# Star Early Literacy Administration

**Purpose:** To outline the implementation and administration of Star Early Literacy in the school. This will establish the foundation data for the program and assist teachers in identifying students who need intervention.

## Personalising the Assessment

**1. Enable / Disable the Password, Demo Video and Hands On Experience:** The password must be enabled or disabled by the Administrator. It allows the test to begin and pause/end. The demonstration video (approx. 3 minutes in length) will give students an overview of how to use the test format and the types of questions they will answer. The Hands On Experience is a range of questions used to familiarise students with the test function. These can all be enabled or disabled through the following:

**STAR Reading → Preferences → Select Class → Edit Class Preferences → Password / Demo Video / Hands On Practice**

**2. Use the 'Resume Later' Function:** When a student is sitting a 27 question test, taking 20 minutes, it may prove too much for some students (e.g. ADHD, trauma etc). Teachers can employ the "Stop Test – Resume Later" function – student can complete a portion, then return later to complete the test (note: they have 8 days to complete before expiry)

## Areas of Assessment

Star Early Literacy is designed to assess students in three broad areas:
- Word Knowledge and Skills
- Comprehension Strategies and Constructing Meaning
- Numbers and Operations

These three areas are filtered into 10 distinct skill sets:
- Alphabetic Principle
- Concept of Word
- Visual Discrimination
- Phonemic Awareness
- Phonics
- Structural Analysis
- Vocabulary
- Sentence Level Comprehension
- Paragraph Level Comprehension
- Assessed in SEL within Structural Analysis

## Time Limits on Questions

The STAR Early Literacy test has time limits for individual items. These time limits are imposed not to ensure rapid responses, but to keep the test moving should the student become distracted and to ensure test security should the student walk away. Items that time out are counted as incorrect responses. Students have up to 35 seconds to answer each hands-on exercise question, up to 60 seconds to answer each practice question and up to 90 seconds to answer each actual test question. When a student has only 15 seconds remaining for a given item (10 seconds during the hands-on exercise), a chime sounds, a clock appears and the student is reminded to select an answer.

## Questions will:

- be different each time they test and from each student – they can't cheat!
- get harder if correct and easier if incorrect - different path for all, challenge for all
- Time out if you don't know an answer – reinforce the idea of not guessing – let it time out instead – accidentally guessing correctly will affect the difficulty of the books that are allocated.

## Resources

www.renaissance.com.au/support/online-training-resources/
Or Select Star Early Literacy on your Dashboard and Select Resources for script and presentation.

## Initial Administration

*It is crucial the following be set up before assessment:*

- **Marking Periods:** Enter marking periods (term dates) to report on to compare progress and growth from period to period. Note the system comes preloaded with trimesters so delete these before you start

*To edit Marking Periods:*

School Years → Add/Edit Marking Periods → Name the Period (e.g. Term 1) → Select your term dates, click Add → Save → Repeat for each Term/Marking Period

- **Add/Edit Non-Teaching Days:** these let the program know that the students are not reading during this time so that it will not calculate the lack of reading activity during holidays into reports    - the could include public holidays, carnivals, school events etc.

*To edit marking periods:*

School Years → Add/Edit Non-Teach → Name the Holiday/Event → Choose dates for the beginning and end → Click Add → click Save

- **Screening Dates:** This are the name given to the periods of time during which the students sit for the assessment.  Best practice is to set these in two week blocks for each marking period. They can be extended to 4 weeks to include students who were away during the initial two weeks. Please note, add an extra day to each screening date to factor in time differences in the system.

*To edit screening dates:*

Star Reading → Screening, Progress Monitoring & Intervention → View Screening Dates → Name the screening dates → enter the start and end dates → click Save →Click Add Screening Date to add another

- **How to turn off and Authorisation (Passwords) for Assessments**

When students sit for an assessment the program will ask them to enter the admin password. This is to prevent students taking assessments at will or taking assessments for other students. Teacher will need to enter the password for each student.  An alternative would be to turn off the authorisation all together and trust the students or turn it off during the period that you assess only.

*To turn off Authorisation:*

Star Early Literacy → Preferences → select your class (or all school classes) → Edit Class Preferences→ Untick Authorisation / → Change Password if compromised → Save

## Student and Teacher Administration

**How to find students log in details (including passwords):**

Often students and teachers (Personnel) forget their details. To locate the details including passwords:
Users → View students/View Personnel → Choose class or type in student details → Search → Passwords

**How to clear locked students:**

If a student or teacher try to enter the site 3 times or more the site will lock them out. To unlock students or teachers (personnel): Users → Clear locked students (clear locked Personnel) → click clear next to those who are locked (listed below the search area)