

Best Practices for Administering Proficiency Exams

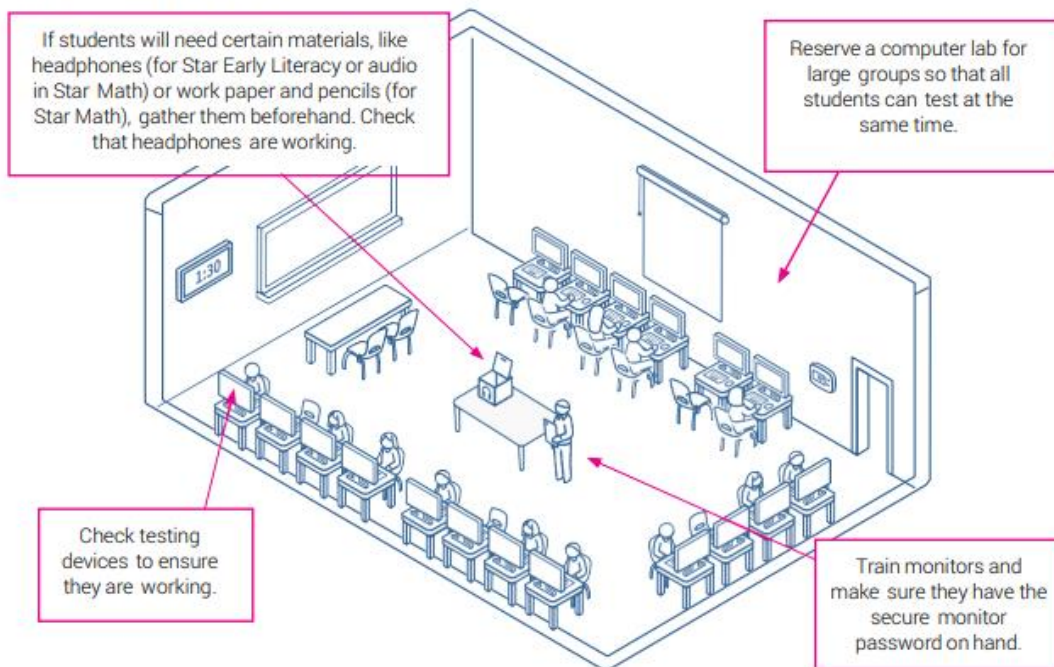
The second round of proficiency exams for math, ELA, science and social studies on **January 10-13, 2022** for students in Kindergarten-8th grade. As you prepare for testing it is important that we administer the test with fidelity. Teachers will need to complete data trackers by end of day on January 18, 2022.

*High School will administer the second proficiency checks **February 9-11, 2022**.

Because you will make important instructional decisions based, in part, on Star data, it is critical that you maintain the integrity of that data. You can do this by replicating the norming conditions as closely as possible and by following test protocol to give all students the same chance to do their best. Administering the test with fidelity helps ensure that scores reflect students' level of achievement.

Below are tips on maintaining integrity when administering proficiency checks using STAR 360.

Create a good testing environment



Administer the test

The high-level checklist below lists some main tasks required for administering the Star tests. Mark the steps as you complete them; remaining tasks may help you strengthen your implementation. Refer to the checklist throughout the school year to guide discussions with your colleagues or Renaissance coach.

Get your schedule ready	Get your environment ready	Get your students ready
<ul style="list-style-type: none"><input type="checkbox"/> Plan universal screenings (e.g., fall, winter, and spring).<input type="checkbox"/> Schedule an appropriate time and place to accommodate all students' testing needs.<input type="checkbox"/> Train and schedule monitors for the event.<input type="checkbox"/> Identify students who require adaptations to the testing experience.	<ul style="list-style-type: none"><input type="checkbox"/> Check testing devices to ensure they are working.<input type="checkbox"/> Gather necessary materials and make them available to students.<input type="checkbox"/> Make sure test monitors have the monitor password (if set in the software).	<ul style="list-style-type: none"><input type="checkbox"/> Go through the pretest instructions.<input type="checkbox"/> Distribute usernames and passwords to students.