Renaissance Star Assessments

K–2 FAST
Paper-Based Star
Assessments User Guide

FLORIDA DEPARTMENT OF
EDUCATION
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K–2 FAST
Paper-Based Star Assessments
User Guide

This user guide provides instructions for using the Star Record Book in the Renaissance Growth Platform (RGP) to enter student responses for Grades K–2 Florida Assessment of Student Thinking (FAST) paper-based Star Reading and Star Math assessments and submit them for scoring and immediate reporting. This guide also outlines the return instructions for paper-based K–2 materials. For more information about K–2 FAST Star assessments, visit the **Florida Statewide Assessments Portal**.
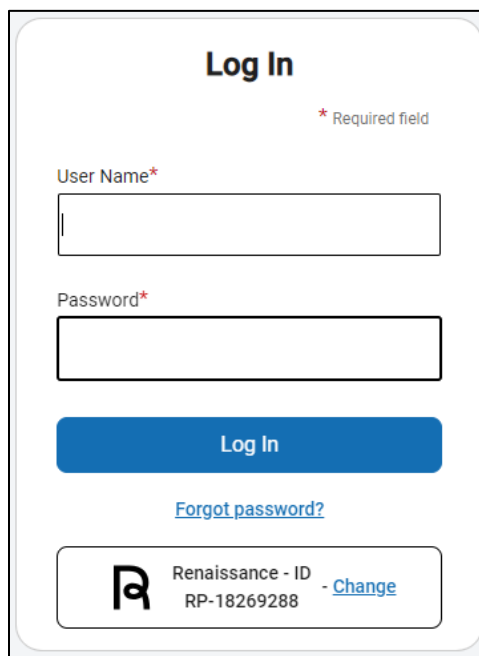
Contents

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Setting the FAST Paper-Based Form Alternate Response Accommodation

Students must be assigned the Alternate Response accommodation before their paper-based responses can be entered into the Record Book for scoring. Follow these instructions for setting the accommodation for students who tested with regular print, large print, one-item-per-page, or braille paper materials. Accommodations can be set in the platform by Teachers, School Administrators, or District Administrators.

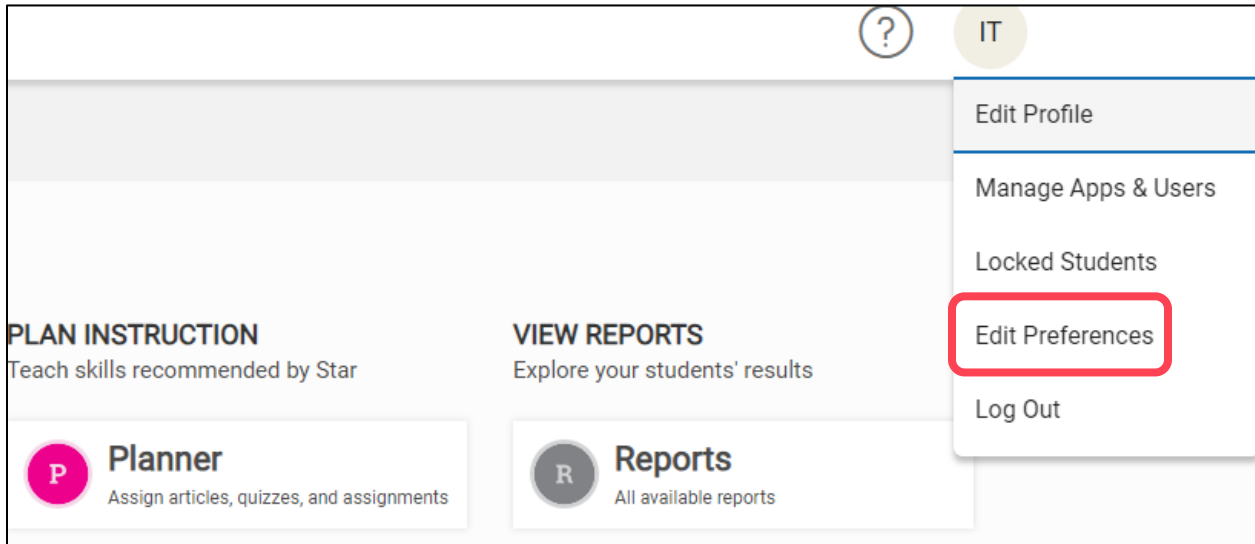1. Log in to Renaissance with your account.

2. On the Home Page, select the **user account** in the upper-right corner.

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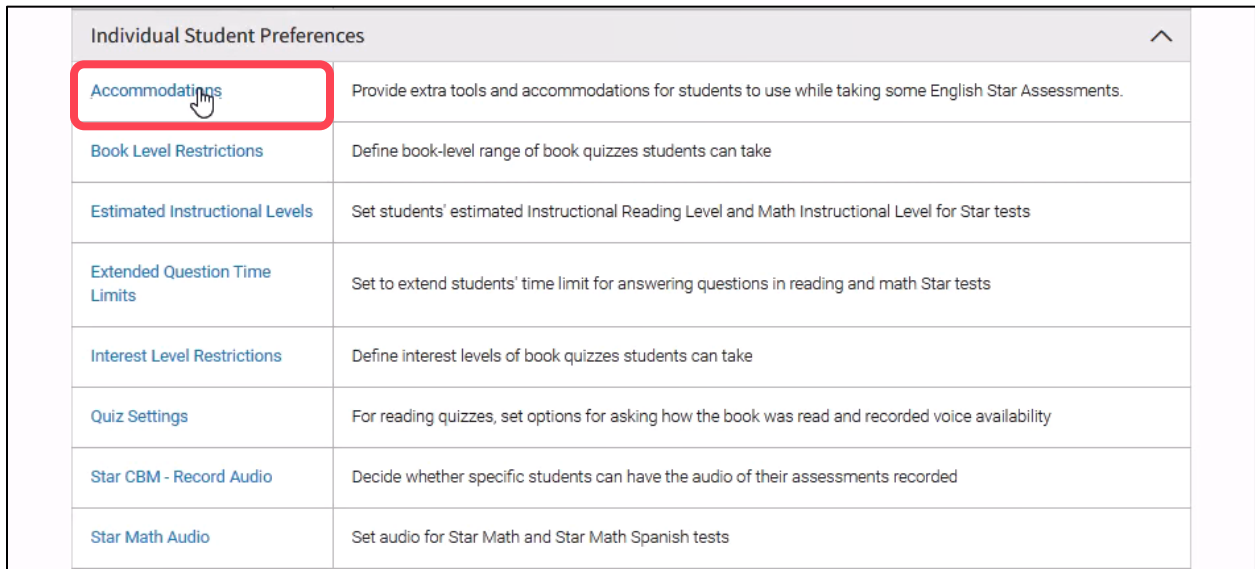
3. In the drop-down list, select **Edit Preferences**.

4. Under the Individual Student Preferences list, select **Accommodations**.

5. Using the drop-down lists, select the applicable **School**, **Class**, and **Student(s)**.

6. In the Alternate Response column of the table, select the checkbox next to **FAST Paper-Based Form**, then select **Save Changes**.

You will see a confirmation message at the top of the screen once your changes have been saved. Please note: If you are entering responses for braille materials for FAST K–2 Star assessments, you will still select the checkbox next to **FAST Paper-Based Form**. You do not need to mark the Braille option.

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Entering Student Responses for Scoring

1. Log in to Renaissance with your account.

2. On the Home Page, select **Star Reading** or **Star Math**.

3. In the drop-down list, select **Record Book**.
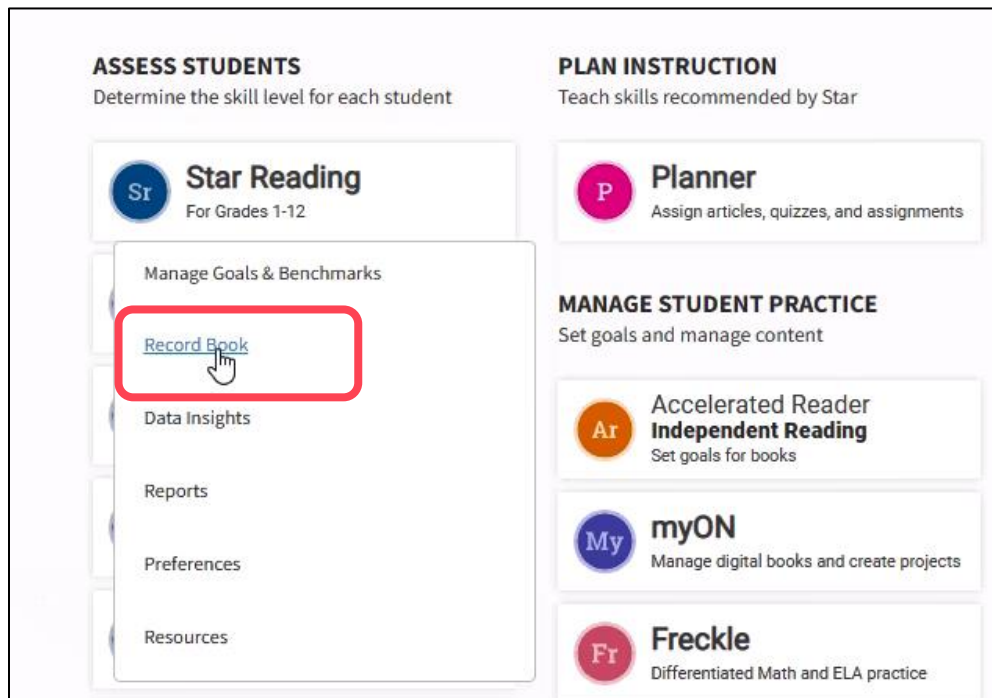
4. By default, the Record Book opens on the Latest Assessments tab. Using the drop-down lists in the upper-left corner, choose which students to view by selecting the **Subject** (either **Reading** or **Math**) and then a **Class or Group**.
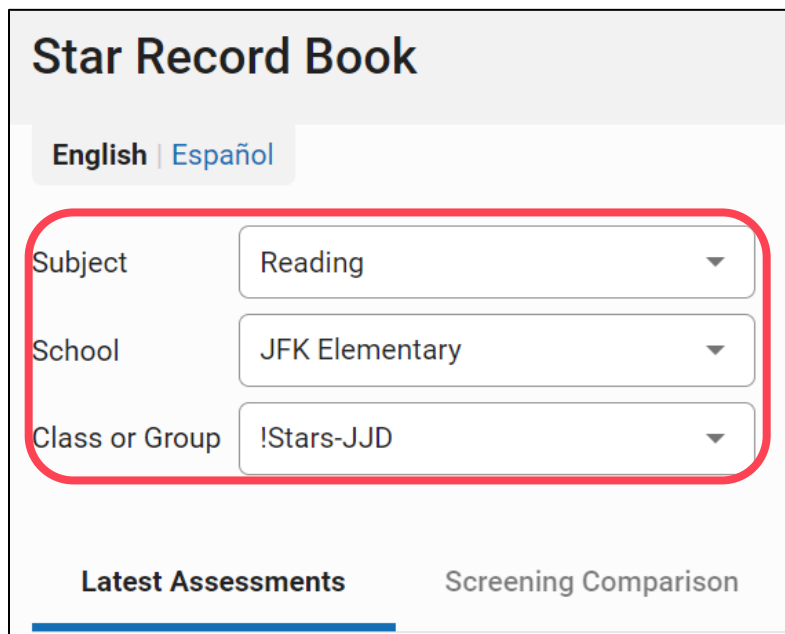
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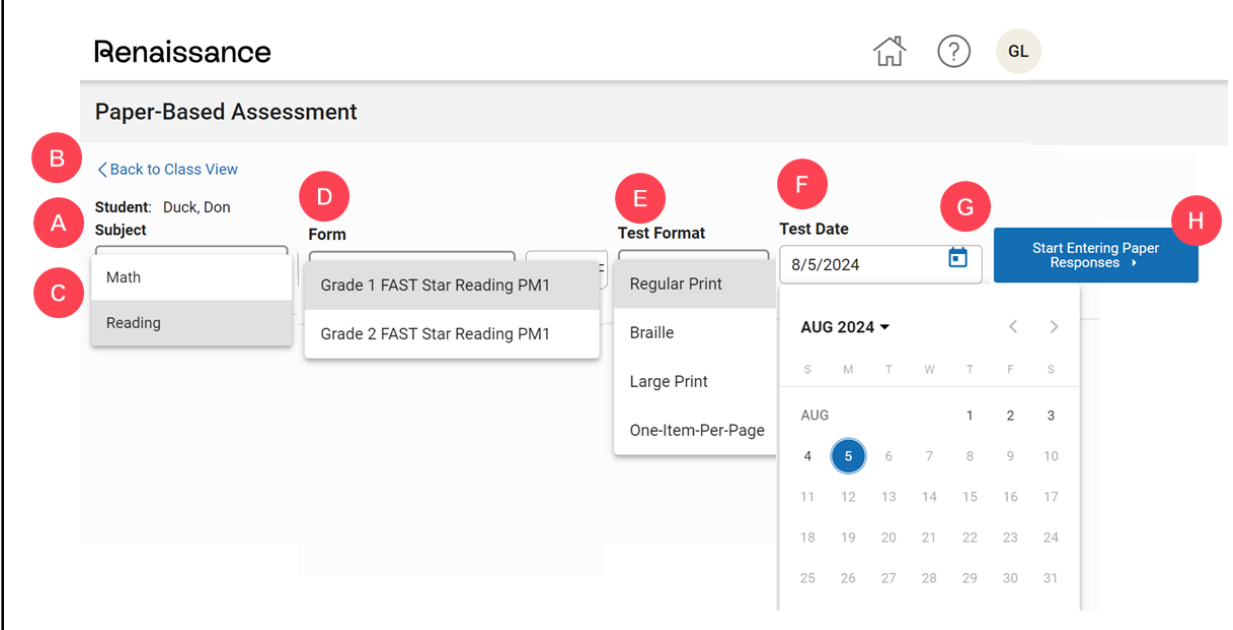
- The available lists will change depending on user permissions and the schools you have access to.

- Teachers can only select from one of their own classes or groups.

- If you have access to more than one school, you will also need to select a **School** before selecting a class or group.

- Note that if you only have a single option available (for example, if you're a school administrator assigned to only one school, or you're a teacher who only teaches a single subject), the drop-down lists will not be active. Your available option will automatically be "locked in" for you.

5. Select the **Enter Paper Responses** button under the student's name for whom you are entering a response. Only students in Grades K–2 who have had the FAST Paper-Based Form Alternate Responses accommodation set for them will have this button available.

Student ↑		GL
Brewbaker, Student 1	Enter Paper Responses	1

6. The name of the student whose record you are working with is at the top of the Paper-Based Assessment page (A); if you have chosen the wrong student, select Back to Class View (B) to return to the Latest Assessments tab of the Record Book.

6a. Use the **Subject** drop-down list (C) to choose the subject of the assessment: **Reading** for Star Reading or **Math** for Star Math. Ensure this is correct; this field does not carry over from the previous screen.
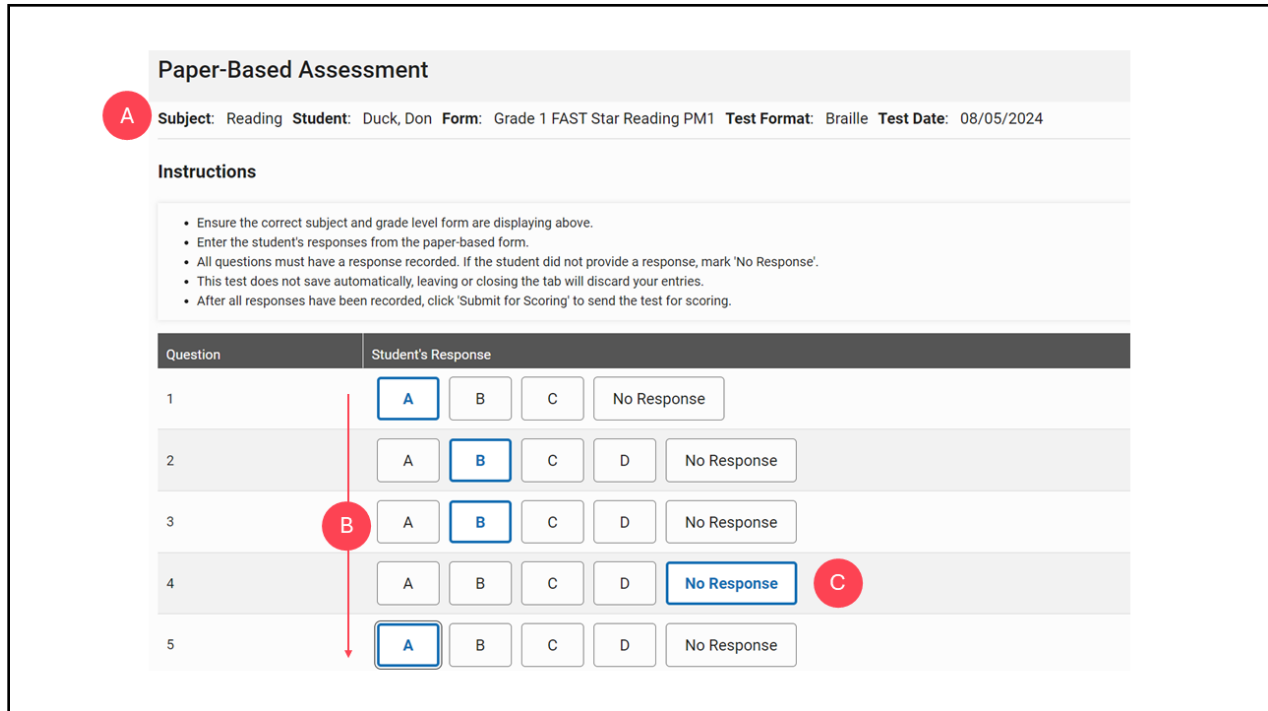
6b. Using the **Form** drop-down list (D), choose which grade level form the student used for the assessment.

6c. Use the **Test Format** drop-down list (E) to choose the format of the test you are administering: **Regular Print**, **Braille**, **Large Print**, or **One-Item-Per-Page**.

6d. Enter the date the test was administered to the student in the **Test Date** field (F). You can type the date or select the calendar on the right side of the field (G) to choose the date from a pop-up calendar.

6e. Once you have made the appropriate selections from each drop-down list and set the Test Date, select **Start Entering Paper Responses** (H) to begin entering the student's responses to the items.

7. Double-check the information at the top of the Paper-Based Assessment page (A) to make sure the subject, student name, form, test format, and test date are correct. If you need to change a field, select **Discard Assessment** at the bottom of the page. Confirm **Discard Assessment** to return to the Star Record Book Class View and start over.

7a. After confirming all student assessment information is correct (A), enter the student's responses to the items on this page by clicking on the response selected for each question (B). Select **No Response** (C) if the student did not answer the question.

- If you make an error when entering a response, change your selection to the response the student marked to update the entry.
- Every question needs to have a response or **No Response** selected; if you leave any questions without a response, you will see the error message below when submitting the responses for scoring.

7b. Once you are done entering all the student's responses and they have been verified by a second staff member (when possible), select **Submit for Scoring** (D) at the bottom of the page.

- If there is a problem (for example, you realize after entering all the responses that you have chosen the wrong form), you can select **Discard Assessment** at the bottom (E) to leave this page without submitting the student's responses.

8. If the response was successfully submitted, the green message below will display at the top of the screen.
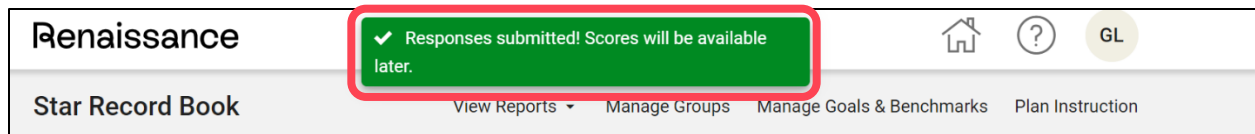
9. On the Latest Assessment tab of the Star Record Book, you can see confirmation that responses have been entered and are awaiting scoring (B) or you can review the student's scored results (A). Scores will populate approximately two to three minutes after the responses have been submitted.

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Paper-Based Materials Return Instructions

This section contains instructions for preparing and packaging materials for return for the Fall/Winter 2024 Florida Assessment of Student Thinking (FAST) Progress Monitoring (PM)1 and PM2 administrations of the following assessments:

- Grades 1–2 FAST Star Reading
- Grades K–2 FAST Star Math

District assessment coordinators and school assessment coordinators should familiarize themselves with these instructions prior to preparing materials for return after any FAST paper-based test administration. Note that the process for returning DRC FAST paper-based accommodated test materials differs from the materials return process for other statewide assessments. However, schools may return Star K–2 FAST materials with the Grades 3–10 FAST paper-based materials to DRC.

For questions regarding return dates, please contact the Bureau of K–12 Student Assessment at 850-245-0513. Other questions regarding material returns may be directed to the Florida Help Desk at 866-815-7246 or **FloridaHelpDesk@CambiumAssessment.com**.

Prepare Materials for Return

Prepare materials according to the following instructions to ensure that student scores are accurately reported. **Incorrectly labeled or mispackaged materials may delay reporting of student results.**

1. Verify that all secure materials have been collected. District assessment coordinators must investigate immediately if any secure materials are missing.

2. Confirm that all scorable regular print, large print, and one-item-per-page tests have been entered into the Renaissance Growth Platform (RGP) for scoring. Test and response books returned to DRC without being first recorded into the RGP will not be scored. Braille materials can be entered into the RGP locally or returned to DRC for transcription and entry into the RGP.

3. Inspect all secure materials individually to ensure they are properly identified.
- Verify that each test and response book has a student name written on the front cover.
  - Remove any stray marks from the security number barcode.
  - Do not review test content, student responses, or check through books for any reason.

4. Separate materials to ensure only the FAST test materials indicated below are being packaged for return.
- NOT TO BE SCORED test materials
  - All regular print test and response books, used and unused
  - All large print test and response books, used and unused
  - All one-item-per-page test and response books, used and unused

- Used braille documents that **have** been entered into the RGP (do NOT place in Special Document Envelopes)
- Unused braille documents

- TO BE SCORED braille test documents that **have not** been entered into the RGP (place in Special Document Envelopes)
  - Braille Answer Sheets containing student responses
  - Braille Test Books
  - Regular Print Test Documents

Materials do not need to be sorted by grade level, subject, or special program if they require the same type of return label. For instance, all regular print materials may be placed in the same box, unsorted, with a DRC white return label affixed. Materials for Grades K–2 can be returned in the same boxes as other NOT TO BE SCORED materials from Grades 3–10 FAST assessments.

Package Materials for Return

Place materials in boxes and apply the appropriate colored return labels on the boxes. Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels). If you need additional labels, the district assessment coordinator may request additional return labels through the *Place Additional Orders* page in TIDE. Do not copy or create your own labels.

Refer to the following table for the appropriate return label colors for TO BE SCORED and NOT TO BE SCORED materials.

Return Labels for FAST Star Reading and Star Math to DRC		
TO BE SCORED	Braille, **not entered** into the RGP	**PINK**
NOT TO BE SCORED	• Regular Print, used and unused • Large Print, used and unused • OIPP, used and unused • Braille that **has** been entered into the RGP	**WHITE**

It is your responsibility to package all materials correctly. Mispackaged Braille materials will impact the reporting of student results.

TO BE SCORED Braille Test Documents
Note: Braille materials can be entered into the RGP locally or returned to DRC for transcription and RGP entry. **Follow the process below for TO BE SCORED Braille test documents that have not been entered into the RGP.**

1. **The person preparing the envelope should open each Special Document Return Envelope and verify that each envelope contains documents for one student only.**
   Materials for one student may be placed in more than one envelope. Make sure that the student envelope(s) contains the following braille test materials for each subject tested:
   Return Braille Test Documents
   • Braille Answer Sheets containing student responses
   • Braille Test Book
   • Regular Print Test Document (with student name written on front cover)

2. **Verify the following on the braille and associated regular print test documents:**
   • **Student name is included on the braille test books and braille answer sheets.**
   • **If student responses are recorded on braille answer sheets, the materials may be returned to DRC for transcription.** Follow return instructions for TO BE SCORED braille materials.
   • **If responses are recorded for the student or if braille responses are transcribed at the school into the regular print test documents, responses should be entered by school or district staff into the RGP.** Follow return instructions for NOT TO BE SCORED braille materials.

3. **Verify that the student information is completed on the Special Document Return Envelope(s).** The space on the envelope marked "Student Envelope __ of __" should be used to number each student's envelopes 1 of n, 2 of n, etc., where n is the total number of envelopes for that student. Seal the envelope(s).

4. **Place the Special Document Return Envelope(s) containing TO BE SCORED braille materials in the boxes in which they arrived.** Do not return TO BE SCORED braille materials in the same boxes as NOT TO BE SCORED materials. Mispackaged materials will delay reporting of student results.

NOT TO BE SCORED Materials

Note: Secure test materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the *Hazardous Materials* section on p. 22 of the 2024–2025 Statewide Assessment Accommodations Guide.

1. **Place all NOT TO BE SCORED materials in boxes.**

   Include used and unused regular print, large print, and one-item-per-page test and response books. Also include any unused braille or braille materials that have been entered into the RGP.

2. **Affix a white NOT TO BE SCORED return label for the correct administration (DRC – FALL 2024 B.E.S.T. EOC & FAST PM1/RETAKE or DRC – WINTER 2024 B.E.S.T. EOC & FAST PM1/RETAKE) to the top of each box.**

   Labels may be placed over any existing shipping labels (e.g., vendor or carrier labels).

Label Boxes for Return

Ensure that the appropriate **colored return label** is applied to boxes. Place the correct **UPS-RS label** on each box as indicated on the box diagram graphic below.

Overhead view of closed box

Place appropriate colored label on Flap A

Place appropriate UPS-RS label on Flap B after removing the detachable portion
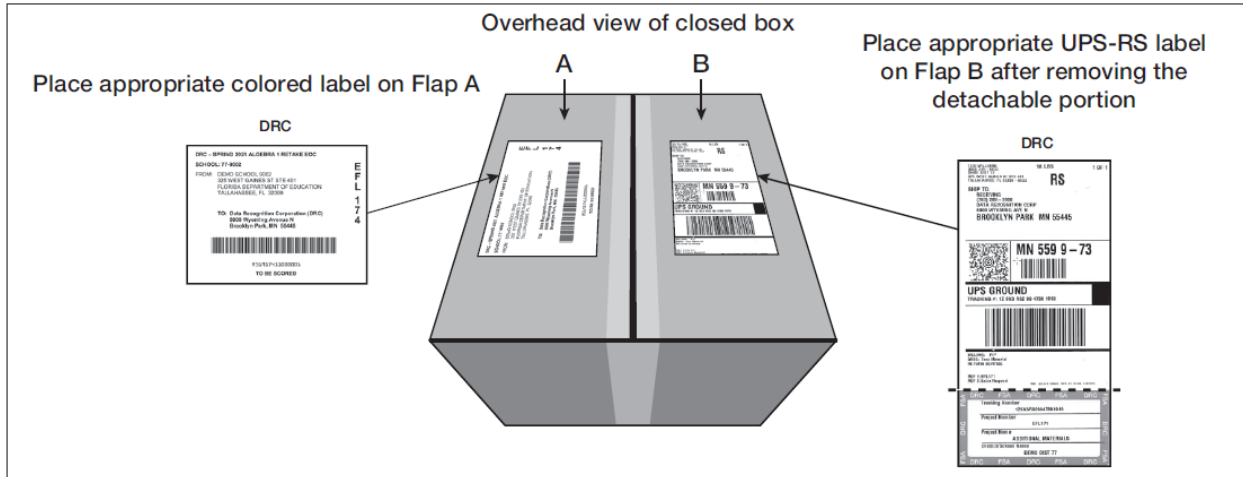
UPS-RS Return Labels

All districts will be shipped UPS-RS labels. Contact the Florida Help Desk to request additional UPS-RS labels, as needed.

1. Affix the corresponding DRC UPS-RS label to the top of each box, in addition to the appropriate colored return label (see chart below), making sure that it is **not** applied across the box flap seam. Do not send any boxes via UPS without a UPS-RS label. Use the chart below to determine which UPS label to use based on the colored return label.

2. Keep records of the detachable tracking number located at the bottom of the label to help facilitate this process (see sample on the following page). DRC's detachable receipt has a pink border for easy distinction. The UPS-RS number is also located directly above the barcode in the middle of the shipping label. These tracking numbers do not need to be provided to the contractor unless requested.

PM1 and PM2 Administrations	
UPS-RS Label	**DRC Colored Return Label**
2nd DAY AIR	Pink
GROUND	White

Sample DRC 2ND Day Air UPS-RS Label	Sample DRC Ground UPS-RS Label

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Return Materials to Contractor

Return TO BE SCORED braille documents no later than return deadlines. If necessary, district assessment coordinators may request additional return labels and shipping boxes through the Place Additional Orders page in TIDE. If you encounter difficulties with these shipping procedures, please contact the Florida Help Desk at 866-815-7246 or FloridaHelpDesk@CambiumAssessment.com.

For questions regarding return dates or materials return, please contact the Bureau of K–12 Student Assessment at 850-245-0513.

UPS Return Instructions

Remove the detachable receipt from the bottom of your UPS labels and retain for your records. Note the contents of the box and the UPS tracking number associated with those materials.

You may return your UPS materials the following ways:

- **Drop Off:** Take your materials to a UPS Customer Center or Store. Materials taken to a UPS Customer Center or Store <u>must be dropped off by the location's posted "UPS Pickup" time on the specified return date</u> to be considered an on-time return.

- **Daily Pickup:** Return with your daily on-route pickup. If you have more than 10 boxes, contact UPS to ensure the driver is properly equipped.

- **Schedule Online:** Schedule a pickup at **www.ups.com/us**, then click on Shipping > Schedule a Pickup.

- **Schedule by Phone:** Schedule a pickup by calling UPS at 1-866-857-1501. Do **not** call the UPS general pickup number found on the UPS website.
  - Schedule your pickup date and time at least 24 hours in advance.
  - There is not a charge for these services.

Secure Material Tracking Reports

Secure Material Tracking Reports (SMTR) are available in TIDE to assist school and district assessment coordinators with tracking the return of materials. The SMTR tracks all secure FAST materials returned to DRC (test materials with security barcodes). The purpose of these reports is to identify any discrepancies that may exist between a district's records of what was returned and the contractor's records of what was received. Secure materials will be tracked as they are scanned by the contractor.

DRC's SMTR report can also be loaded into a district database for tracking security numbers. DRC's SMTR reports will be posted daily in TIDE and will be available as districts begin receiving their secure material shipments. The SMTR can be found in the After Testing section in TIDE. Reports can be found in the Track Documents panel of the *Secure Material Tracking Reports* page. More information and detailed descriptions of the report fields can be found in the *TIDE User Guide*.

Prepare District Assessment Coordinator ONLY Boxes

1. Place the following materials, as applicable per administration and as required by your district, in the District Assessment Coordinator ONLY boxes (along with any other ancillary materials that your district assessment coordinator has asked you to place in these boxes, such as used scratch paper):
    - Original administration information
    - Original *Test Materials Chain of Custody Forms*

2. Review the administration information. District assessment coordinators must notify FDOE if any secure materials are missing. A form for reporting missing materials is available on the Florida Statewide Assessments Portal. Complete the necessary investigation and file the records.

3. Seal the box; write "District Assessment Coordinator ONLY" on the side of the boxes.

4. Store these materials in a secure location. After results for this administration have been reported, districts may choose to recycle or destroy these materials.

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Appendix A: Change Log

Location	Change	Date
Braille instructions on pages 14 and 16.	Removed references to Braille Testing Rules Acknowledgement Sheet.	January 9, 2025