Renaissance Star Assessments® Administration Manual

Instructions for administering Star Early Literacy, Star Reading, and Star Math assessments

RENAISSANCE®

P.O. Box 8036 | Wisconsin Rapids, WI 54495-8036

(800) 338-4204 | www.renaissance.com

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Introduction

This manual provides general information about the Star assessments and specific guidelines for administering Star Early Literacy, Star Reading, and Star Math. 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 Assessments

Star assessments are computer-adaptive tests that measure student achievement on early literacy, reading, and math skills. As a student takes the assessment, the assessment selects items based on the student's responses. If the student answers the item correctly, the assessment increases the difficulty level of the next item. If the student answers incorrectly, the assessment 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 tests are designed for students in grades pre-K through 3 (beginning readers who do not yet read independently or need early literacy skills assessed). Star Early Literacy consists of 27 items of literacy (including 5 numeracy items) and generally takes fewer than 15 minutes for the student to complete the assessment.

- Star Reading tests are designed for students in grades K–12. When using Star Reading for progress monitoring, the test consists of 25 items; the Enterprise version of the test consists of 34 items. Both versions generally take fewer than 30 minutes for the student to complete the assessment.

- Star Math tests are designed for students in grades 1–12. When using Star Math for progress monitoring, the test consists of 24 items; the Enterprise version of the consists of 34 items. Both versions take approximately 20 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 Early Literacy scale ranges from 300–900. The Star Reading and Star Math scales range from 0–1400.

Student scores can also be shown on the Unified Scale, which is a single scale that can be used to report scores for both Star Early Literacy and Star Reading (as well as Star Math), thus facilitating comparison of the achievement of children taking these two different tests. The Unified Scale score range applies to both English and Spanish versions of the Star programs and ranges from 0 to approximately 1400; Star Early Literacy scores range from 200–1100 and Star Reading (and Star Math) range from 600–1400.

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Student Accommodations

The Star assessments are suitable for students with disabilities and English Language Learners. For information about accommodations, please visit http://doc.renlearn.com/KMNet/R00581317DED9FC4.pdf.

Interpreting Star Data

Renaissance Star assessments provide you with useful information to help you make informed decisions about your instructional next steps. The Report Interpretation Guide highlights some of the key Star reports you can use to answer your questions about how well students are performing, what to prioritize for instruction and practice, and how quickly students are growing. You can find the guide at https://doc.renlearn.com/KMNet/R61186.pdf.

Contact for Support

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

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.

Preparing for Testing: All Star Assessments

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.

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- ☐ 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 "Identify Students' User Names and Passwords" on page 43). 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.

Additional Guidance for Star Early Literacy

- ☐ It is *extremely* important that students understand how to take the assessment. Because Star Early Literacy may be the first testing experience for young students, we suggest introducing them to the test a few days before taking it. You can show the students these introductory videos at least one day before the actual test. The videos explain how students answer test questions:

  Using a keyboard, mouse, or trackpad:

  - In English: https://resources-zone08.renaissance-go.com/Scripts/video/no-touch/SEL_PTI.mp4
  - In Spanish: https://resources-zone08.renaissance-go.com/Scripts/video/no-touch/SEL_PTI_MX.mp4

  Using a tablet:

  - In English: https://resources-zone08.renaissance-go.com/Scripts/video/touch/SEL_PTI.mp4
  - In Spanish: https://resources-zone08.renaissance-go.com/Scripts/video/touch/SEL_PTI_MX.mp4

  Note: The video is part of the test itself; if you have students watch the video before the day of the test, you may want to change the settings of the demo video preference so the students can skip the video during the actual test (see "Help Links" on page 51).

- ☐ 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.
- ☐ You may want to add stickers to the **1, 2, 3,** and **Enter** keys on the keyboard to make them more prominent.
- ☐ Check the settings for all preferences that apply to Star Early Literacy, including the monitor password preference (see "Help Links" on page 51).

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Additional Guidance for Star Reading

- ☐ Check the settings for all preferences that apply to Star Reading, including the monitor password preference (see "Help Links" on page 51).

Additional Guidance for Star Math

- ☐ Do NOT permit students to use calculators or other devices during the test (an on-screen calculator may be provided for some questions; see page 30).
- ☐ If any students are taking the test using audio, 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.
- ☐ If any students are taking the test using audio, show them how to pause the audio (see page 30).
- ☐ Make sure you have provided enough note paper and sharpened pencils for the students to use during the test.
- ☐ Arrange the desks or computer workstations so that students have enough room to work on the test. This should include enough space for note paper so that students can perform the necessary calculations for the test items.
- ☐ Check the settings for all preferences that apply to Star Math, including the monitor password preference (see "Help Links" on page 51).

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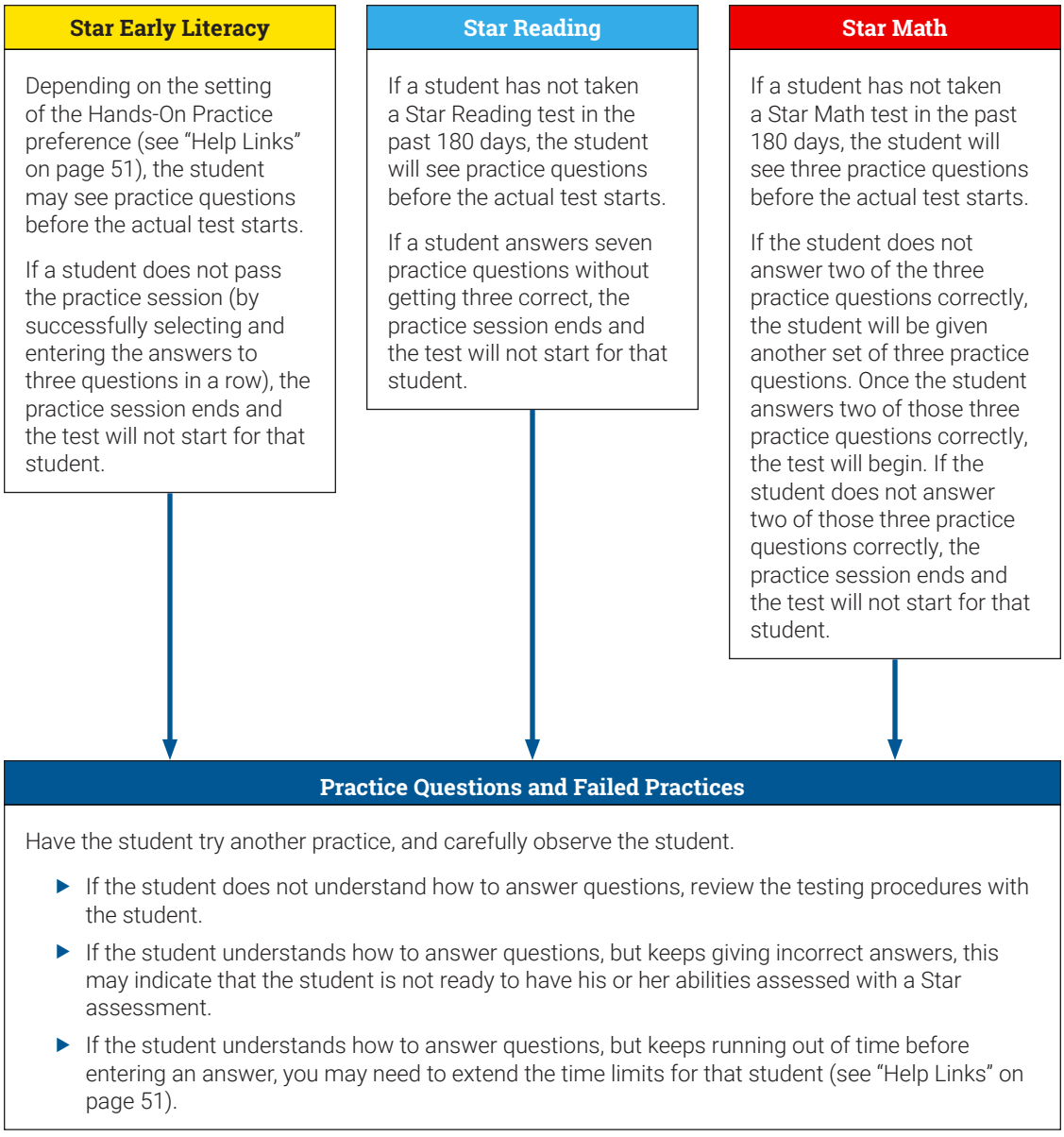
The Importance of the Star Practice Questions

The practice session is an essential part of the Star assessment process. The practice questions gauge whether students understand how to select and enter an answer or if they need more practice.

In addition, answering the practice questions independently indicates whether student is ready to take the Star assessment.

- We highly recommend showing the demonstration video to students taking Star Early Literacy for the first time at least one day before the actual test so they can practice (see "Additional Guidance for Star Early Literacy" on page 3).
- For Star Reading, if a student cannot pass the practice session, the student should be tested with Star Early Literacy.



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Familiarizing Students with Star Early Literacy

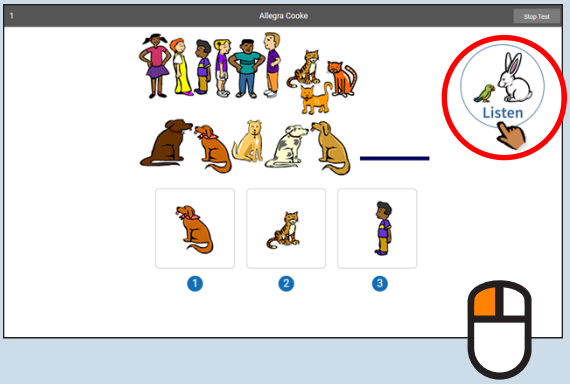
Before administering a Star Early Literacy assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student materials start on page 9.

Pictures 1a–c

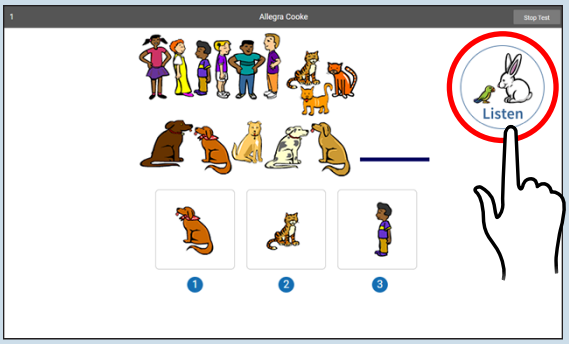
Read Out Loud

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:

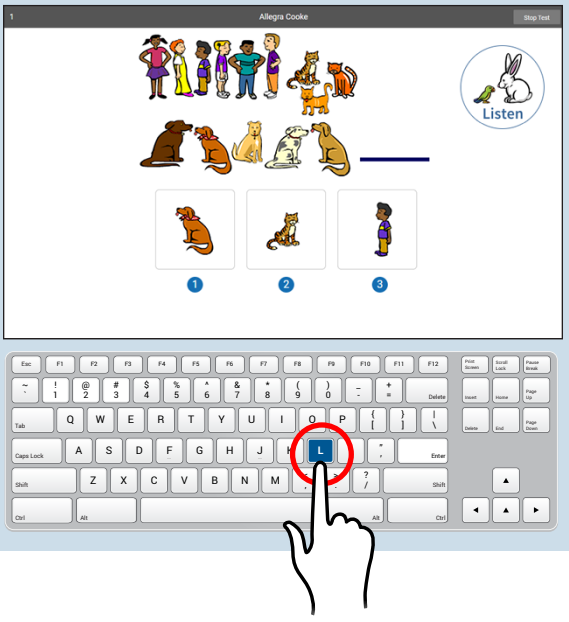
(1a: When using the mouse) Click **Listen**.



(1b: When using a tablet) Tap **Listen**.



(1c: When using a keyboard) Press the **L** key.



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Pictures 2a–c

Read Out Loud

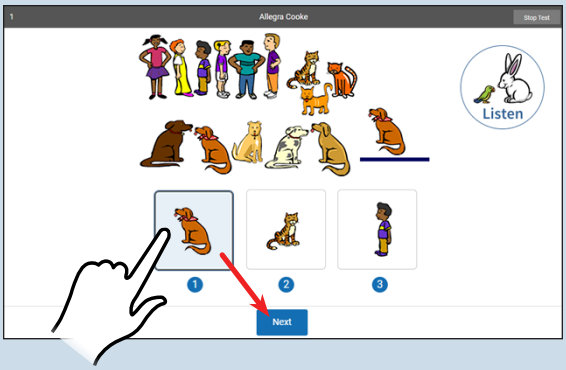
Choosing your answer on the computer is easy. Each question has three possible answers (shown at the bottom of the screen). Choose the one you think is the right answer to the question. You can change your answer choice before you enter it.

(2a: When using the mouse) 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.

(2b: When using a tablet) 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.



(2c: When using a keyboard) 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.

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Picture 3

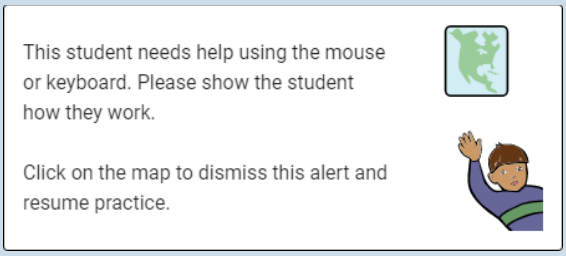
Read Out Loud

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 don't choose an answer in time, the test will move on to the next question.

Picture 4

Read Out Loud

Before you take the test, you may have a training session or practice questions. The training questions look just like the real test, but only have one answer to choose. The practice questions look just like the real test.

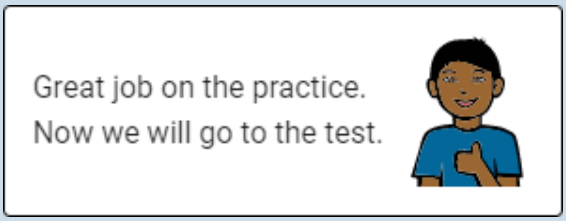


If you see this message during the training or practice questions, you should raise your hand and call the teacher or test monitor. He or she will know what to do.

Picture 5

Read Out Loud

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 test monitor 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 test monitor will not be able to tell you if you have picked the right answer.

Have fun, and do your best!

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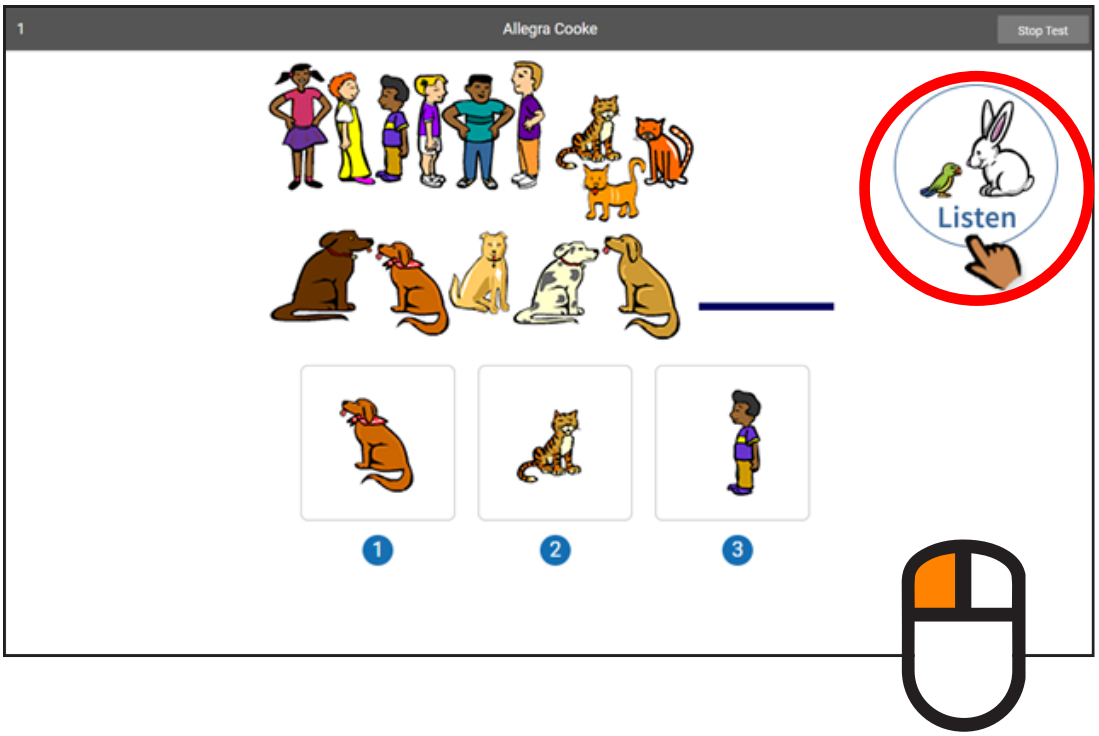
Picture 1a

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**.



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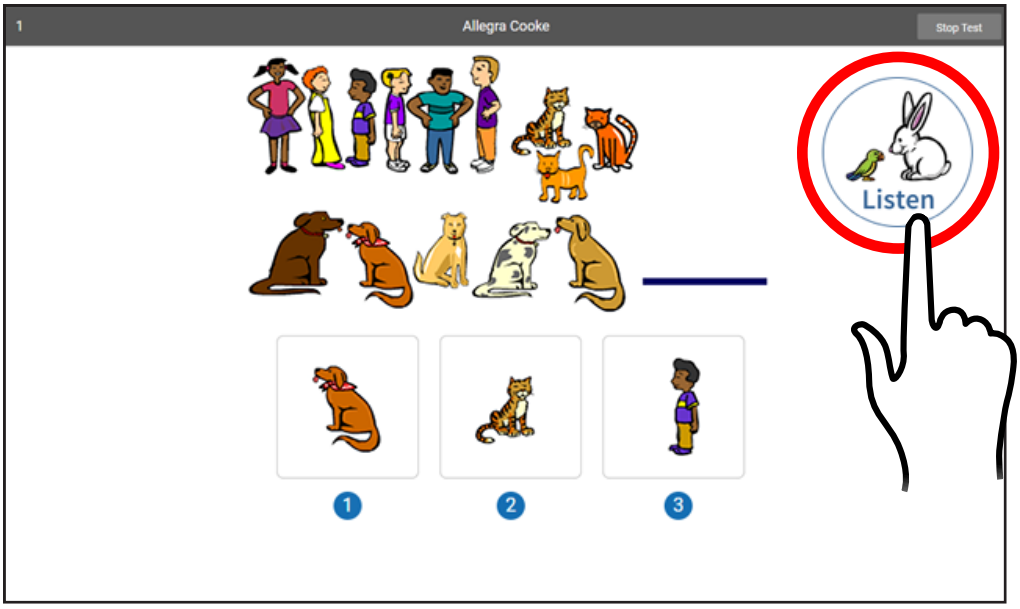
Picture 1b

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**.



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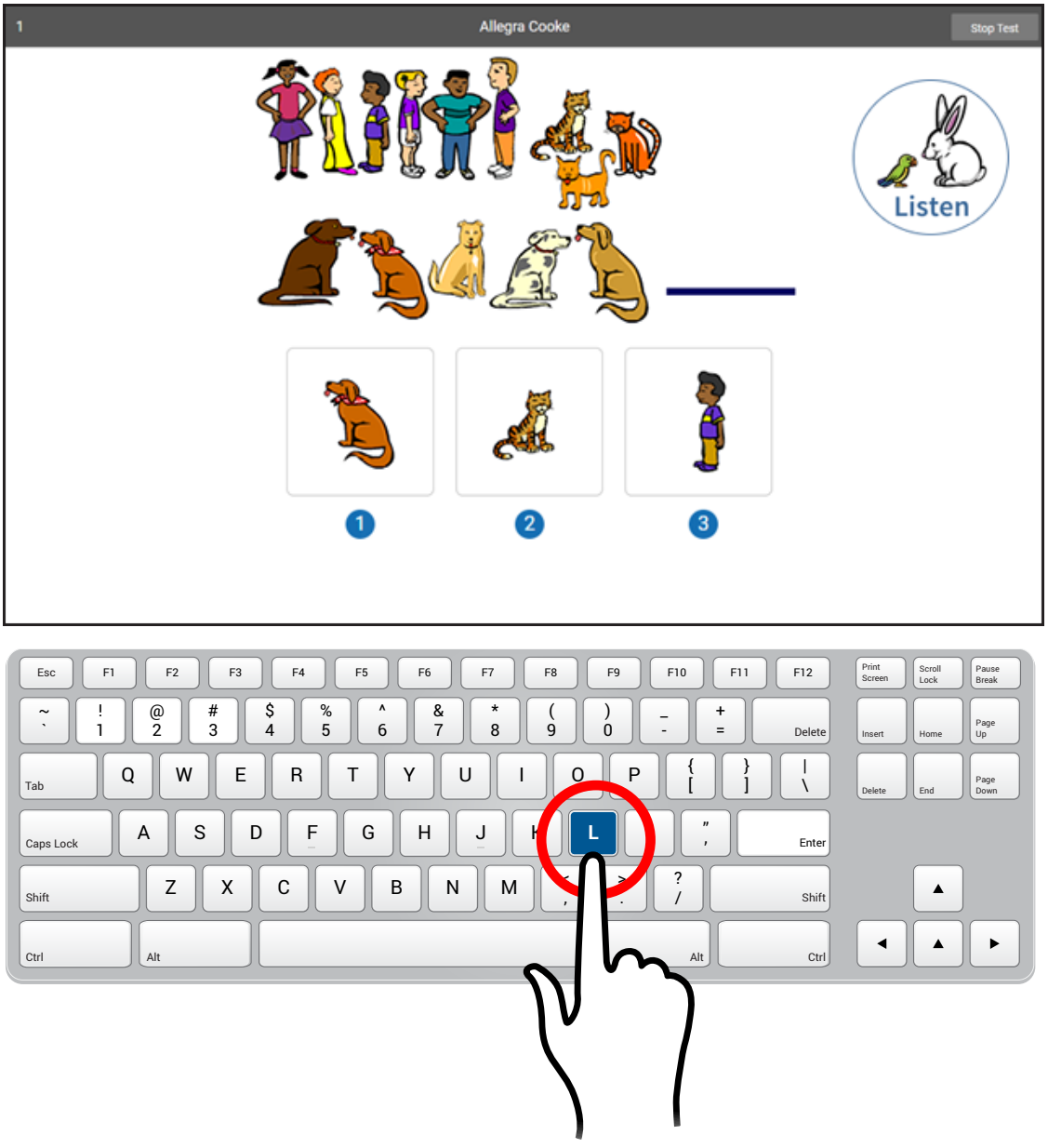
Picture 1c

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.



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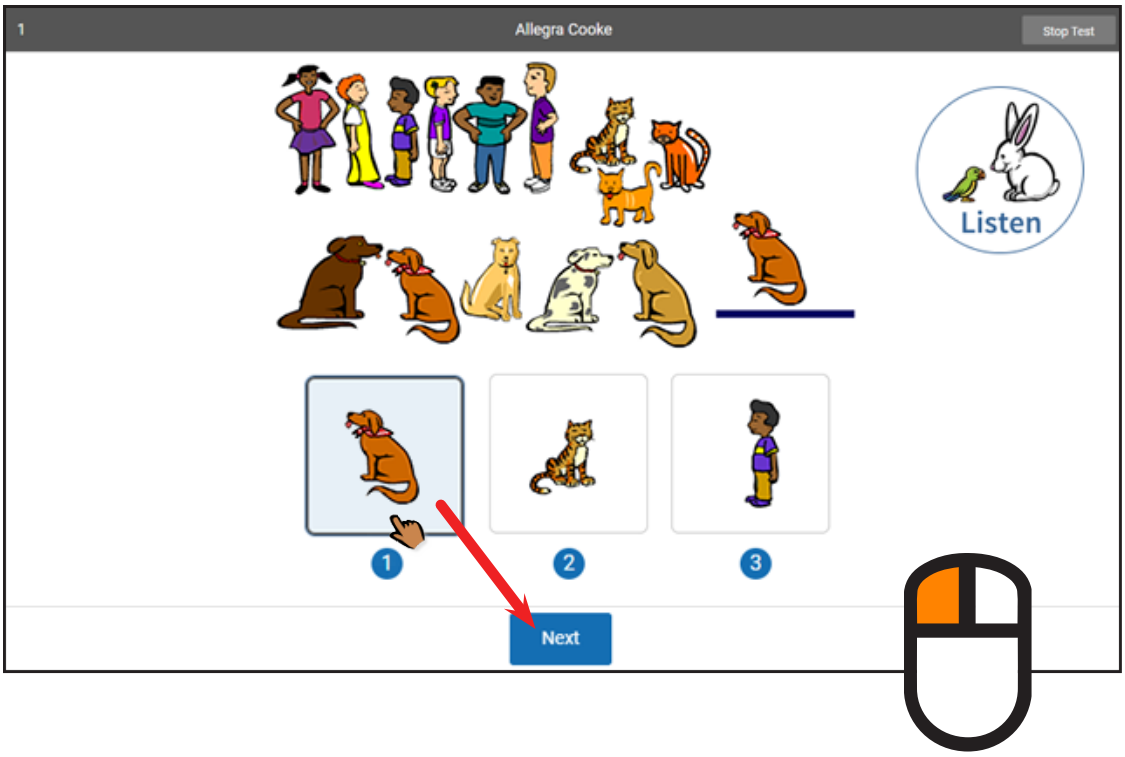
Picture 2a

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.

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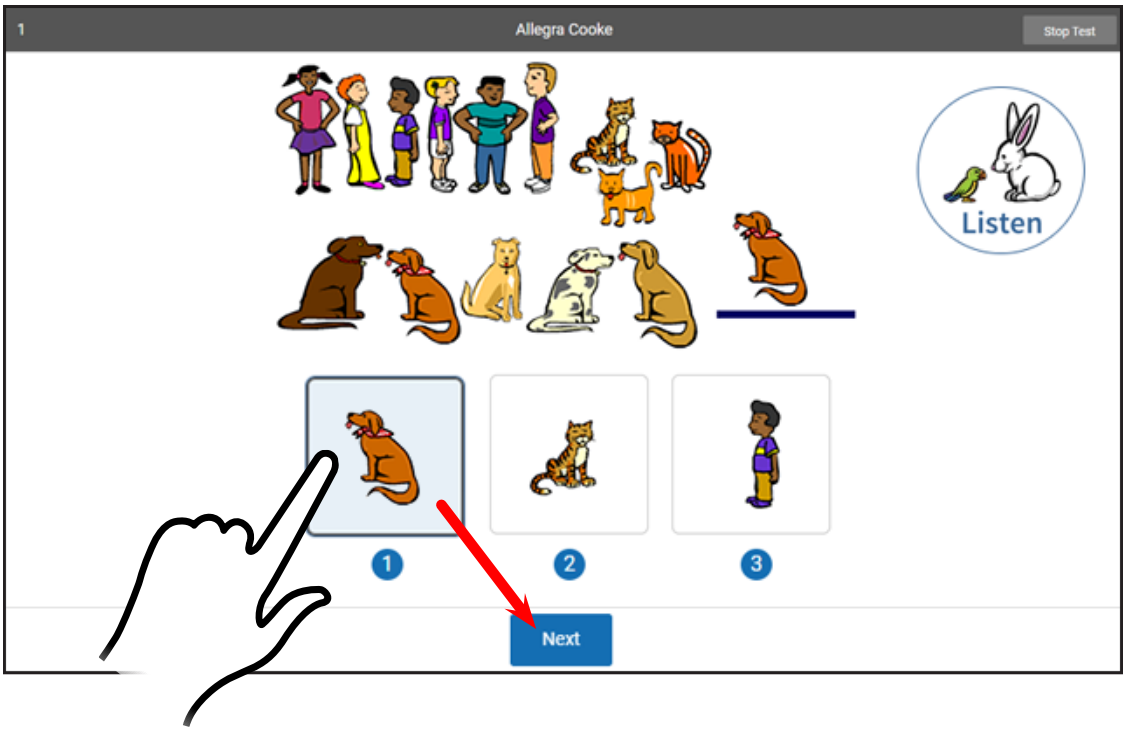
Picture 2b

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.

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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.

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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..

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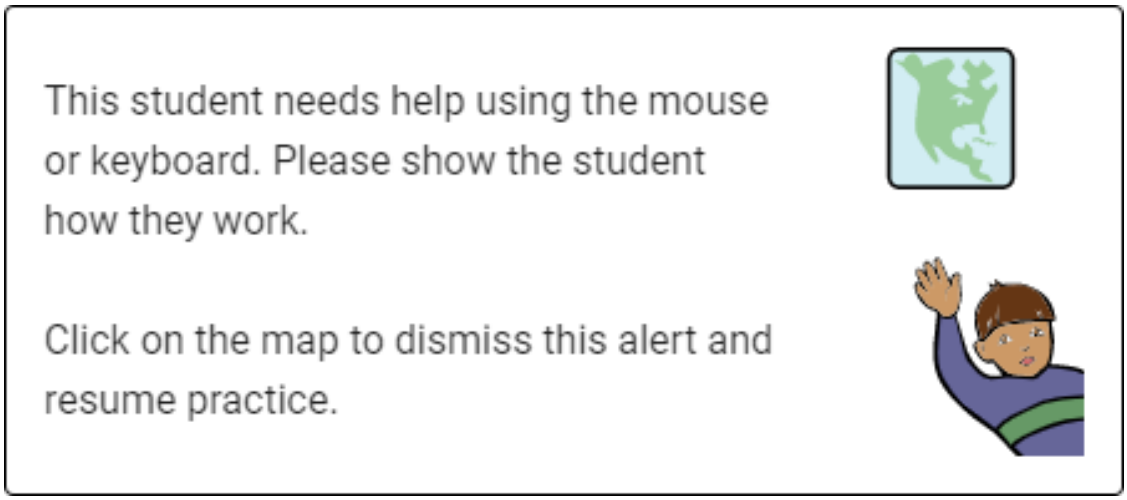
Picture 4

Before you take the test, you may have a training session or practice questions. The training questions look just like the real test, but only have one answer to choose. The practice questions look just like the real test.



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

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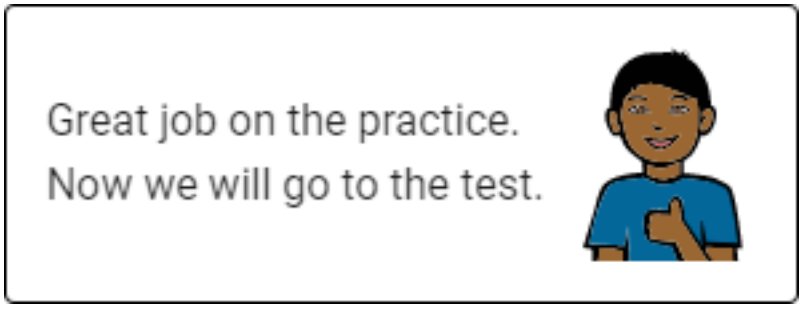
Picture 5

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.

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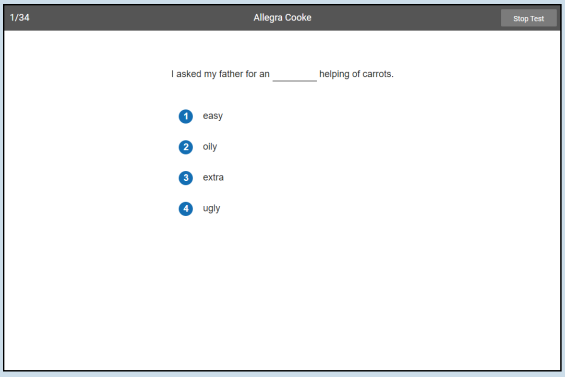
Familiarizing Students with Star Reading

Before administering a Star Reading assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student materials start on page 22.

Picture 1

Read Out Loud

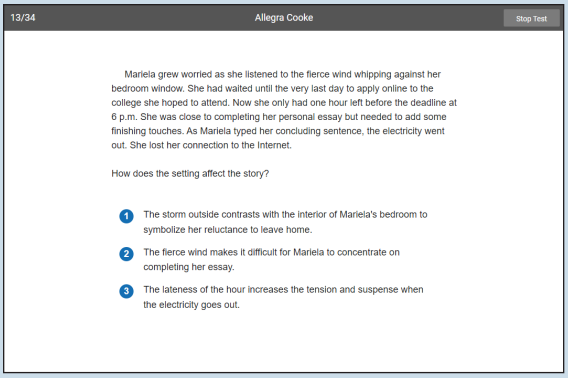
Fill-in-the-blank questions have a sentence with a word missing. There will be a list of three or four words that could fit in the blank. Your job is to choose the word that best completes the sentence.



Picture 2

Read Out Loud

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.



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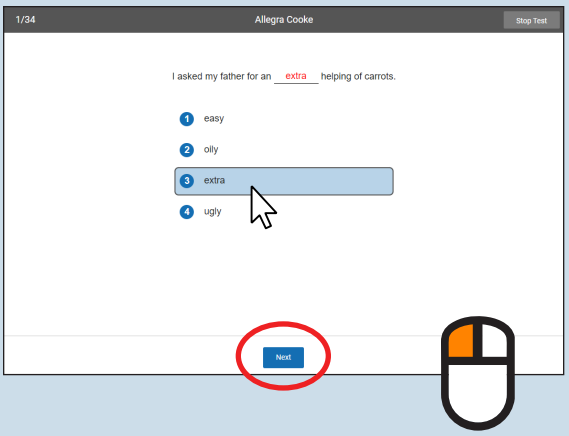
Pictures 3a–c

Read Out Loud

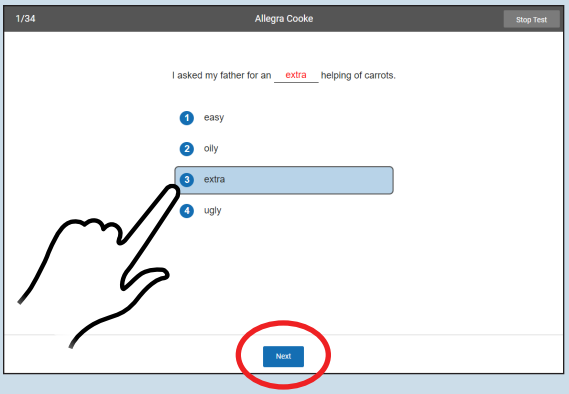
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice *before* you enter it.

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**.

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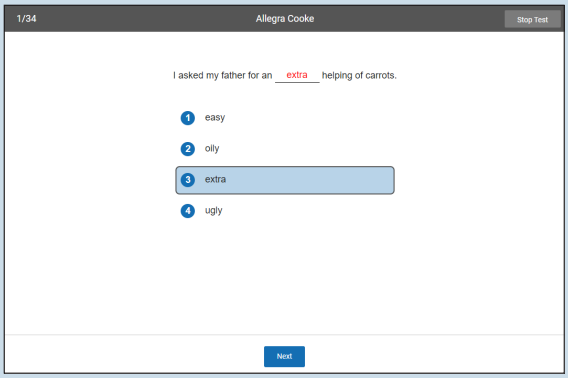
Picture 4

Read Out Loud

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.

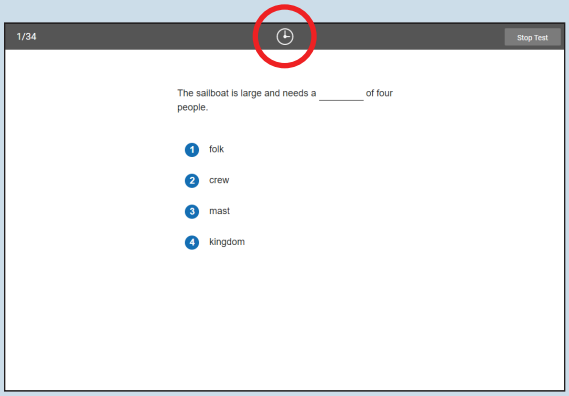


To change your answer, click on it with the mouse, tap it (if you are using a tablet), or press the number of your new answer choice on the keyboard. The program will highlight your new choice. *You cannot change your answer after you click or tap* ***Next****, or after you press* ***Enter*** *or* ***return****.*

Picture 5

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 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.



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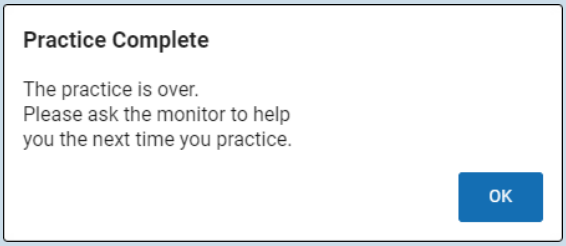
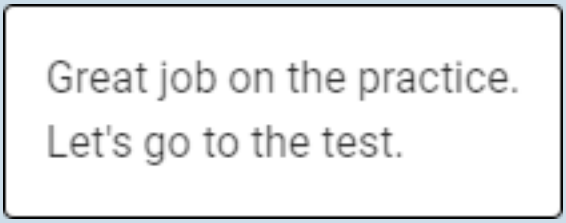
Picture 6

Read Out Loud

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:



Read Out Loud

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!

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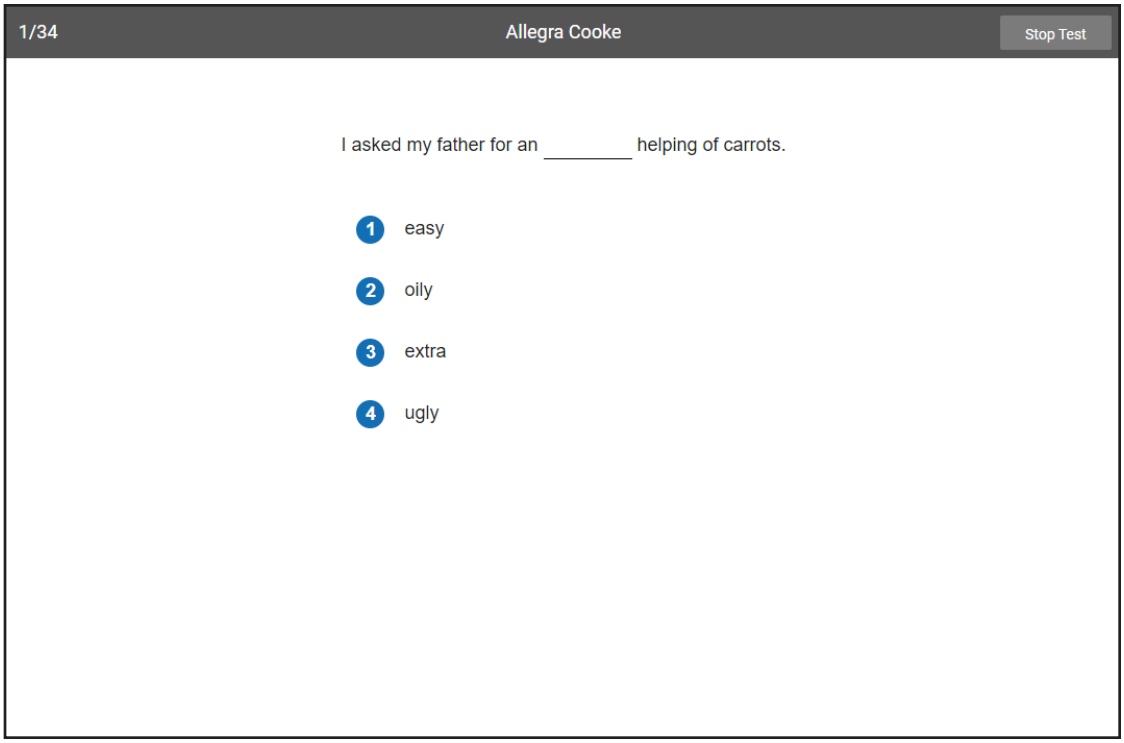
Picture 1

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.



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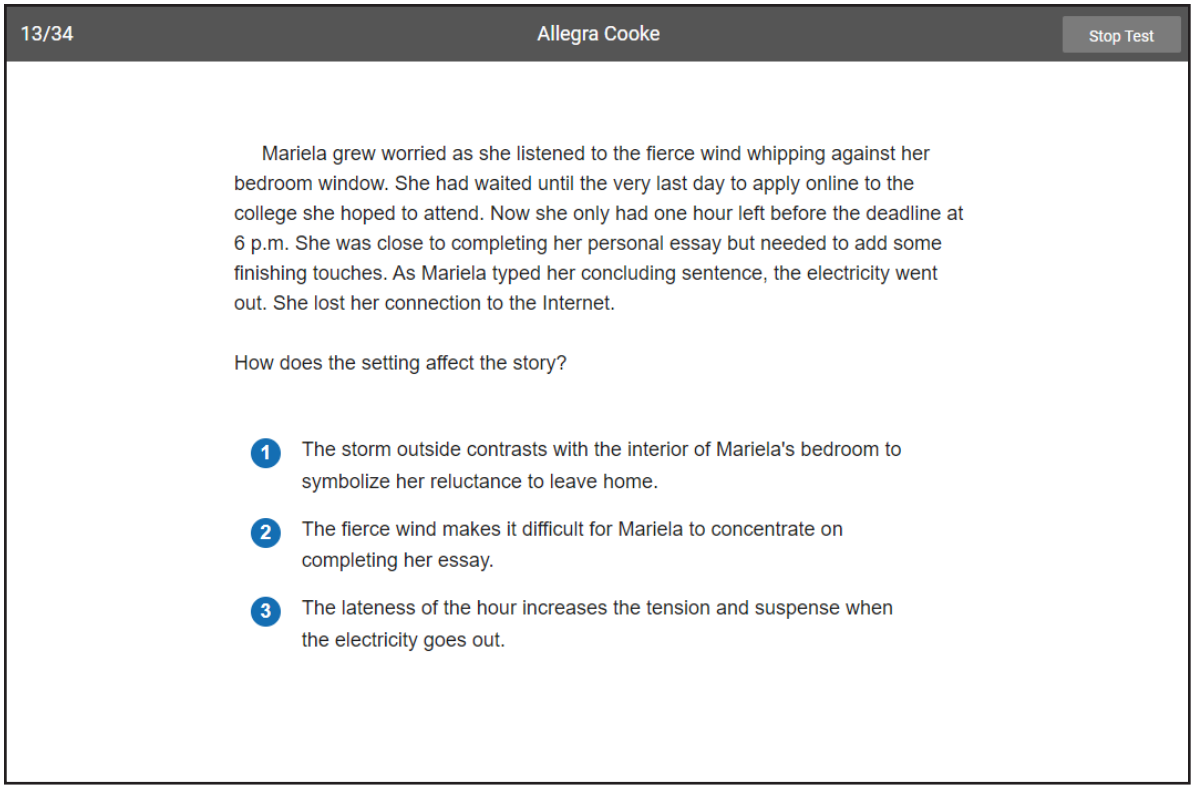
Picture 2

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.



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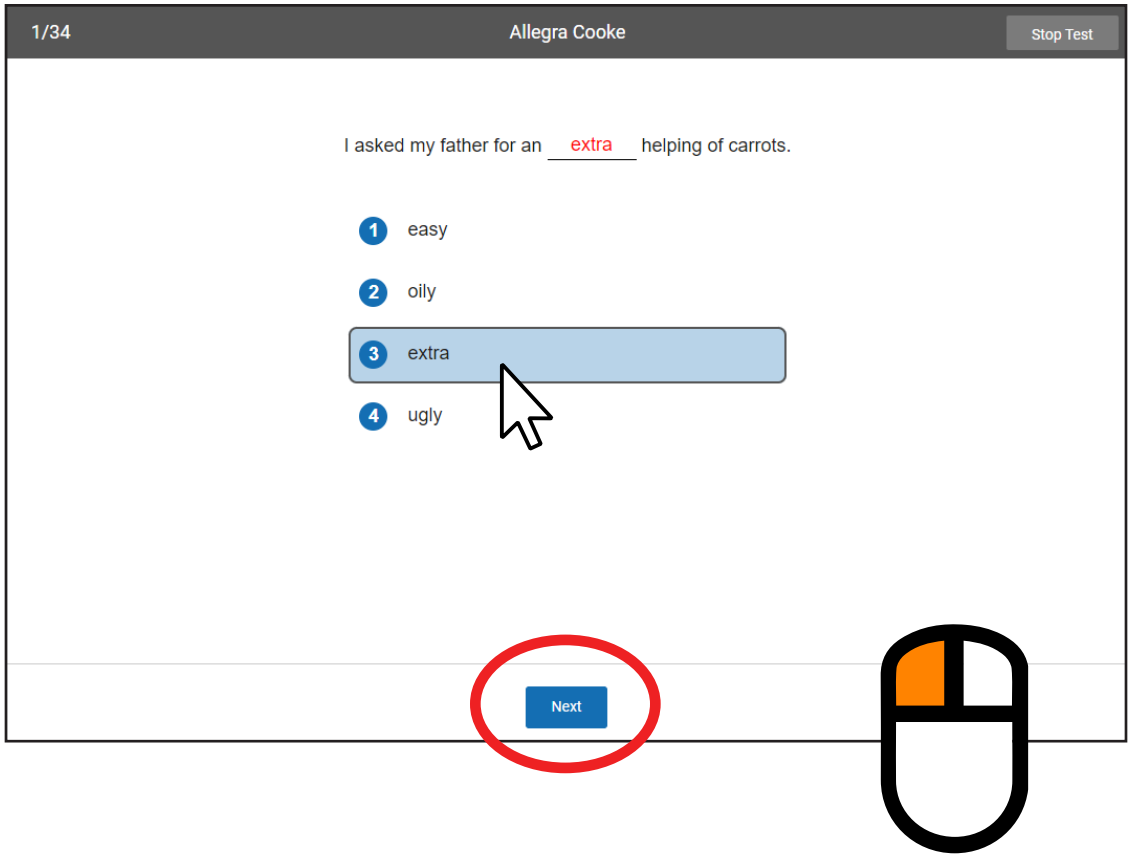
Picture 3a

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.

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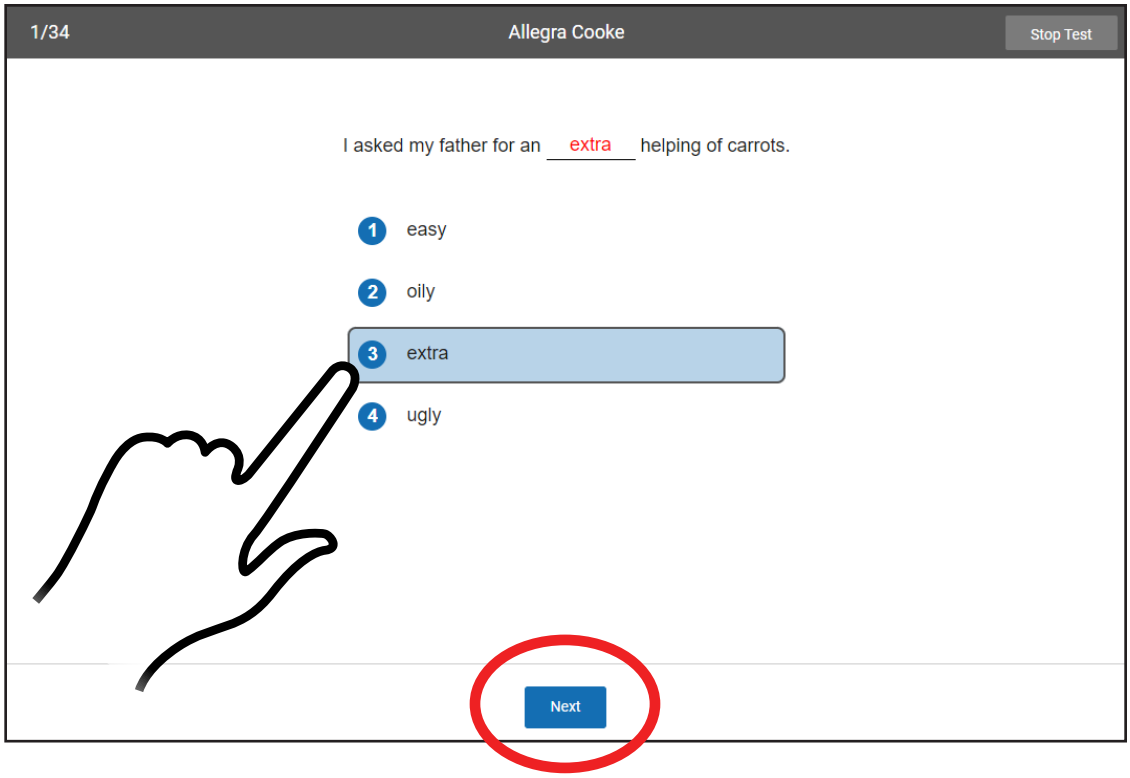
Picture 3b

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**.

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Picture 3c

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**.

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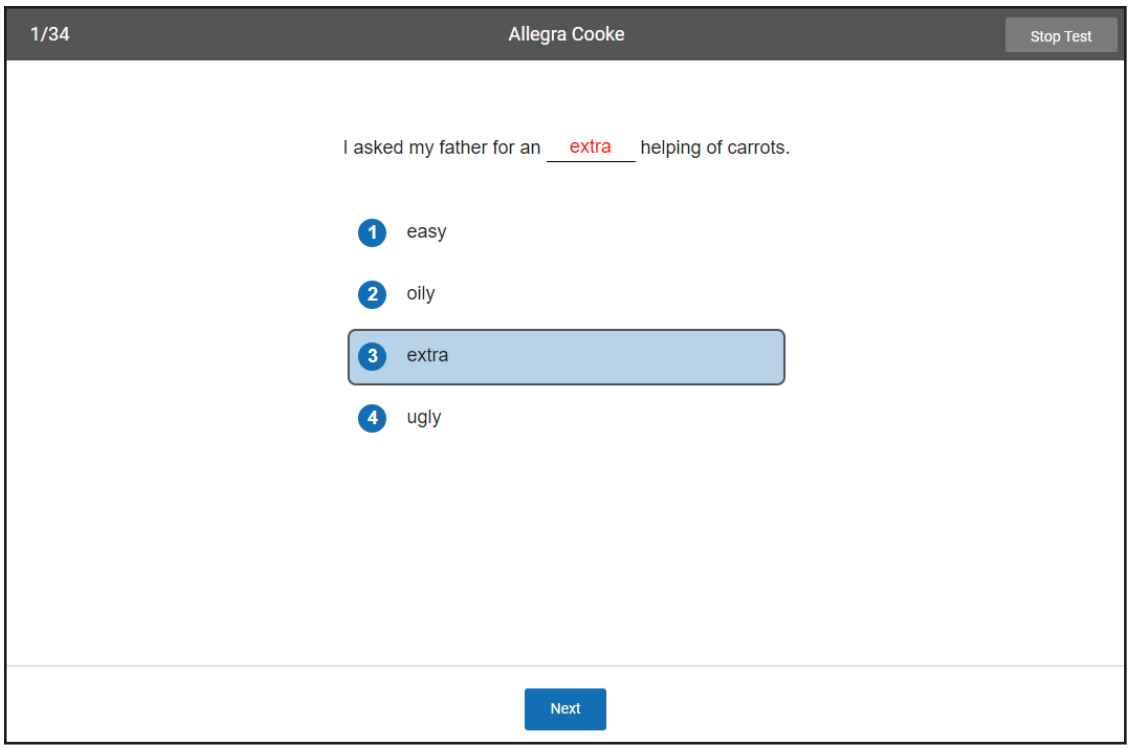
Picture 4

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****.*

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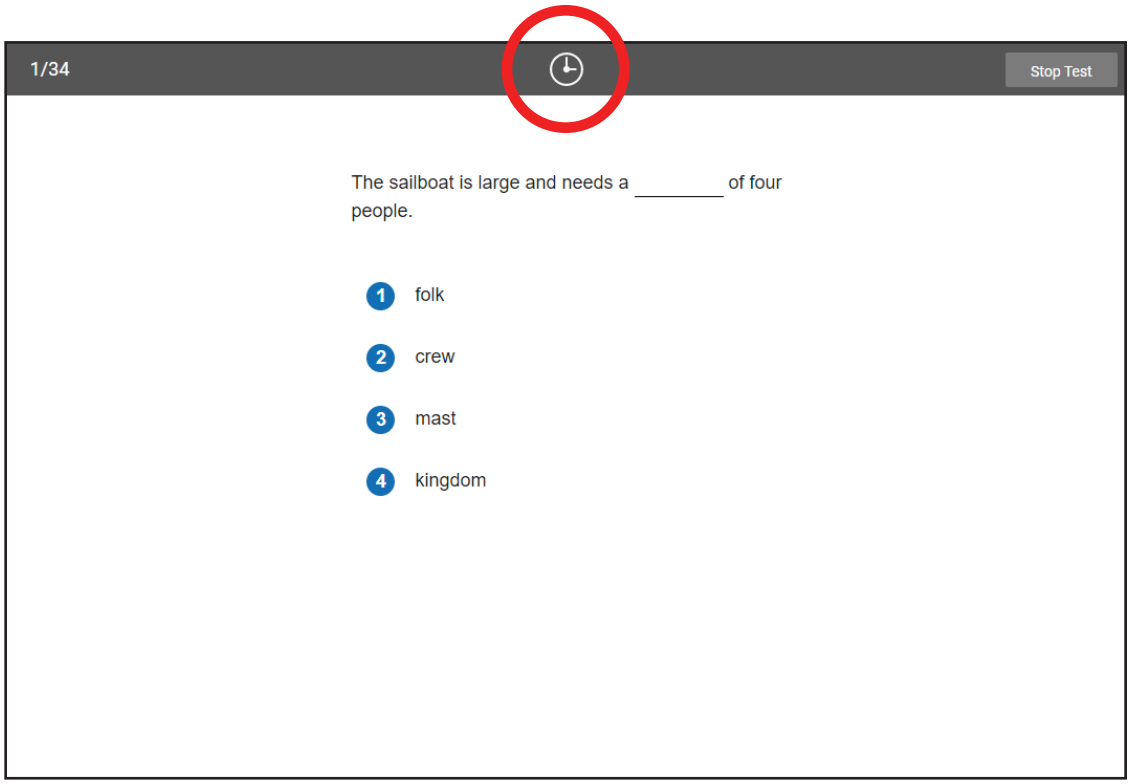
Picture 5

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.



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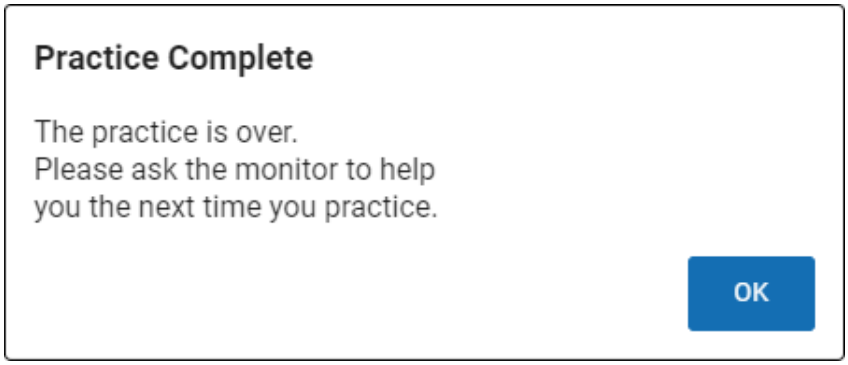
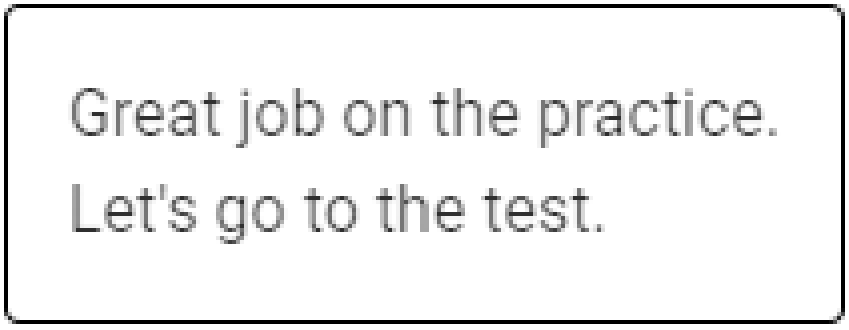
Picture 6

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.

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Familiarizing Students with Star Math

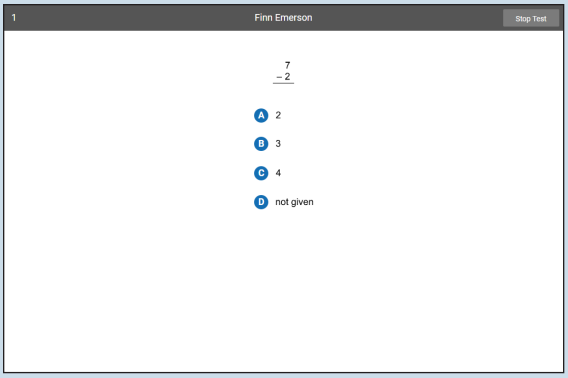
Before administering a Star Math assessment, you can review the following materials with your students so they are more familiar with the Star testing experience. The student materials star on page 34.

Picture 1

Read Out Loud

Each of the questions has a mathematical problem and a list of possible answers. Your job is to choose the best answer for the question.

Sometimes the correct answer might not be one of the choices in the list. For example, in the problem shown in Picture 1, seven minus two equals five, but five is not one of the possible answers. In this case, choose **not given** as your answer.

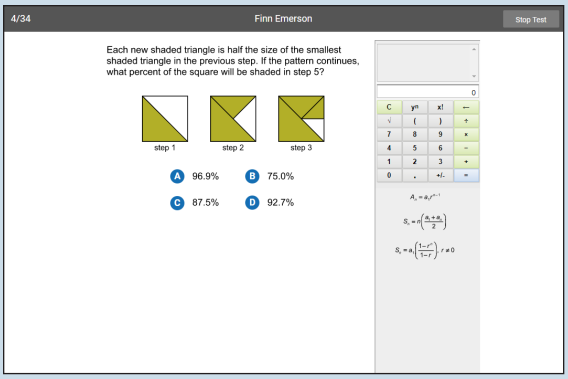


Picture 2

Read Out Loud

Some algebra and geometry questions will have an on-screen calculator and an on-screen formula reference sheet that you can use to answer the questions.

You can click or tap the calculator buttons, or press the keys on the keyboard to use the calculator. Use the scrollbar on the formula reference sheet to move up and down within it.

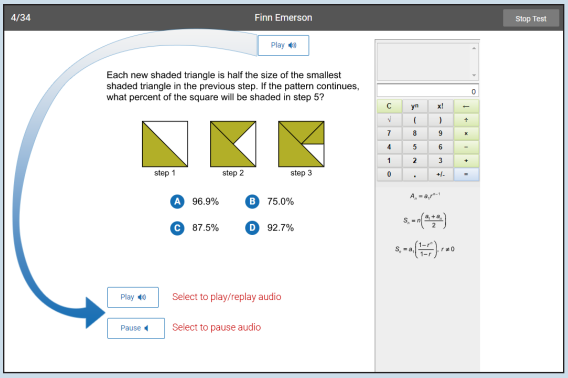


Picture 3

Read Out Loud

If you are using audio while taking the test, there will be a control in the upper part of the screen that you can use to pause, resume, or replay the audio for the current question.

You do *not* have to wait for the audio to finish before answering a question; you can enter your answer at any time.



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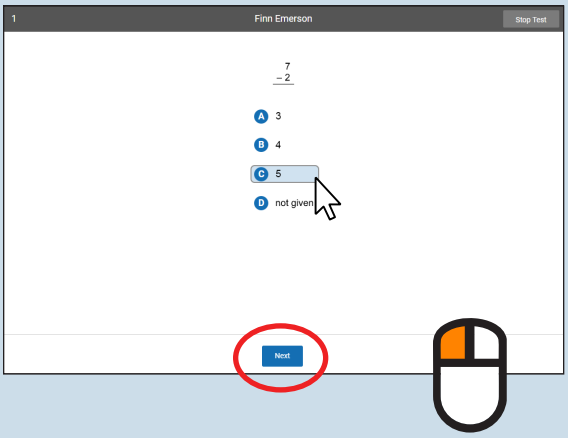
Pictures 4a–c

Read Out Loud

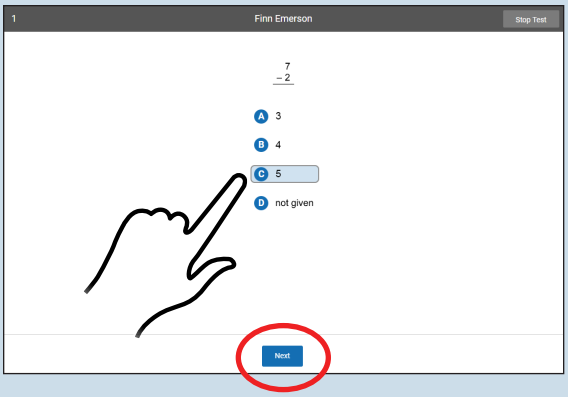
Choosing your answer is easy. Use any of these methods to choose and enter your answer. You can change your answer choice *before* you enter it.

Each possible answer has a letter next to it (**A**, **B**, **C**, or **D**)

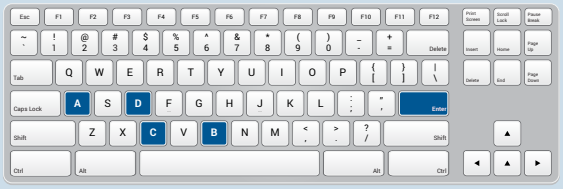
(4a: When using the mouse) Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.



(4b: When using a tablet) Tap your answer choice. Then, enter your answer choice by tapping **Next**.



(4c: When using a keyboard) Press the letter that matches your answer choice. Then, enter your answer choice by pressing **Enter** or **return**.



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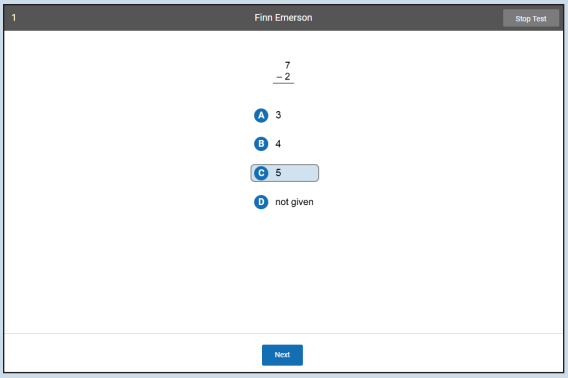
Picture 5

Read Out Loud

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.

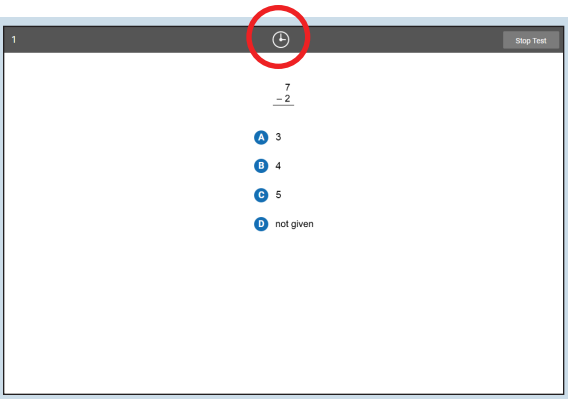
To change your answer, click on it with the mouse, tap it (if you are using a tablet), or press the letter of your new answer choice on the keyboard. The program will highlight your new choice. *You cannot change your answer after you click or tap* ***Next****, or after you press* ***Enter*** *or* ***return****.*



Picture 6

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 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.



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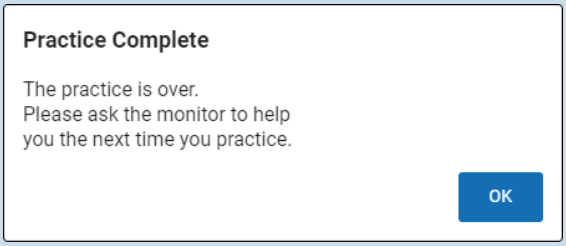
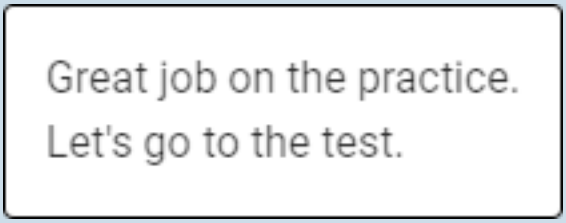
Picture 7

Read Out Loud

Before you take the test, you may get 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:



The real 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.

Do not forget that you can work the math problems out on note paper. If you do not know the answer to a question, go ahead and choose what you think is the best answer.

Read Out Loud

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!

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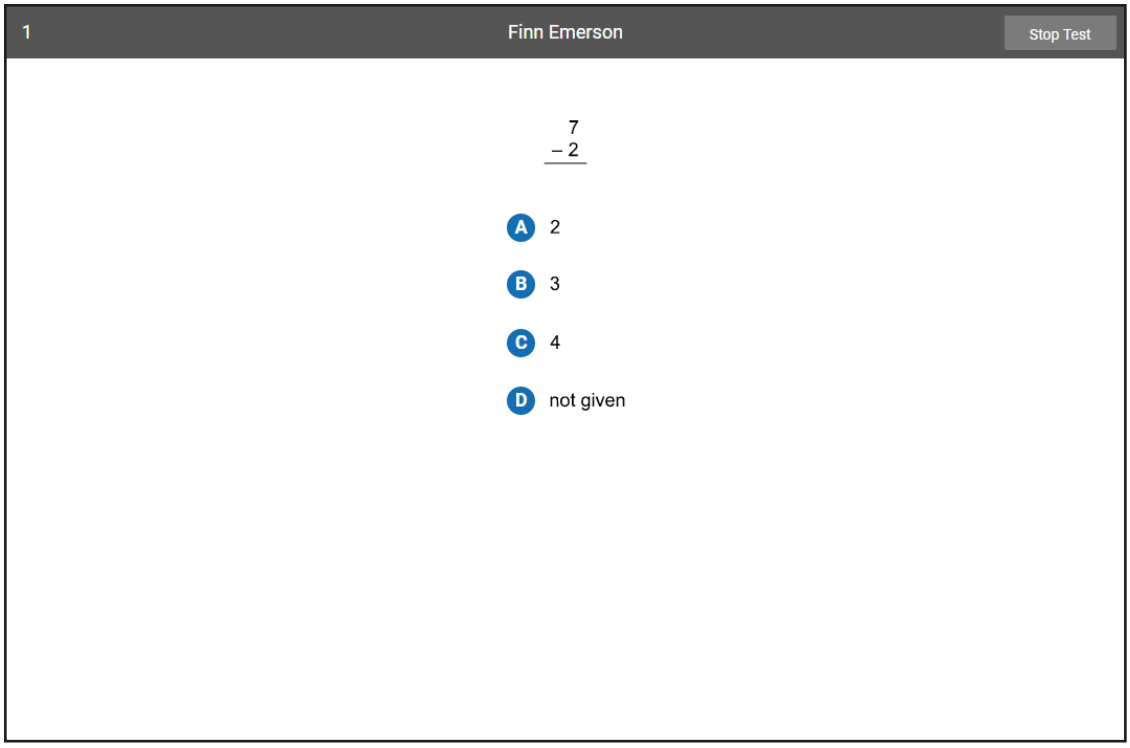
Student Images

Picture 1

Each of the questions has a mathematical problem and a list of possible answers. Your job is to choose the best answer for the question.



Sometimes the correct answer might not be one of the choices in the list. For example, in the problem shown in Picture 1, two plus three equals five, but five is not one of the possible answers.

In this case, choose **not given** as your answer.

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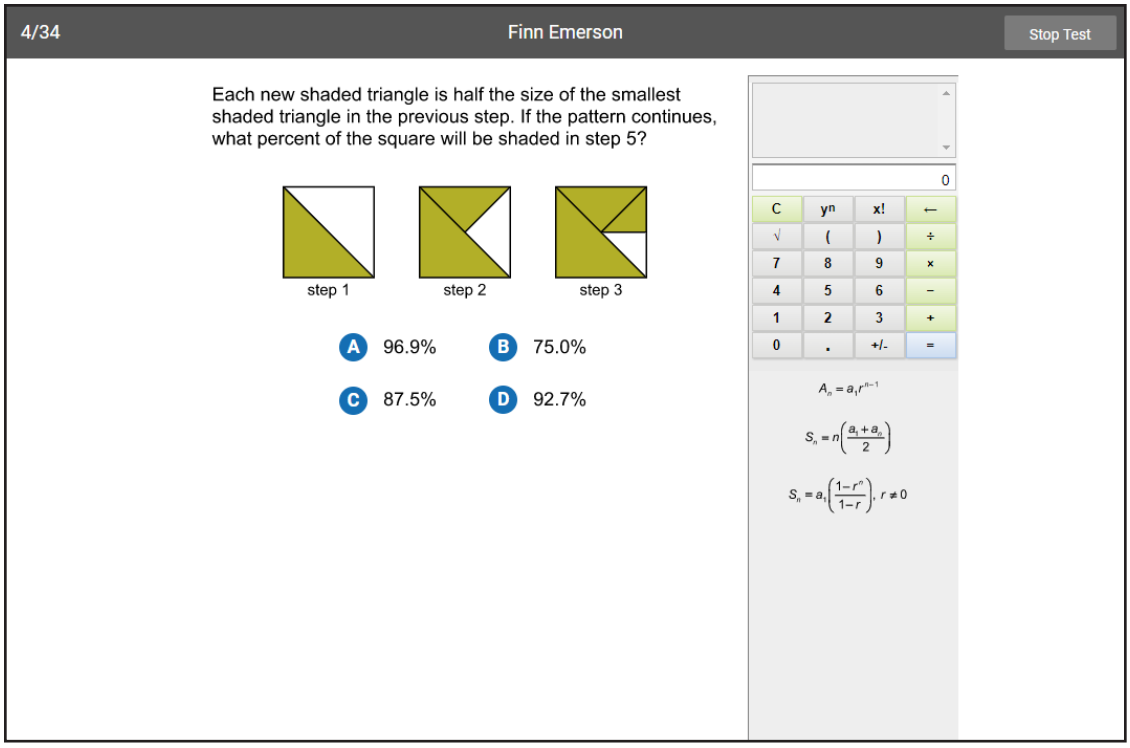
Picture 2

Some algebra and geometry questions will have an on-screen calculator and an on-screen formula reference sheet that you can use to answer the questions.



You can click or tap the calculator buttons, or press the keys on the keyboard to use the calculator. Use the scrollbar on the formula reference sheet to move up and down within it.

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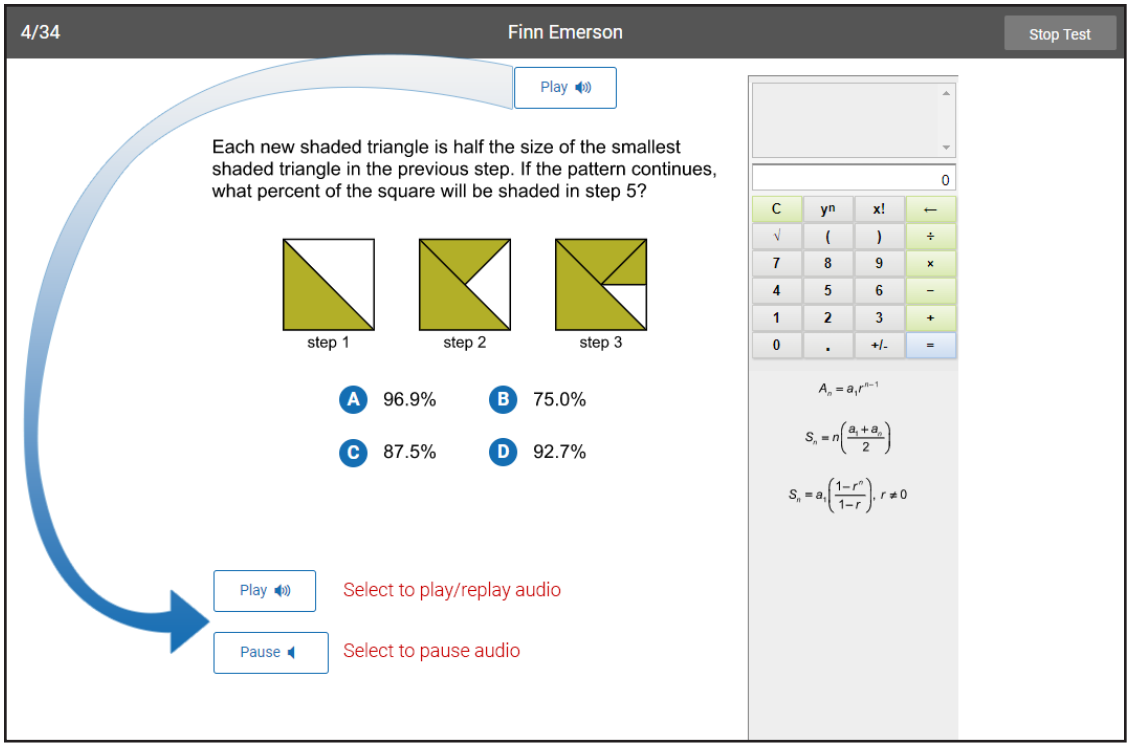
Picture 3

If you are using audio while taking the test, there will be a control in the upper part of the screen that you can use to pause, resume, or replay the audio for the current question.



You do not have to wait for the audio to finish before answering a question; you can enter your answer at any time.

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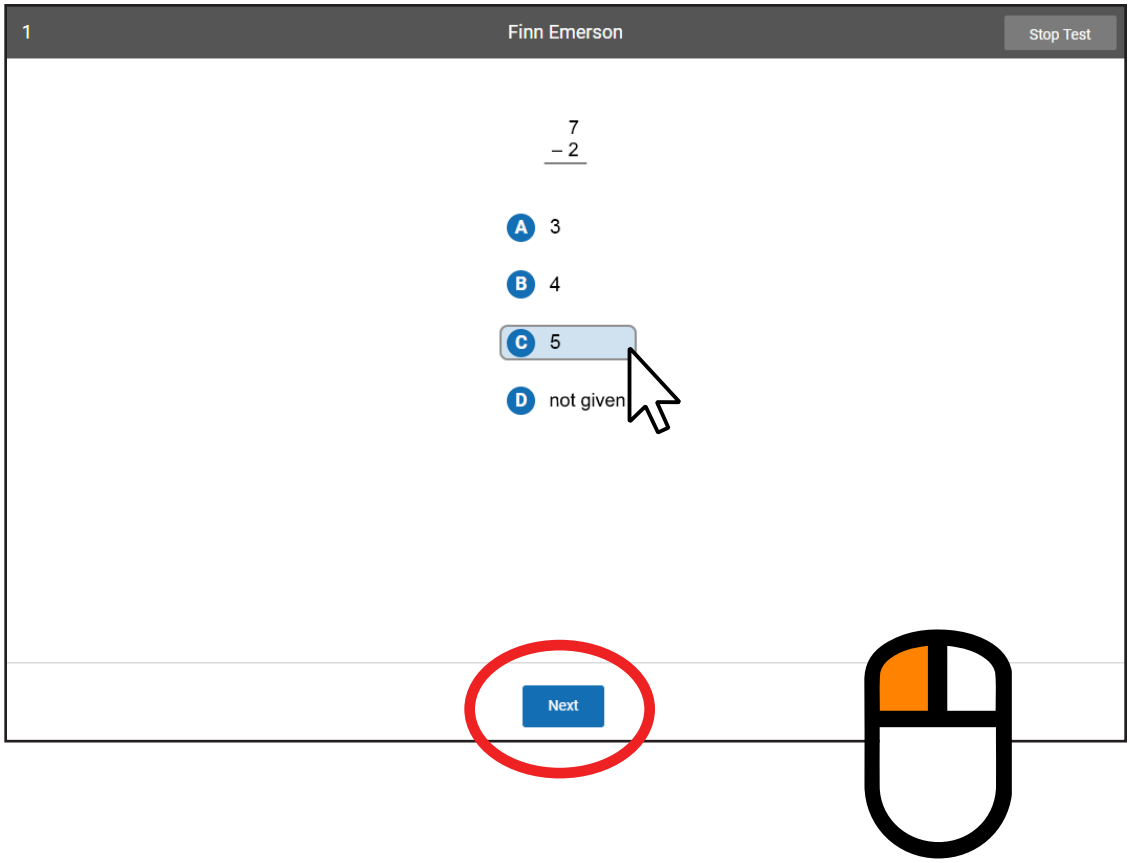
Picture 4a

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 letter next to it (**A**, **B**, **C**, or **D**).



Click on your answer choice using the left mouse button. Then, enter your answer choice by clicking **Next** on the screen.

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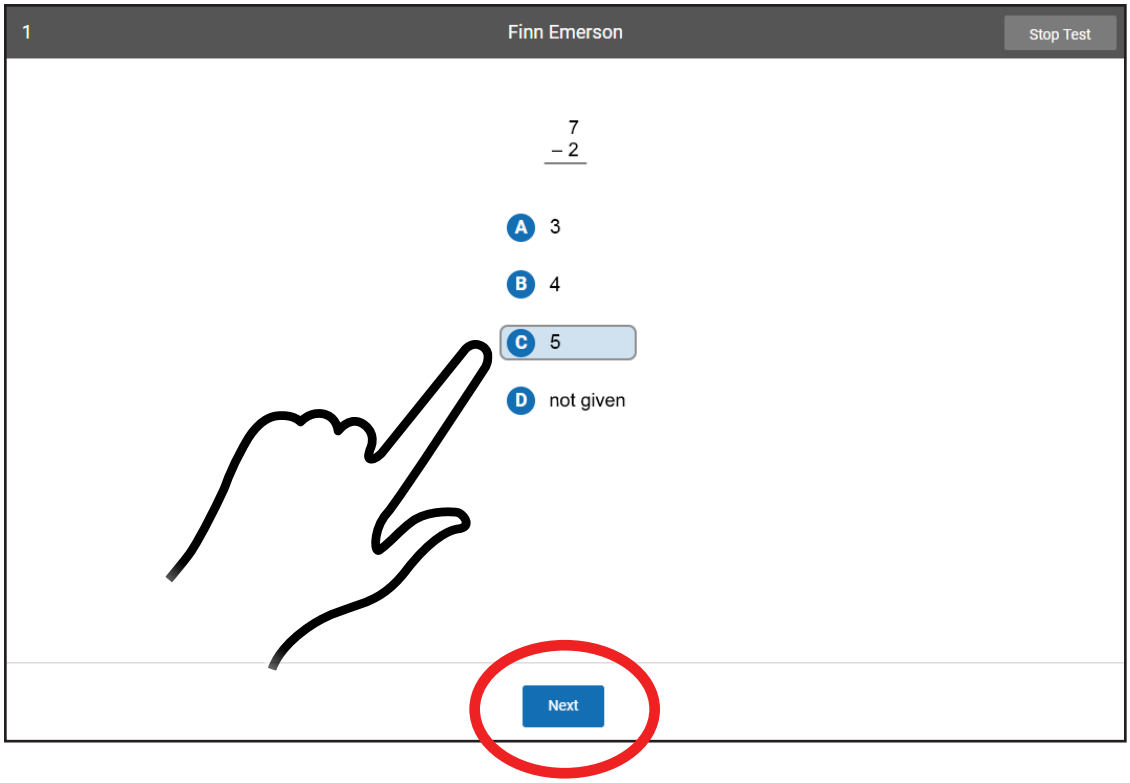
Picture 4b

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 letter next to it (**A**, **B**, **C**, or **D**).



Tap your answer choice. Then, enter your answer choice by tapping **Next**.

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Picture 4c

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 letter next to it (**A**, **B**, **C**, or **D**).

Press the letter that matches your answer choice.
Then, enter your answer choice by pressing **Enter** or **return**.

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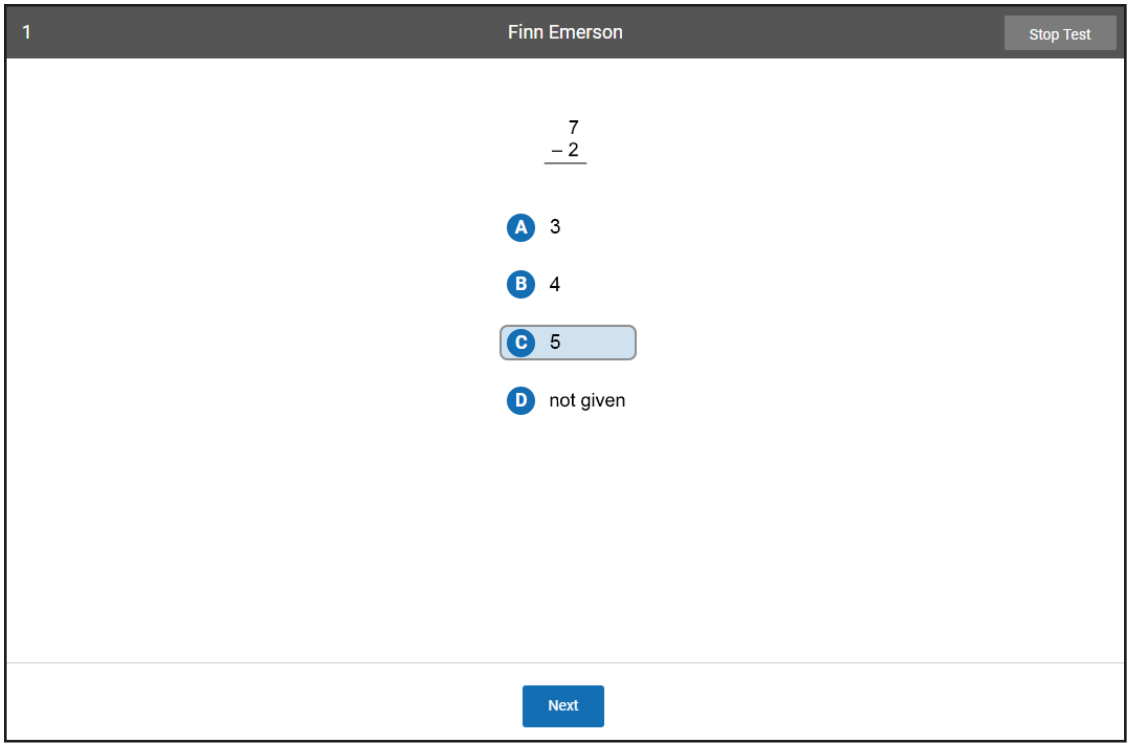
Picture 5

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 letter 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****.*

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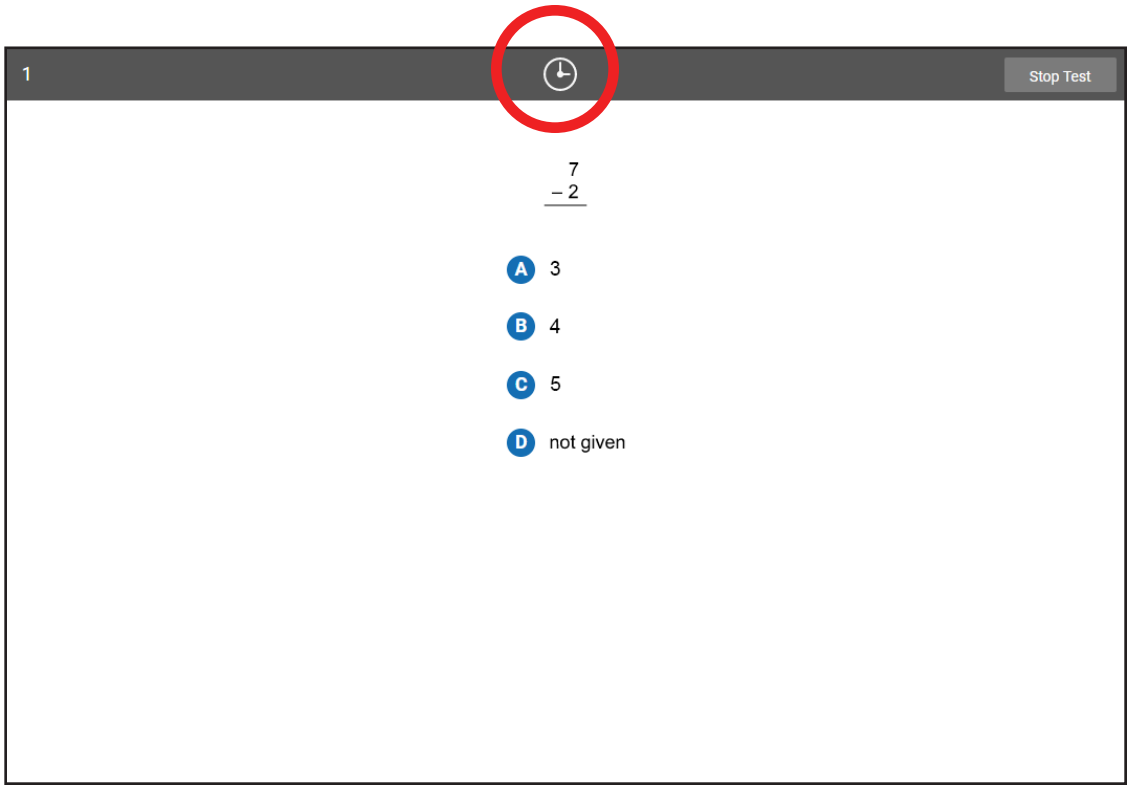
Picture 6

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.



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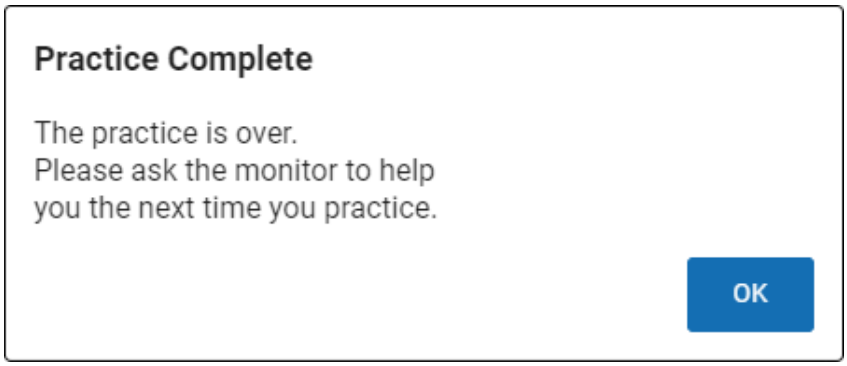
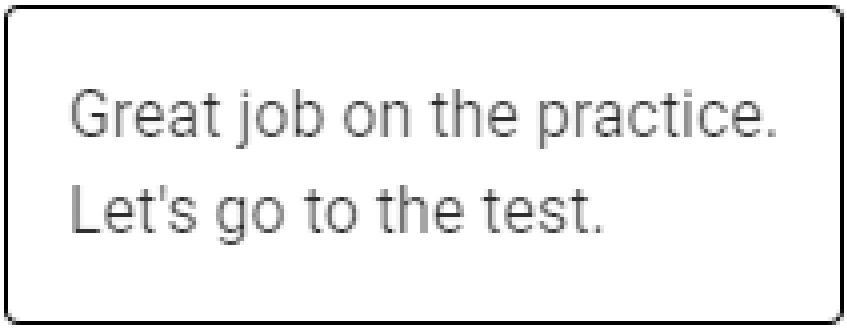
Picture 7

Before you take the test, you may get 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:



The real 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.

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Day of Testing

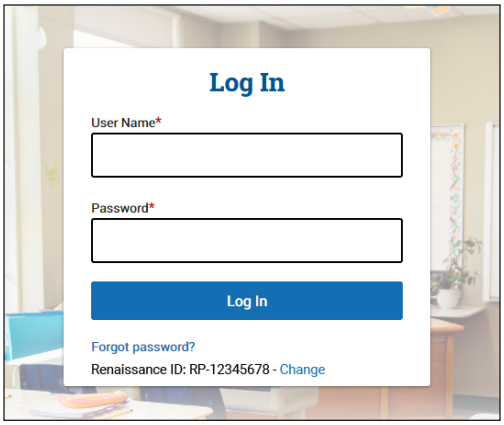
- ☐ Make sure you have the correct monitor password if it is required.
- ☐ Use the Familiarizing Students sections (starting on page 6) to familiarize students with what a Star test looks like. The Student Materials sections can be used to make handouts or to project for students to help them more clearly understand the test format. The text included in the Familiarizing Students sections are 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 Place 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.

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 Place 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**.



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 "Stopping Star Tests" on page 51 for more information.

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Test Directions for Students

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 (with the blue background). 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 called Star. 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.

Don't worry if someone finishes the test before you because every test is different.

Be sure to look at 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.

Read Out Loud FOR STAR MATH TESTS ONLY

You will answer the questions on a computer or a tablet, but you can work the problems out on note paper.

If students are in grade 7 or higher: For some of the algebra and geometry questions, there will be an on-screen calculator and an on-screen formula reference sheet that you can use to answer the questions.

If students are taking the test using audio: Listen to the audio when a new question is presented to you. You will be able to pause, resume, or replay the audio if you need to.

Read Out Loud

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 (see page 43).

Instruct students to pause and wait for instructions after each step in the login process to ensure no one rushes ahead.

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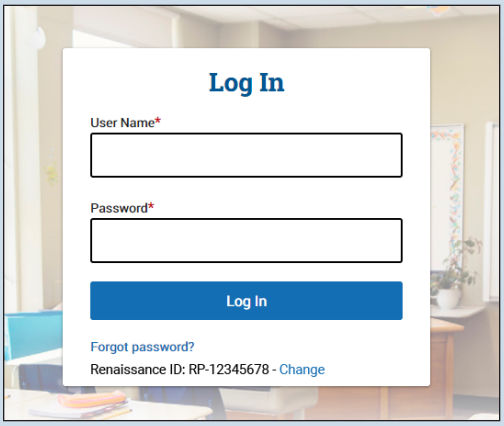
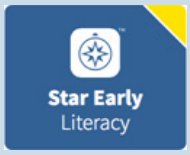
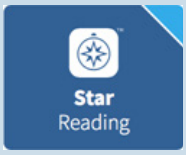
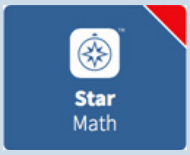
Enter your user name and password and select **Log In**.



When all students are logged in, continue.

Read the instructions that correspond to the tiles you can see on the students' Home page.

Say...	*Star Early Literacy tile* 	*Star Reading tile* 	*Star Math tile* 
Select the...	...Star Early Literacy tile (the one with the yellow corner).	...Star Reading tile (the one with the light blue corner).	...Star Math tile (the one with the red corner).

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 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 (see the "Additional Guidance" section for the type of test you are giving, beginning on page 3).

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.

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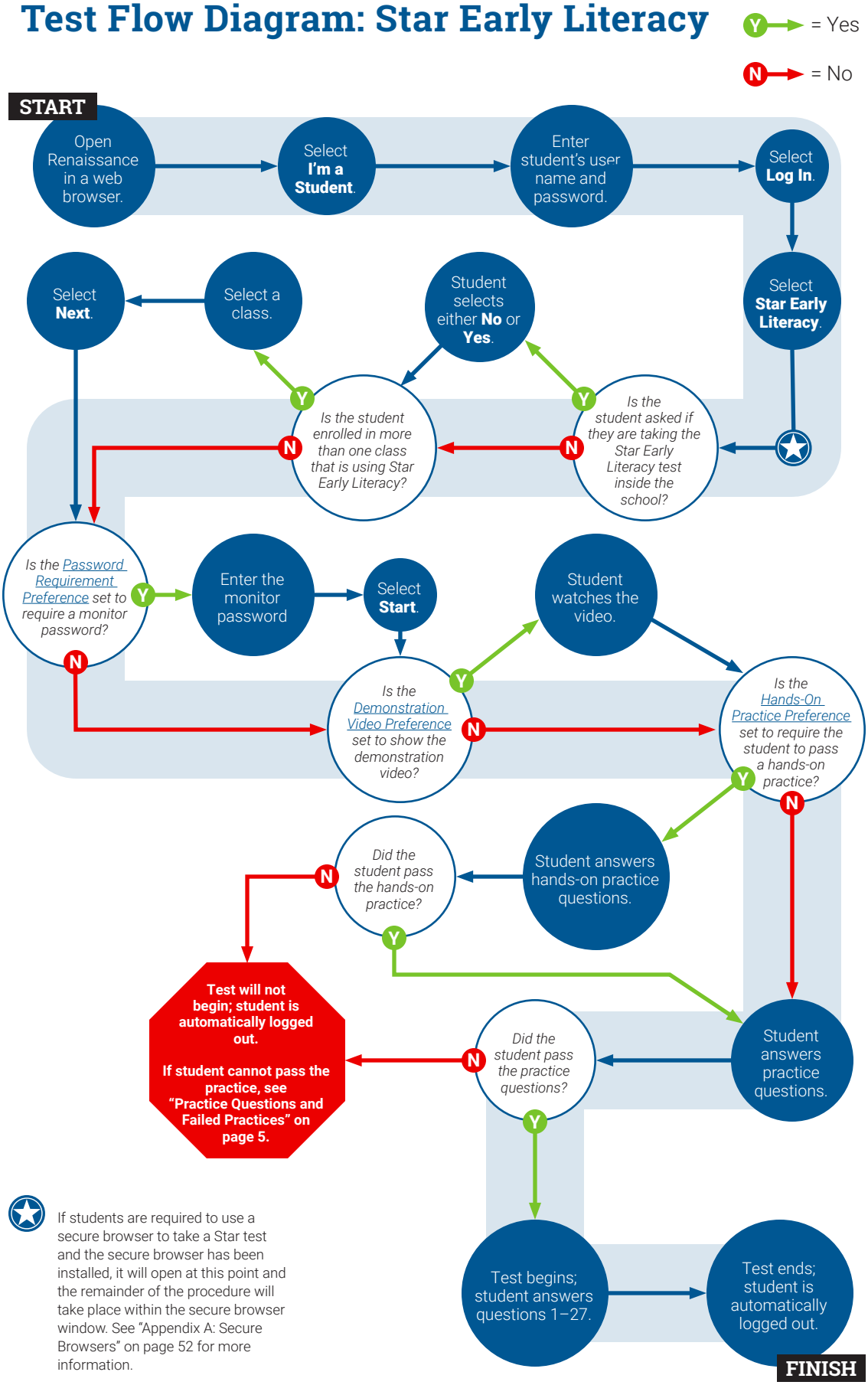
Test Flow Diagram: Star Early Literacy



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 52 for more information.

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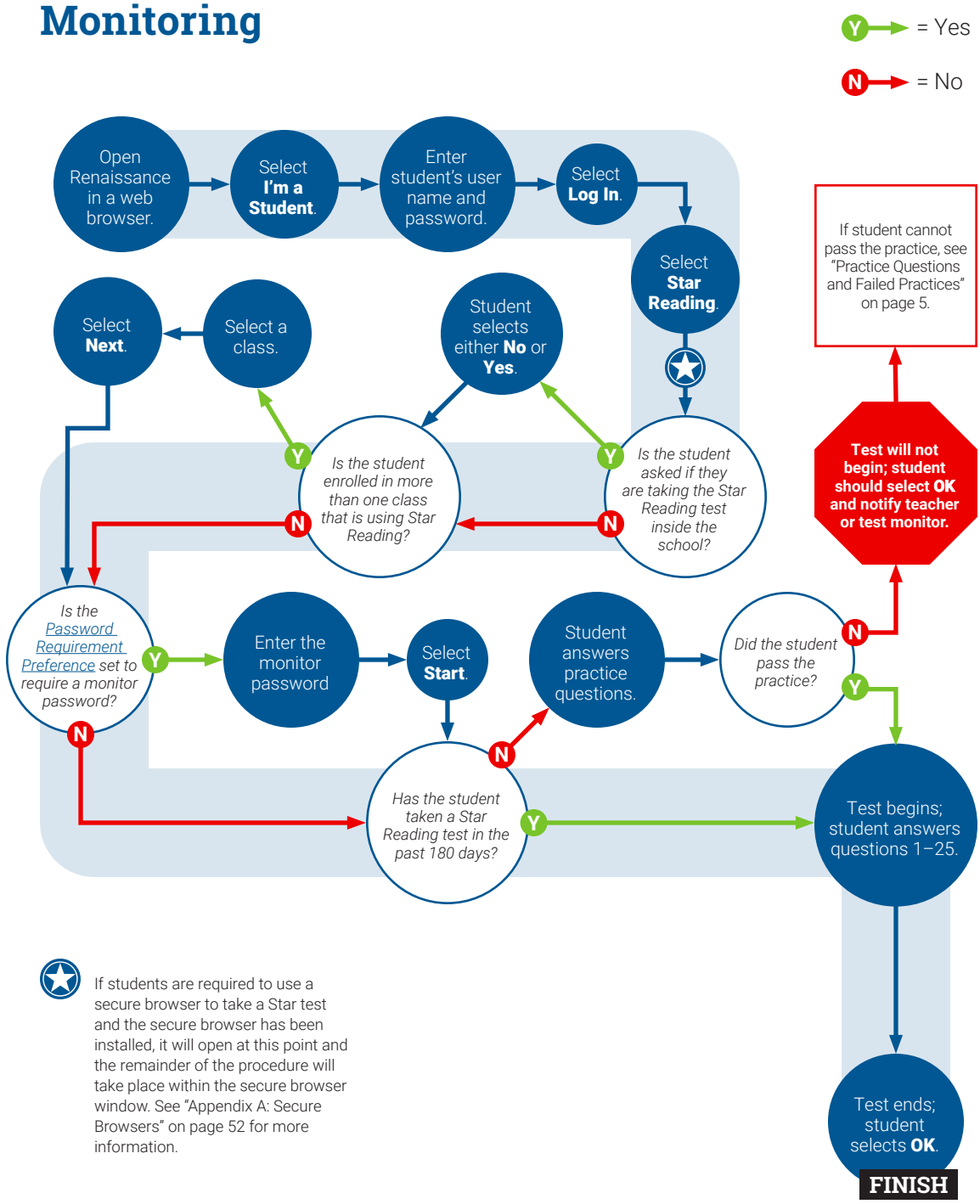
Test Flow Diagram: Star Reading—Progress Monitoring



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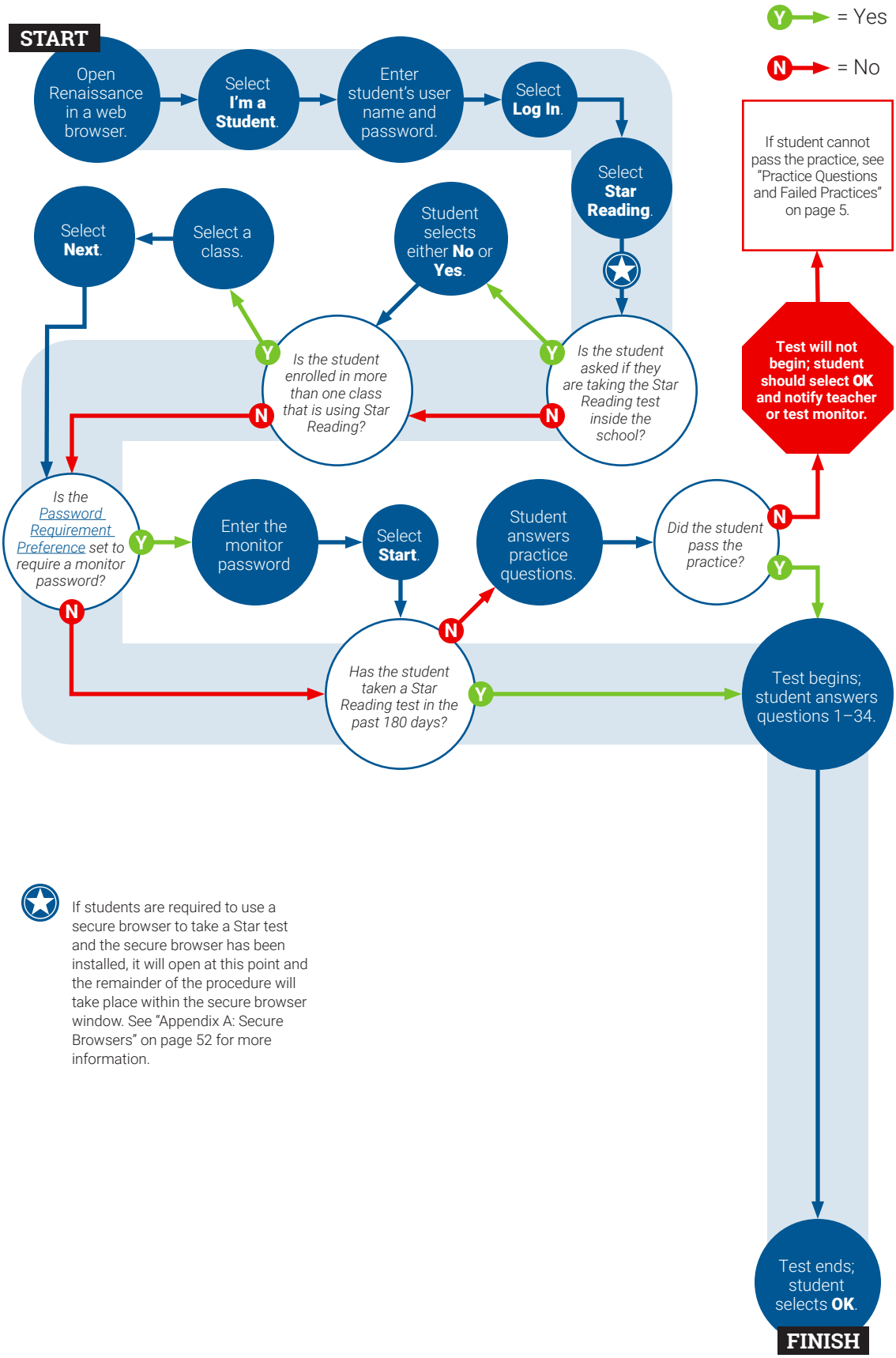
Test Flow Diagram: Star Reading—Enterprise



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 52 for more information.

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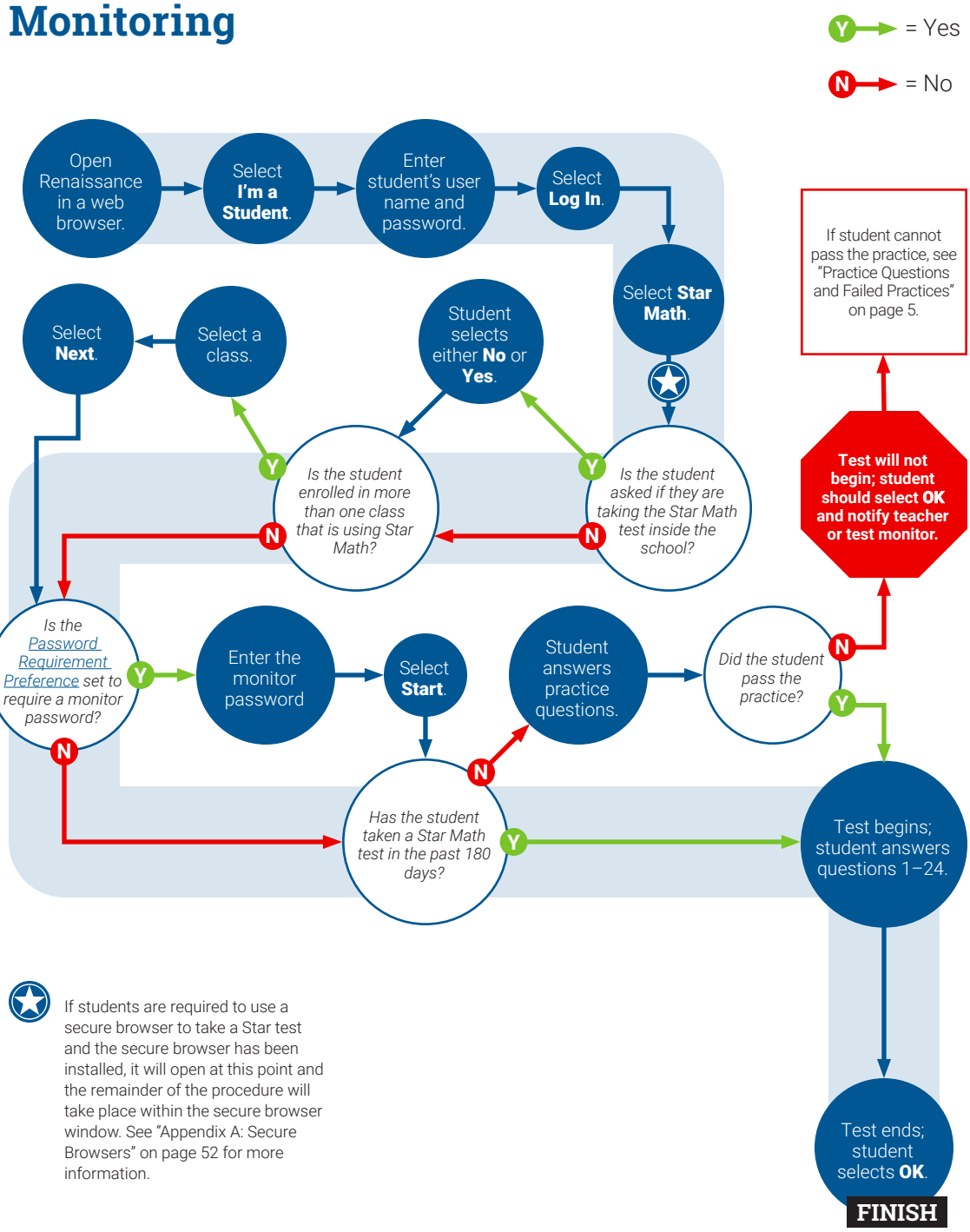
Test Flow Diagram: Star Math—Progress Monitoring



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 52 for more information.

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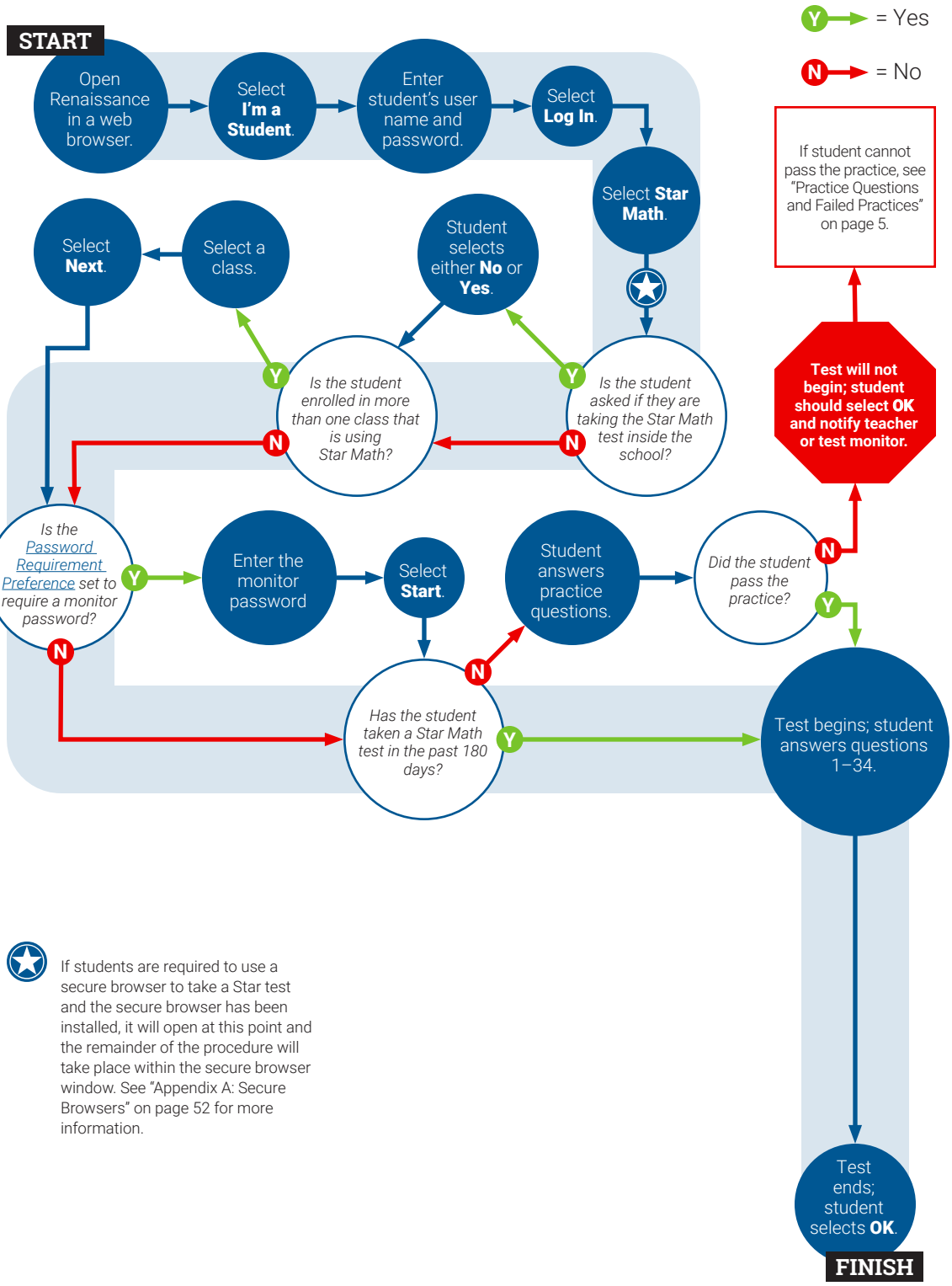
Test Flow Diagram: Star Math—Enterprise



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 52 for more information.

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Help Links

Star Preferences (used by all Star programs)

- Monitor Password—Star Tests Preference: https://help2.renaissance.com/prefs/21030
- Extended Question Time Limit Preference: https://help2.renaissance.com/prefs/21023
- Dates and Times for Star Assessments Preference: https://help2.renaissance.com/prefs/21035
- Enterprise Tests Preference—School Level: https://help2.renaissance.com/prefs/21001
- Enterprise Tests Preference—Class Level: https://help2.renaissance.com/prefs/21013
- Secure Browser Preference: https://help2.renaissance.com/prefs/21040

Star Early Literacy Preferences

- Demo Video Preference: https://help2.renaissance.com/prefs/21012
- Hands-On Practice Preference: https://help2.renaissance.com/prefs/21014

Star Math Preferences

- Math Test Type Preference: https://help2.renaissance.com/prefs/21016
- Audio Preference: https://help2.renaissance.com/prefs/21020

Stopping Star Tests

- Stopping a Star Early Literacy Test: https://help2.renaissance.com/SEL/Test_Stop
- Stopping a Star Reading Test: https://help2.renaissance.com/SR/Stopping_a_Test
- Stopping a Star Math Test: https://help2.renaissance.com/SM/Stopping_a_Test

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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 51).

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Chromebook™ notebook computer is a trademark of Google LLC.

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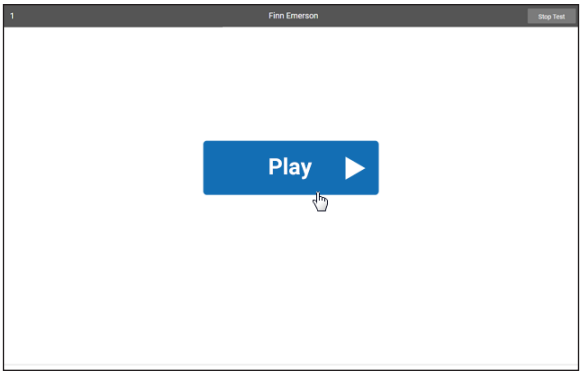
Appendix B: Mobile Devices and Star Math

Certain combinations of web browsers and devices that use Apple's iOS can block the audio in the Star Math test from playing automatically (if audio is being used: https://help2.renaissance.com/prefs/21020). The affected devices/browsers are indicated with an X in the chart below.

Device	Safari	Chrome	Firefox
iPad Air 2 (iOS 15.2)	X	X	X
iPad Air 4 (iOS 14)		X	
iPad Air 12.9 (iOS 14)	X	X	
iPad Air 2019 (iOS 13)	X	X	
iPad Air	X		
iPad 6th Gen (iOS 11)	X		
iPad mini 2019 (iOS 12)	X	X	
iPad Pro (iOS 13)	X	X	
iPad Pro (iOS 10.3)	X		
Mac Mojave	X (12.1)		
Mac El Capitan 10.11.6	X (11.1.2)		

Note: This list is not exhaustive; there may be other device + browser combinations that experience the same issue.

If a student is trying to take or resume a Star Math test using a device + browser combination that does not support automatically playing audio, the student will be presented with a large **Play** button on the screen before the first question.



The student will need to tap **Play** in order to see the question; after that, the audio will either work normally (and the student will not see the **Play** button again) or the student will need to tap **Play** before every question—the button will only appear if and when it is necessary.

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