

STAR Testing Protocol

IMPORTANT NOTES

1. Star testing occurs 3 times during the school year (fall, winter and spring). Each test period lasts 3 weeks. Teachers schedule class testing during the first 2 weeks and the remaining week is for makeup testing.
 - Teachers are responsible for completing makeup testing of their students who were absent on test day or paused a test to finish later. During the makeup week lists of students who still need to complete STAR tests will be emailed daily to staff.
2. The testing periods for the 2014-15 school year are:

Test Period	Dates	Grades
Fall	September 8-26	1 st – 10 th
Winter	December 1-19	1 st – 10 th
Spring	April 20-May 8	1 st – 10 th

3. If you want a student to retake the test you must contact your evaluating administrator for authorization. You will need to explain why a retake is warranted and obtain authorization to give the retake **prior to** retesting the student.

Instructions for preparing for the test

1. Schedule time for your class to take the Star assessment, either in a computer lab or reserve chrome books. Choose a day within the first 2 weeks of the test period. The classroom teacher or assigned special education teacher must administer STAR testing to their students. Students with IEP's should be tested by their assigned special education teacher. **Do not allow substitute teachers to give this important assessment.**
2. Login to the STAR website. Access this site either through the STAR button at the top of the school website or through the Technology Portal STAR button under "Training Resources". The site address is: <https://hosted325.renlearn.com/150471>.
 - Confirm that you are able to login. If you are a new teacher in the district: your username and password are the same: <initial of first name and full last name> (example: Maria Simpson is msimpson). You will be prompted to change the password after you login.
 - Print the class list with student logins. (Reference the document in this packet entitled, "Star Instructions- Printing Class List with Student Logins")
3. You may choose to review the Star Pretest Instructions with your students before you administer the assessment. They are located in a separate packet in this folder.

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4. Encourage students to do their best:
 - Test results provide us with a clear picture of their strengths and areas for growth in each subject. They should do their best so we know what their learning needs are.
 - Test results will be used to identify students for support and enrichment intervention.
5. Prepare students to have a silent activity (i.e. book or magazine to read, writing journal, or other class work) available in case they finish early.

Instructions for proctoring the test

1. Before students login, read the proctor script to the class. (Reference the document in this packet entitled, “STAR Proctor Scripts”)
2. Have students log in with their usernames and passwords. After students log in, you or an assisting adult must enter the monitor password for each student. The password is “proctor”. **Do not share this password with students.** Using this password provides important test security. Although this procedure is a bit time consuming, it is essential to the fidelity of our assessment process.
3. If a student enters their login incorrectly three times, they will be locked out. You must unlock the account. (Reference the document in this packet entitled, “Directions for Clearing Locked Accounts”)
4. Actively monitor students during the test by walking around the room and/or using Lanschool in the computer lab.
5. Assistance for regular education students:
 - Star Reading or Early Literacy: You cannot assist students during the test. Do not read any part of the test, rephrase, pronounce words or give hints or examples.
 - Star Math: **NO CALCULATORS ALLOWED.** Students need scrap paper to work out problems. It is nearly impossible for a student to give his/her best effort without working out problems on paper. You can read questions to students upon request. (Reference the document in this packet entitled, “Star Math Enterprise: Read Aloud Accommodations”)
 - Star Math: There is an audio feature that is available for students who scored below the 25th percentile on STAR Reading. Please contact Maria Simpson before your scheduled test date to have this feature activated for individual students.
6. Assistance for students with IEP’s or 504’s: **You must provide accommodations as written in the plan.** They are entitled to the same accommodations that they receive for state assessments. (Reference the document in this packet entitled, “Accommodations for Students with Disabilities”)
 - Please contact Maria Simpson to have time extended or the Math audio feature activated for students whose IEP’s or 504 plans require these accommodations.

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7. When to Pause or Abort a Test:

- Pause the test whenever a student must leave the room. If you don't pause, the questions will continue to come and will time out as if the student chose not to answer. **Paused tests must be completed within 8 days.** Sometimes the test will automatically be paused when a student logs off; however, this does not always happen. Please manually pause the test to ensure it works.
- Abort the test whenever a student is guessing, cheating or not taking it seriously. The student must then restart the test from the beginning.
- (Reference the documents in this packet entitled, "Star Guidelines for Pausing and Aborting Tests" and "Resuming an Interrupted Test")

8. *If you need assistance during the test contact Maria Simpson either by telephone (office: #7034, cell: 414-861-2067) or email.*

Instructions for concluding the testing process

1. Conference with each student individually on their test performance. Share their scaled score, percentile rank, and performance level. Conferencing should occur either immediately after the student has completed the test or during class time within 5 school days of completing the test. (Reference the document in this packet entitled, "Star Student Conference Guide")
2. Test all students who were absent or have paused tests before the testing window ends.
3. Send a copy of the Parent Report to the home of every student within 2 weeks after each testing period has ended. Also share Star results with parents during Parent-Teacher conferences.
4. Use STAR resources such as the Record Book and Instructional Planning reports to plan in-class differentiation for students scoring basic and advanced.

*You will receive a grade level report on STAR results after each test period. This is the official district report that is used to identify students for diagnostic testing and possible intervention. The report includes alphabetical and performance level lists for each grade level, and has scaled scores, percentile ranks and other pertinent scores for every student.

**Remember to contact Maria Simpson by email or telephone (office: #7034, cell: 414-861-2067) for assistance.