

Renaissance Everywhere

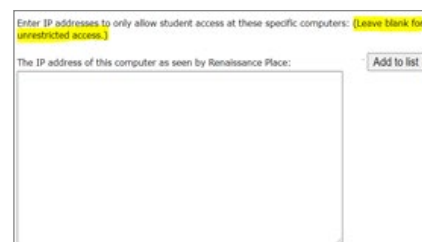
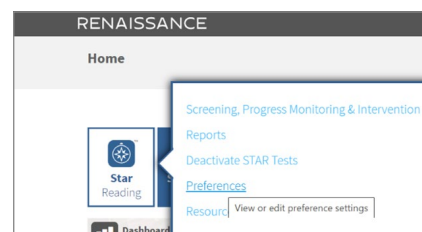
Staff Guide: Getting Star Assessments Ready for Remote Testing

There are many [different considerations](#) when it comes to delivering Star Assessments remotely. If you have made the decision to administer Star tests whilst some children are out of school, the following checklist will help.

We have also created a template letter which can be sent to parents and guardians, a checklist to guide them in setting up the test environment for their children, and a reminder for pupils of the best practices when taking a Star test.

Getting your Renaissance site ready:

- If desired, turn off your Star Assessment Authorisation Password to help remove any additional barriers pupils or parents may face accessing the test. This can be done by an administrator user by selecting the Star tile, choosing preferences and then edit [Password Requirement](#). Choose 'Set All' and then Apply. This will untick every class so that the authorisation password is not needed to start a test. Save your changes before continuing.
- If you do not want to turn off the Authorisation Password, make sure it is communicated to parents and guardians. Our template letter to families can help with this.
- If you think there are any students who will need extra time in assessments, be sure to approve this under Extended Question Time Limit also under Preferences. This will triple the time a student has to answer a question before it times out.
- Make sure any IP restrictions are removed. As the administrator, select Product Administration, followed by 'Set Security Options for Students'. You want to make sure the box is empty as shown to the right. If pupils can access Accelerated Reader or Accelerated Maths remotely, this will already be off.
- Reach out to Renaissance through email, live chat or by calling 020 7184 4000 if you have any issues getting the site ready for remote testing.



Making sure your pupils are given everything they need to take the assessment:

- Provide pupils with the Renaissance URL either via a link already set up on your school website, or directly. As each site is unique to a school, you will want to ensure everyone has the correct link. Mistyping the numbers or trying to Google search the link will result in students not being able to log in. It should look something like: <https://ukhosted00.renlearn.co.uk/0000000>
- Be sure pupils/parents have the login details. You may want to send them securely or remind pupils where they can find their login details such as the front of their planners.
- Ask pupils or parents to reach out if they think internet, bandwidth or technology will be an issue.
- Provide a school contact for families to approach if there are any issues getting logged in.
- Provide parents and pupils with the Parent and Guardian's Guide and Star Guidance for Pupils documents.

A few reminders of what you may want to include in any correspondence:

- You will want to [recreate the school test environment](#) as much as possible to provide consistency for pupils. Guide parents in what this normally looks like and ask for a quiet environment where possible.
- As our considerations document explains, you may wish to monitor the testing process as you would when the pupils are in school, possibly using a video conferencing tool. If so, it may help to communicate this process with parents so that they know what to expect. This is not essential to remote testing but might be a school preference.

- **Pupils must not have any help during the test.** If they do not know the answer, they should take their best guess.
- Ask them to take their time. The test should take **at least** 20 minutes.
- Remind them that the questions will change based on the answers selected. If the right answer is given, it will get harder.
- Check the question and **all the answers** first before choosing the best one.
- If using Star Early Literacy, parents may want to provide headphones for the assessment.
- Most importantly remind pupils – Do not panic and try their best.