

# 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
<b>Testing Environment for Fidelity</b>	<ul style="list-style-type: none"> <li>Locate the test administration manual and familiarize yourself with the entire manual, including the script and the student images.</li> <li>Set up the environment for fidelity, including reducing distractions.</li> </ul>	<a href="#">FAST K–2 Renaissance Star Assessments Administration Manual</a>
<b>Preferences</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure the extended time preference is set for students with an extended time accommodation, as needed.</li> </ul>	<a href="#">Star Math Audio</a>  <a href="#">Extended Time Preference</a>
<b>Accommodations</b>	Ensure you’re aware of any accommodations provided to students in your testing session. If applicable, prepare for testing using the Accommodations Guide.	<a href="#">K–2 Progress Monitoring Statewide Assessment Accommodations Guide</a>  <a href="#">Accommodations Menu</a>
<b>Student Usernames and Passwords</b>	Locate student usernames and passwords using the resources or as provided by your school assessment coordinator.	<a href="#">Usernames and Passwords</a>  <a href="#">Student Password Report</a>
<b>Monitor Password</b>	<ul style="list-style-type: none"> <li>Locate the monitor password. <u>The password should not be shared with students.</u></li> <li>Enter the password after you verify the student selected the correct assessment and is ready to begin.</li> </ul>	<a href="#">Monitor Password</a>
<b>Error Screens</b>	<ul style="list-style-type: none"> <li>Prepare to support any technical issues that may arise.</li> </ul>	<a href="#">Student Messages While Taking Star Assessments</a>

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### 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.