions have a text passage at the top, followed by a question about the passage. There will be a list of three or four possible answers. Your job is to choose the best answer to the question.
Pictures 3a–c

Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice before you enter it.

Each possible answer has a number next to it (1, 2, 3, or 4)

(3a: When using the mouse) Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking Next on the screen.

(3b: When using a tablet) Tap your answer choice. Then, enter your answer choice by tapping Next.

(3c: When using a keyboard) Press the number that matches your answer choice. Then, enter your answer choice by pressing Enter or return.
When you choose an answer, a blue highlight will appear around it (as shown). This only shows you which answer you selected. It does not mean that you selected the correct answer. For fill-in-the-blank questions, the program also puts the word you picked in the blank so you can see how it fits in the sentence.

To change your answer, click on it with the mouse, tap it (if you are using a tablet), or press the number of your new answer choice on the keyboard. The program will highlight your new choice. You cannot change your answer after you click or tap Next, or after you press Enter or return.

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, you will see a message that says time is up for that question. The next question will come up in a few seconds, so be ready.
Before you take the test, you may see some practice questions. The practice questions look just like the real test. If you see this message when you are answering the practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.

When you finish answering the practice questions, the program will show you this message:

Great job on the practice. Let's go to the test.

When you are finished with the test, tell the teacher or test monitor that you are finished.

If you have any questions about this test, please ask them now. Once the test starts, the teacher or test monitor will not be able to explain any of the questions or help you choose an answer. Also, the teacher cannot tell you if you selected the right answer.

Have fun, and do your best!
Fill-in-the-blank questions have a sentence with a word missing. There will be a list of three or four words that could fit in the blank. Your job is to choose the word that best completes the sentence.

I asked my father for an _______ helping of carrots.

1. easy
2. oily
3. extra
4. ugly
Short-answer questions have a text passage at the top, followed by a question about the passage. There will be a list of three or four possible answers. Your job is to choose the best answer to the question.

Mariela grew worried as she listened to the fierce wind whipping against her bedroom window. She had waited until the very last day to apply online to the college she hoped to attend. Now she only had one hour left before the deadline at 6 p.m. She was close to completing her personal essay but needed to add some finishing touches. As Mariela typed her concluding sentence, the electricity went out. She lost her connection to the Internet.

How does the setting affect the story?

1. The storm outside contrasts with the interior of Mariela's bedroom to symbolize her reluctance to leave home.
2. The fierce wind makes it difficult for Mariela to concentrate on completing her essay.
3. The lateness of the hour increases the tension and suspense when the electricity goes out.
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice before you enter it.

Each possible answer has a number next to it (1, 2, 3, or 4).

Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking Next on the screen.
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice before you enter it.

Each possible answer has a number next to it (1, 2, 3, or 4).

Tap your answer choice.
Then, enter your answer choice by tapping Next.
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice before you enter it.

Each possible answer has a number next to it (1, 2, 3, or 4).

Press the number that matches your answer choice. Then, enter your answer choice by pressing Enter or return.
When you choose an answer, a blue highlight will appear around it (as shown). This only shows you which answer you selected. It does not mean that you selected the correct answer. For fill-in-the-blank questions, the program also puts the word you picked in the blank so you can see how it fits in the sentence.

To change your answer, click on it with the mouse, tap it (if you are using a tablet), or press the number of your new answer choice on the keyboard. The program will highlight your new choice. You cannot change your answer after you click or tap Next, or after you press Enter or return.
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, you will see a message that says time is up for that question. The next question will come up in a few seconds, so be ready.
Before you take the test, you may see some practice questions. The practice questions look just like the real test. If you see this message when you are answering the practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.

When you finish answering the practice questions, the program will show you this message:

Great job on the practice. Let's go to the test.

When you are finished with the test, tell the teacher or test monitor that you are finished.
Help Links

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

- Stopping a Star Reading Test: [https://help2.renaissance.com/SR/Stopping_a_Test](https://help2.renaissance.com/SR/Stopping_a_Test)
- Resuming an Interrupted Test: [https://help2.renaissance.com/SR/Resuming_an_Unfinished_Test](https://help2.renaissance.com/SR/Resuming_an_Unfinished_Test)
Appendix A: Secure Browsers

In an online testing environment, some school districts may require students to use a secure web browser when taking a Star assessment. If this is required in your district, Star assessments have been designed to work within the Secure Browser.

- It is the responsibility of your school district’s IT department to make sure the Secure Browser is installed on the necessary testing computers and to ensure it is kept up-to-date.

- The Secure Browser preference must be set to require Secure Browser to be used during testing. See https://help2.renaissance.com/prefs/21040.

- The Secure Browser can be downloaded and installed as a program for Windows and Macintosh computers, and as an app for Chromebooks and iPads.
  - Windows/Macintosh: See https://help2.renaissance.com/setup/securebrowser
  - Chromebook/iPad app: See https://help2.renaissance.com/setup/cbapp2

Taking a Star Assessment within the Secure Browser

On Windows and Mac computers, and when using the iPad app, students will use their regular web browser to log into Renaissance; once they select a tile to begin a Star assessment, the Secure Browser will open in a new window, and they will take the assessment in that window.

Using the Chromebook app, students will open the app and use it to log into Renaissance and begin a test (once the app is launched, the student is “in” the Secure Browser); once they begin a test, they will remain in the app until the test is over.

While a test is in session:

- The Secure Browser window is displayed full-screen and cannot be minimized.

- Students will not be able to access other applications on the computer including messaging, screen-sharing, virtual machines, and remote desktops.

- Before the test starts, a student may see a reminder to close any programs running in the background.

- Students will not be able to create screen captures or print screens.

- Nothing can be copied/pasted to or from the Secure Browser window.

- All right-click menu options, function keys, keyboard shortcuts, and task switching are turned off.

- An assessment can still be stopped and resumed if necessary (see the “Help Links” on page 21).
Appendix B: Indiana Star Assessments

For students in the state of Indiana, there are circumstances where a Star Reading test will have additional questions added to the practice and to the end of the test. Whether a student is given these additional questions is determined by a number of factors:

The "Test Flow Diagram—Indiana" on page 25 assumes that the preferences have all been set to require a student to take the Indiana Star Assessment, that the student is in grades 1–8, and that the student is testing in one of the selected district screening windows.

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c. District screening windows: https://help2.renaissance.com/setup/22430

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Y = Yes
N = No
Pausing/Resuming the Indiana Star Assessment

Normally, when a Star test is paused and resumed, the student returns to the same place in the test where the student left off (the same question number), but a different question will be presented. If a student pauses and resumes the Indiana Star Assessment on one of the additional questions, they will return to the same place in the test and will return to the same question.

An Indiana Star Assessment that is paused and resumed will remain an Indiana Star Assessment, even if the test is resumed outside the district screening window or if the Indiana Star Assessments preference settings are changed. The converse is also true: a paused non-Indiana Star Assessment cannot be changed into an Indiana assessment by resuming it within a district screening window or by changing the Indiana Star Assessments preference settings.

Multiple Indiana Star Assessments

A student can only take one of each type of Indiana Star Assessment during a district screening window (one Indiana Star Reading and one Indiana Star Math). A student who takes a second assessment of the same type in the same screening window will be given the Enterprise version of the test, regardless of the settings of the Indiana Star Assessment preferences.

Chromebook™ and the Indiana Star Assessment

Some of the additional questions on the Indiana Star Assessment require students to scroll left and right on the screen to see the entire question and all of the answer choices. Chromebooks™ are sometimes set to hide scrollbars by default, only revealing them when a user hovers over them. To change this setting:

1. Open the web browser on the Chromebook™.
2. Type chrome://flags/#overlay-scrollbars in the address bar.
3. Set the #overlay-scrollbars flag to Disabled.
4. Restart the web browser.

This will keep the scrollbars visible on the screen at all times.

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a. Chromebook™ is a trademark of Google LLC.
Assumptions:

- All preferences have been set to require a student to take the Indiana Star Reading Assessment,
- the student is in grades 1–8, and
- the student is testing in one of the selected district screening windows.

Test Flow Diagram—Indiana

START

Open Renaissance in a web browser.

Select I’m a Student.

Enter student’s user name and password.

Select Log In.

Select Star Reading.

Is the Password Requirement preference set to require a password to start the test?

Is the student enrolled in more than one class that is administering Star Reading?

Is the student asked if they are inside their school?

Enter the monitor password and select Start.

What grade is the student in?

Test begins; student answers questions.

Test ends; student selects OK.

END

Student views tutorial and answers practice questions. a

Student answers practice questions. b

Did the student pass the practice?

Test will not begin; student selects OK and notifies teacher or test monitor.

See “Practice Questions and Failed Practices” on page 8.

Students should use headphones while watching the tutorial.

a. Grades 1–4 practice: Watch a tutorial and answer 3–7 practice questions:

1–5 Star Reading practice questions. Once 2 have been answered correctly, student is given Indiana practice questions.

1–2 Indiana practice questions. Once 1 has been answered correctly, student goes on to test.

b. Grades 5–8 practice: Answer 1–5 practice questions:

1–5 Star Reading practice questions. Once 2 have been answered correctly, student goes on to test.

If the minimum number of correct answers is not reached during any part of the practice, the test will not start.

c. Total number of test questions will vary by grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Star Reading</th>
<th>Indiana</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>34</td>
<td>8</td>
<td>42</td>
</tr>
<tr>
<td>2</td>
<td>34</td>
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<td>42</td>
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</tr>
<tr>
<td>8</td>
<td>24</td>
<td>3</td>
<td>37</td>
</tr>
</tbody>
</table>
Appendix C: Accommodations and Accessibility

An alternative version of the Star Reading test is available for students who are blind/visually impaired or have other special accommodation needs. Teachers can set a new preference, Accommodations, to make this alternative version of the test available to specific students. The test-taking experience is very similar to the standard Star Reading test; however, there are some changes to the tools available and the procedures students follow to select and enter answers. Use the following instructions to explain the alternative version of the test.

Setting the Accommodations Preference

For instructions on setting the Accommodations Preference for students, please refer to the online help at https://help2.renaissance.com/prefs/21048. Note that the setting for this preference applies to Star Reading and Star Math assessments.

Previous Sections of the Manual

Some of the previous sections of this Test Administration Manual apply to both the standard version of the Star Reading test and the alternative version, and are not repeated here:

- “About Star Reading” on page 1
- “Computer-Adaptive Test and Scaled Score” on page 1
- “Software Requirements” on page 1
- “Test Security Overview” on page 1
- “Software Tasks” on page 6
- “Help Links” on page 21

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.

☐ 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.

☐ Cover or remove any materials on the walls, whiteboard, and other areas that might help students answer test items.

☐ Make sure there is enough light and ventilation in the test area.

☐ Ensure all testing devices are working properly; for students using audio during the assessment, make sure they are equipped with headphones. If you are administering the test with a laptop, make sure the battery is adequately charged before testing.
Create a seating chart for the testing area. Consider students who may have difficulty concentrating with distractions such as windows, doorways, or classmates.

Post a “Do Not Disturb” sign outside the testing environment.

Access students’ user names and passwords (see the instructions for creating and printing a Student Password Report at https://help2.renaissance.com/setup/22115). 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.

**Day of Testing**

Although students can use a mouse, touchpad, or keyboard to take the test, we strongly recommend having students use a mouse.

Use the “Test Format Overview” on page 33 to familiarize students with what the test looks like. The Student Images section can be used to make handouts or projections for students to help them more clearly understand the test format. The text included in the “Teacher Notes for Student Images” section beginning on page 34 is a guide to use with students as you discuss the pictures.

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.

Provide a break prior to testing. Students should use the restroom and get a drink of water during this time.

On the computers used for testing, start the browser and go to the Renaissance address (URL). On the Welcome page, select I’m a Student.
Test Administration Procedure

If you are using a seating chart, make sure all the students are seated in the correct location. 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.

Today you will take a test called Star Reading. It is a reading test with 38 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.

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.

Skip this paragraph for students who are taking the test with the “unlimited time” accommodation—see “Unlimited Time” on page 50.

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.

After you answer the last question, you will see a message that tells you when you have finished the test. Select Finish and then let me know that you are done. 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.
Check that your name is at the top of the screen. If you see a different name, raise your hand.

If the student is not logged in as the correct student, select the name in the upper-right corner of the screen and then select Log Out; the student will return to the Login page. Verify that student is entering the correct user name and password and selecting the correct assessment.

Select Star Reading on the Home page.

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

Students may be asked if they are taking the test inside of the school or out of it—for example, if they are taking the test from home. If students are not asked this question, ignore this step; if they are asked this question:

For students taking the test outside of the school:
On this screen, select No.

For students taking the test inside of the school:
On this screen, select Yes.

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?

If the Password Requirement preference is enabled, enter the monitor password and select Start.

You may begin. Do your best!

If the Password Requirement preference is not enabled:
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.
Pausing, Stopping, and Resuming a Star Reading Test

Pausing or Stopping a Test

Situations may arise in the classroom which interrupt a test (for example, a surprise fire drill). If this happens, the teacher or test monitor can stop the test, either pausing it so the student can return to it later, or canceling it entirely. The test can be paused and resumed as many times as needed, but it can only be resumed within 8 calendar days of when it was last paused.

To pause or stop a test, use the keyboard shortcut **Ctrl + Shift + M** (Windows) or **command + shift + M** (Mac). This will open the following window:

Enter the monitor password and select **Continue** (or select **Go back** if you don’t want to pause or stop the test). Refer to the Monitor Password – Star Tests Preference to make sure you have the right password: [https://help2.renaissance.com/prefs/21030](https://help2.renaissance.com/prefs/21030); you cannot use your Renaissance password.

If you enter the wrong password, you can try again; however, if you enter the wrong password three times in a row, you will be locked out of making additional attempts for one minute. After that minute passes, you can try again.

One you’ve entered the correct monitor password, you will see this window:
Select one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Choose When...</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Save & exit | You want to stop the test, but plan to come back to it later.                 | • The student’s answers to previous questions are saved.  
• When the student resumes the test, they will be presented with the same question they were on when they exited the test.  
• After selecting **Save & exit**, in the window that opens, select **Yes** to confirm that you want to pause the test, or **No** if you do not: \[Administration controls\] Are you sure you want to save & exit this session?  
[Yes][No]                                                                 |
| Discard & exit | You want to stop the test; you are finished with it and have no plans to come back to it. | • The student’s answers to previous questions are discarded.  
• The next time the student logs in to take a test, the student will begin a new test.  
• After selecting **Discard & exit**, in the window that opens, select **Yes** to confirm that you want to discard the test, or **No** if you do not: \[Administration controls\] Are you sure you want to discard this session?  
[Yes][No]                                                                 |
| Close     | You want to continue taking the test now instead of saving or discarding it.  | • The test continues as usual.                                                                                                                                                                         |

**Resuming a Test**

A paused test can only be resumed within 8 calendar days of when it was paused. When a student who has a paused test logs in and selects the **Star Reading** icon on the home page, they will see a message telling them they have a test to finish.

Enter the monitor password and select **Start** to resume the test where the student left off. Resuming a test is similar to stopping a test with regard to the monitor password:

- You must use the monitor password, not your Renaissance password.
- If you enter the wrong password, you can try again; however, if you enter the wrong password three times in a row, you will be returned to the login page.
Logging In Students

Identify Students' User Names and Passwords

For the latest instructions on creating and printing a Student Password Report, visit https://help2.renaissance.com/setup/22115.

How Students Log In

1. Start the web browser and go to the Renaissance address (URL).

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

3. The student enters his or her user name and password and then selects Log In.
Test Format Overview

It is important to prepare your students for what the Star Reading experience will be like. Prior to the testing session, use the following Teacher Notes and Student Images (either projected or in handouts) to help your students know what to expect at each stage of the test.

Practice Questions and Failed Practices

The practice session consists of three practice questions; a student must answer two of them correctly in order to move on to the actual test.

If a student answers fewer than two practice questions correctly, a message will tell them to raise their hand and ask you for help.

Select Finish to end the test. Begin the test again, and watch the student as they try to answer the practice questions.

- If the student does not understand how to answer questions, review the testing procedures with the student.
- If the student understands how to answer questions, but keeps giving incorrect answers, this may indicate that the student is not ready to have their abilities assessed by Star Reading.
Teacher Notes for Student Images

Picture 1

This is what the questions look like. You will get three practice questions to answer.

Pictures 2a–c

Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice before you enter it.

2a: When using the mouse: Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking Next on the screen.
When using a touchpad or tablet: Tap your answer choice. Then, enter your answer choice by tapping Next.

When using a keyboard: Use Tab to move the focus around the screen. The item in focus will have a blue border around it.

- When the focus is on the answers, use the arrow keys ↑ ↓ ← → to choose an answer. Use Tab to move the focus to Skip to navigation, then use Enter/return or space to move the focus to the Next button.
- When the focus is on the Next button, use Enter/return or space to enter your answer.

Note: Use Shift + Tab to move the focus in reverse order from what is described above.

When you choose an answer, a blue highlight will appear around it and the circle next to it will be filled in. For some questions, your answer will be copied into the blank. This only shows you which answer you selected. It does not mean that you selected the correct answer.

To change your answer, click on it with the mouse, tap it, or use the arrows on the keyboard. The program will highlight your new choice. You cannot change your answer after you enter it.
If you see a timer at the top of the screen, time is almost up for the question you are on. Choose your answer quickly.

If you don’t choose an answer in time, you will see a message that says time is up for this question. Select **Next** to go on to the next question.

### Picture 5

Before you take the test, you will see some practice questions. The practice questions look just like the real test. If you see this message when you are done answering 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 this message. Select **Next** to start the test.

### Picture 6

When you are finished with the test, the program will show you this message. Select **Finish** to finish the test.

If you have any questions about this test, please ask them now. Once the test starts, the teacher or test monitor will not be able to explain any of the questions or help you choose an answer. Also, the teacher cannot tell you if you selected the right answer.

**Have fun, and do your best!**
This is what the questions look like. You will get three practice questions to answer.

In an old forest, some trees may not grow. Old forests have many tall trees. Tall trees block the sun’s light. Some young trees won’t grow without enough light.

Why won’t some young trees grow in an old forest?

- There are too many tall trees.
- Young trees block the light.
- Old trees need less light.
Choosing your answer is easy. You can change your answer choice *before* you enter it.

Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.
Choosing your answer is easy. You can change your answer choice before you enter it. Tap your answer choice. Then, enter your answer choice by tapping Next.
Choosing your answer is easy. You can change your answer choice before you enter it.

Use Tab to move the focus around the screen. The item in focus will have a blue border around it.

When the focus is on the answers, use the arrow keys ↑ ↓ ← → to choose an answer. Use Tab to move the focus to Skip to navigation, then use Enter/return or space to move the focus to the Next button.

When the focus is on the Next button, use Enter/return or space to enter your answer.

Note: Use Shift + Tab to move the focus in reverse order from what is described above.
When you choose an answer, a blue highlight will appear around it and the circle next to it will be filled in. For some questions, your answer will be copied into the blank. This only shows you which answer you selected. It does not mean that you selected the correct answer.

To change your answer, click on it with the mouse, tap it, or use the arrows on the keyboard. The program will highlight your new choice. You cannot change your answer after you enter it.
If you see a timer at the top of the screen, time is almost up for the question you are on. Choose your answer quickly.

If you don’t choose an answer in time, you will see a message that says time is up for this question. Select **Next** to go on to the next question.

* Skip this picture for students who are taking the test with the “unlimited time” accommodation—see page 50.
Before you take the test, you will see some practice questions. The practice questions look just like the real test. If you see this message when you are done answering 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 this message. Select **Next** to start the test.
When you are finished with the test, the program will show you this message. Select **Finish** to finish the test.
The Accommodations Toolbar

When a student takes the alternative Star Reading test with accommodations, they need to be aware of which tools are available and how to access them. Special consideration is needed for students using a keyboard to take the test—the student uses keystrokes to move a focus from one tool to another. A selected tool (with the focus on it) is highlighted as shown below; using the tool requires specific keystrokes.

Not every item in the following screenshots will appear on the screen, depending on the settings of the Accommodations preference (see https://help2.renaissance.com/prefs/21048) that have been selected for the student; skip over any that do not apply.

1. **Answers**
   - **Mouse:** Click on an answer to select it.
   - **Tablet or touchpad:** Tap on an answer to select it.
   - **Keyboard:** Use the arrow keys to move the selector up (← or ↑) and down (→ or ↓).

Use **Tab** to move the focus to 2. **Skip to navigation**.
[2] Skip to navigation

Note: This control is intended for students using the keyboard. It appears on the screen after an answer has been highlighted and the student uses the Tab key.

- **Keyboard:** Use Enter/return to move the focus to the [7] Next button. Use Shift + Tab to move the focus to [1] Answers; use Tab to move the focus to [3] Response Masking.


Select this tool by:

- **Mouse:** Clicking on the button.
- **Tablet or touchpad:** Tapping on the button.
- **Keyboard:** Using Tab to put the focus on the button, then using Enter/return or space to select the tool. *Important: Immediately* use Shift + Tab twice to move the focus back to [1] Answers.

- **Mouse:** With the tool selected, click on an answer to mask it (clicking on a masked answer will remove the mask). Click the button again to stop masking.
- **Tablet or touchpad:** With the tool selected, tap on an answer to mask it (tapping on a masked answer will remove the mask). Tap the button again to stop masking.
- **Keyboard:** With the tool selected, use Tab and Shift + Tab to move the selector to an answer; follow by using Enter/return or space to mask or unmask an answer.

Stop Response Masking by using Tab until the focus is on the Response Masking button in the toolbar, then use Enter/return or space.

With Response Masking stopped, use Shift + Tab to move the focus to [2] Skip to navigation; use Tab to move the focus to [4] Accessibility.
[4] Accessibility

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.

This opens a window with two tabs, “Color scheme” and “Font size”:

- **Mouse:** Click a color scheme to change the background and foreground colors.
  
  Click **OK** to save your changes, or click **Cancel** or the × in the corner to close the window without saving your changes.

  Click **Font size** to switch to the “Font size” tab.

- **Tablet or touchpad:** Tap a color scheme to change the background and foreground colors.
  
  Tap **OK** to save your changes, or tap **Cancel** or the × in the corner to close the window without saving your changes.

  Tap **Font size** to switch to the “Font size” tab.

- **Keyboard:** Use **Tab** to move the focus to the [4a] color schemes, then use the arrow keys (→ ↑ ← ↓) to change the background and foreground colors.
  
  Use **Tab** to move the focus to the [4b] **OK** button and then use **Enter/return** or **space** to save your changes.
  
  To close the window without saving your changes, use **Tab** to move the focus to either [4c] **Cancel** or the [4d] × in the corner, then use **Enter/return** or **space** to close the window.

  Use **Tab** to move the focus to the [4e] “Font size” tab, then use **Enter/return** or **space** to open that tab.

- **Mouse:** Click a font size to make the text larger or smaller.
  
  Click **OK** to save your selection, or click **Cancel** or the × in the corner to close the window without saving your changes.

  Click **Color scheme** to switch to the “Color scheme” tab.

- **Tablet or touchpad:** Tap a font size to make the text larger or smaller.
  
  Tap **OK** to save your selection, or tap **Cancel** or the × in the corner to close the window without saving your changes.

  Tap **Color scheme** to switch to the “Color scheme” tab.

- **Keyboard:** Use **Tab** to move the focus to the [4a] example text sizes, then use the arrow keys (→ ↑ ← ↓) to make the text larger or smaller.
  
  Use **Tab** to move the focus to the [4b] **OK** button and then use **Enter/return** or **space** to save your selection.
  
  To close the window without saving your changes, use **Tab** to move the focus to either [4c] **Cancel** or the [4d] × in the corner, then use **Enter/return** or **space** to close the window.

  Use **Tab** to move the focus to the [4e] “Color scheme” tab, then use **Enter/return** or **space** to open that tab.

**Keyboard:** When the Accessibility window is closed, use **Shift + Tab** to move the focus to [3] Response Masking; use **Tab** to move the focus to [5] Line Reader.
**Line Reader**

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using **Tab** to put the focus on the button, then use **Enter/return** or **space** to select the tool.

- **Mouse:** Click and drag the line reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Click and drag the bar below the center of the gap up and down to increase/decrease the number of lines of text that are visible.

  Click and drag the lower-right corner to increase/decrease the height and width of the line reader.

  Click the **X** in the upper-right corner to close the line reader.

- **Tablet or touchpad:** Tap and drag the line reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Tap and drag the bar below the center of the gap up and down to increase/decrease the number of lines of text that are visible.

  Tap and drag the lower-right corner to increase/decrease the height and width of the line reader.

  Tap the **X** in the upper-right corner to close the line reader.

- **Keyboard:** Use the **arrow keys** (→ ↑ ← ↓) to move the reader around the screen until the text you want to focus on is visible in the gap in the middle.

  Use **Tab** to move the focus to the bar below the center of the gap, then use the **arrow keys** (↑ ↓) to increase/decrease the number of lines of text that are visible.

  Use **Tab** to move the focus the lower-right corner, then use the **arrow keys** to change the height (↑ ↓) and width (← →) of the line reader.

  Use **Tab** to move the focus to the **X** in the upper-right corner, then use **Enter/return** or **space** to close the line reader.

When the Line Reader is closed, use **Shift + Tab** to move the focus to [4] Accessibility, use **Tab** to move the focus to [6] Expand menu.
[6] Expand menu

Select this tool by:

- **Mouse:** Clicking on it.
- **Tablet or touchpad:** Tapping on it.
- **Keyboard:** Using Tab to put the focus on the button, then using Enter/return or space to select the tool.

When this tool is active, the toolbar expands, showing the full names of all the available tools to the right of the buttons.

To close the expanded menu:

- **Mouse:** Click **Collapse menu** at the bottom.
- **Tablet or touchpad:** Tap **Collapse menu** at the bottom.
- **Keyboard:** Use Tab to put the focus on **Collapse menu** at the bottom, then use Enter/return or space.

When the menu is collapsed, use **Shift + Tab** to move the focus to [5] Line Reader; use Tab to move the focus to the [7] Next button.

[7] Next button

- **Mouse:** Click the button to enter your answer and move on to the next question.
- **Tablet or touchpad:** Tap the button to enter your answer and move on to the next question.
- **Keyboard:** Use Enter/return or space to enter your answer and move on to the next question.

Use **Shift + Tab** to move the focus to [6] Expand menu; use Tab to move the focus to [1] Answers.
## Unlimited Time

There are three different time limits that can be set for students taking the Star Reading test: Standard, Extended, and (for the Enterprise test) Unlimited. Standard is the base level of time, Extended is set using the Extended Question Time Limit Preference (see https://help2.renaissance.com/prefs/21023), and Unlimited is set using the "Allotted Time" section of the Accommodations Preference (see https://help2.renaissance.com/prefs/21048).

### Table 1: Time Given to Answer Questions (in Seconds)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Star Reading Progress Monitoring Test</th>
<th>Star Reading Enterprise Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Question Type</td>
<td>Standard</td>
</tr>
<tr>
<td>K–2</td>
<td>Practice</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Test, questions 1–25</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Practice</td>
<td>45</td>
</tr>
<tr>
<td>3–12</td>
<td>Practice</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Test, questions 1–20&lt;sup&gt;a&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test, questions 21–25&lt;sup&gt;b&lt;/sup&gt;</td>
<td></td>
</tr>
</tbody>
</table>

- b. Authentic text/passage comprehension items.
- c. Items from 5 domains in 5 blocks, including some vocabulary-in-context.
- d. 60 seconds for vocabulary-in-context items.
- e. 180 seconds for vocabulary-in-context items.
- f. 45 seconds for vocabulary-in-context items.
- g. 135 seconds for vocabulary-in-context items.
- h. 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; see "Resuming a Test" on page 31).
About Renaissance

Renaissance is the leader in K–12 learning analytics—enabling teachers, curriculum creators, and educators to drive phenomenal student growth. Renaissance’s solutions help educators analyze, customize, and plan personalized learning paths for students, allowing time for what matters—creating energizing learning experiences in the classroom. Founded by parents, upheld by educators, and enriched by data scientists, Renaissance knows learning is a continual journey—from year to year and for a lifetime. Our data-driven, personalized solutions are currently used in over one-third of U.S. schools and more than 60 countries around the world. For more information, visit www.renaissance.com.