

K–2 FAST Using Star Assessments Guide for Test Administrators

Information and Training

- [STAR 360 Implementation Guide \(overview of Star Assessments\)](#)
- [Smart Start \(self-guided training\)](#)
- Sample Test Items
 - [Star Early Literacy](#)
 - [Star Reading](#)
 - [Star Math](#)

Test Administration

[FAST K–2 Renaissance Star Assessments Administration Manual](#)

- Use the manual and the script to ensure test fidelity.
- Use the Student Images to familiarize students with the test.

Role-Specific Resources

Test Administrators

- [Student Introductory Video](#)
- [Student Introductory Video – Tablet](#)
- [Login Procedures](#)
- [Resuming an Interrupted Test](#) (same procedure for all assessments)
- [Stopping a Test](#) (same procedure for all assessments)
- [Stopping an Accommodated Test](#) (same procedure for all assessments)
- [Extended Question Time Limits Preference](#) (same procedure for all assessments)

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Before Testing Activities – Test Administrator

Category	Task	Resource
Testing Environment for Fidelity	<ul style="list-style-type: none"> Utilize the Steps for Logging into the K–2 FAST Assessments document to ensure correct steps are taken. Locate the test administration manual and familiarize yourself with the entire manual, including the script and the student images. Set up the environment for fidelity, including reducing distractions. 	<p>Steps for Logging into the K–2 FAST Assessments</p> <p>FAST K–2 Renaissance Star Assessments Administration Manual</p>
Preferences	<ul style="list-style-type: none"> Ensure Star Math Audio is turned on for all students who do not have an accommodation set in the Accommodations Menu. Students who have accommodations on the Accommodations Preferences Menu <u>should not</u> have it marked under the Math Audio Preference. Ensure the extended time preference is set for students with an extended time accommodation, as needed. 	<p style="text-align: center;">Star Math Audio</p> <p style="text-align: center;">Extended Time Preference</p>
Accommodations	Ensure you’re aware of any accommodations provided to students in your testing session. If applicable, prepare for testing using the Accommodations Guide.	<p>K–2 Progress Monitoring Statewide Assessment Accommodations Guide</p> <p>Accommodations Menu</p>
Student Usernames and Passwords	Locate student usernames and passwords using the resources or as provided by your school assessment coordinator.	<p>Usernames and Passwords</p> <p>Student Password Report</p>
Monitor Password	<ul style="list-style-type: none"> Locate the monitor password. <u>The password should not be shared with students.</u> Enter the password after you verify the student selected the correct assessment and is ready to begin. 	Monitor Password

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Error Screens

- Prepare to support any technical issues that may arise.

[Student Messages While Taking Star Assessments](#)

During and After Testing Activities – Responsibilities by Role

Test Administrator

Ensure students have tested using the [Test Activity Report](#) or the [Star Summary Report](#). Look in the Record Book to see the date paused tests must be resumed.

Follow the school’s plan to share results with families within 14 days of testing. The [Star Parent Report](#) is recommended for sharing results.

Follow school policy to report [Non-Participation Statuses](#) to the school assessment coordinator (or set in the platform if you are instructed to do so).

Return paper-based test materials to the school assessment coordinator.

Use [A Teachers Guide to Taking Action with Star](#) to review test results and use the data for instructional planning.