Star Reading Spanish™
Test Administration Manual
Contents

Introduction ..............................................................................................................1
About Star Reading Spanish ...........................................................................1
Computer-Adaptive Test and Scaled Score ..............................................1
Software Requirements .....................................................................................1
Test Security Overview .....................................................................................1
Prior to Testing ......................................................................................................2
Day of Testing .......................................................................................................2
Test Administration Procedure .......................................................................3
General Testing Information .............................................................................5
   Pausing or Stopping a Test ................................................................................5
   Student Accommodations ................................................................................5
   Contact for Support ............................................................................................5
Software Tasks .....................................................................................................6
   Identify Students’ User Names and Passwords .............................................6
   How Students Log In .......................................................................................6
Test Flow Diagram .............................................................................................7
Test Format Overview .......................................................................................8
   Practice Questions and Failed Practices .....................................................8
Teacher Notes for Student Images .................................................................9
Student Images ...................................................................................................12
Help Links ...........................................................................................................19
Appendix A: Secure Browsers .........................................................................20
   Taking a Star Assessment within the Secure Browser ..........................20
Introduction

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

Star Reading Spanish 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 Spanish consists of 34 items and generally takes fewer than 30 minutes for the student to complete the assessment.

Only students with assigned grades from 1–8 will be allowed to take the test. Please note that in general, only students who have a Spanish reading vocabulary of at least 100 words should take the Star Reading Spanish test. (In other words, the student should have at least beginning reading skills.) Practically, students who can work through the practice questions unassisted should be able to take the Star Reading Spanish test.

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 Unified Scaled Score). The Star Reading Spanish scale ranges from 600–1400.

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 Spanish (see “Help Links” on page 19).

Day of Testing

- Make sure you have the correct monitor password if it is required (see “Help Links” on page 19).
- Use “Test Format Overview” on page 8 to familiarize students with what a Star Reading Spanish 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 Siguiente 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 Spanish. 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 Siguiente to move on to the next question. You can change your answer choice before you select Siguiente 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 Siguiente 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 Spanish** 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 Spanish. 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.)*

*(Students may be asked if they are taking the Star Reading Spanish 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 **Sí**.*

*(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 Detener la Prueba 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.renaisance.com/SRS2/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.

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.
Test Flow Diagram

1. Open Renaissance in a web browser.
2. Select I'm a Student.
3. Enter student's user name and password.
4. Select Log In.
5. Select Star Reading Spanish.
6. Is the student asked if they are taking the Star Reading Spanish test inside the school?
   - Y: Student selects either No or Sí.
   - N: Select a class.
7. Is the student enrolled in more than one class that is using Star Reading Spanish?
   - Y: Select Siguiente.
   - N: Enter the monitor password.
8. Is the Password Requirement Preference set to require a monitor password?
   - Y: Enter the monitor password.
   - N: Select Inicio.
9. Has the student taken a Star Reading Spanish test in the past 180 days?
   - Y: Student answers practice questions.
   - N: Did the student pass the practice?
     - Y: Test begins; student answers test questions 1–34.
     - N: Test will not begin; student should select OK and notify teacher or test monitor. If student cannot pass the practice, see “Practice Questions and Failed Practices” on page 8.
10. Test ends; student selects OK.

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 20 for more information.
Test Format Overview

It is important to prepare your students for what the Star Reading Spanish 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 Spanish 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 19 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 Spanish.
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.

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.

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

(2a: When using the mouse) Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking Siguiente on the screen.

(2b: When using a tablet) Tap your answer choice. Then, enter your answer choice by tapping Siguiente.
(2c: When using a keyboard) Press the number that matches your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.

**Picture 3**

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.

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 Siguiente, or after you press Enter or return.**

**Picture 4**

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:

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.

Todos los miércoles, Bob tiene _______ de fútbol americano.

1. tabera
2. práctica
3. noticia
4. escotilla
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 **Siguiente** 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 **Siguiente**.
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.

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 **Siguiente**, 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:

**Práctica terminada**

Ya terminó la práctica.
Pide ayuda al monitor la próxima vez que practiques.

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 Spanish test:

- Stopping a Star Reading Spanish Test: https://help2.renaissance.com/SRS2/Stopping_a_Test
- Resuming an Interrupted Test: https://help2.renaissance.com/SRS2/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 19).

Windows is a registered trademark of Microsoft Corporation. Macintosh and iPad are registered trademarks of Apple, Inc. Chromebook™ notebook computer is a trademark of Google LLC.
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.