

Florida's Assessment of Student Thinking (FAST) using Star Early Literacy 2022-2023 VPK Program Year Next Steps

Recently, VPK Program Administrators were sent a [Kickoff letter](#) that included the testing site URLs and login credential information. If you are the VPK Program Administrator and have not received the Kickoff letter, please email VPKFAST@oel.myflorida.com.

Rostering

VPK Program Administrators will need to ensure that their Provider Portal is up to date prior to the VPK Program year beginning. The Division of Early Learning (DEL) will send nightly files to Renaissance generated from the DEL Provider Portal. The files will include students enrolled in VPK and information about classrooms and instructors. This allows the Renaissance system to setup the site for VPK Programs to administer the Star Early Literacy Assessment. All program changes must be made in the Provider Portal and may take up to 48 hours to reflect in the Renaissance site. Changes cannot be made in the Renaissance site.

Customizable Family Letter

In the Family Letter, each VPK Program can customize the bottom of the document with contact information for parents. The Division of Early Learning suggests sending this home or providing to parents in-person at drop off or pick up.

The letter can be found on the resource website under the Communication section or you can access it here,

[https://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/FAST-Star%20Early%20Literacy Family%20Letter 8.3.22.pdf](https://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/FAST-Star%20Early%20Literacy%20Family%20Letter%208.3.22.pdf).

Progress Monitoring (PM) Period

Progress Monitoring 1 (PM1): Is the **first thirty (30) instructional days** of the VPK class schedule beginning with the first VPK instructional day.

Progress Monitoring 2 (PM2): Is the period of time in a VPK class schedule where **at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours** have been completed.

Progress Monitoring 3 (PM3): Is the **last thirty (30) instructional days** of the VPK class schedule ending on the last VPK instructional day.

The following tasks must be completed by the VPK Administrator: Marking Extended Time Accommodation, Requesting a Test Deactivation and Marking Non-Participation Status.

1. Marking Extended Time Accommodation

VPK students with an Individual Educational Plan (IEP) or 504 Plan may be eligible for extended time on the Star Early Literacy Assessment. To do this, from the Home page, select your name in the upper-right corner. In the drop-down list, select Edit Preferences > Extended Question Time Limits > select the box for students requiring this accommodation.

2. Request a Test Deactivation

VPK Program Administrators may request to deactivate a student test by emailing VPKFAST@oel.myflorida.com and a VPK representative will review the request.

3. Marking Non-Participation Status

The four Non-Participation Statuses are described below.

Assessment Inappropriate- For students that are Blind/Visually Impaired, Deaf/Hard of Hearing, Medical Exemption Accommodation that can't be met with computer-based test (IEP/504 requiring Paper Based Test).

The Star Early Literacy Assessment may not be appropriate for all VPK students. If you have a student with an Individual Educational Plan (IEP) or 504 Plan and the VPK Program Administrator determines this assessment will not meet the student's needs, the student should receive a Non-Participation Status of "**Assessment Inappropriate.**"

Failed Practice- For students who failed the practice items after three attempts.

The Star Early Literacy Assessment Practice Items should be administered to all VPK students unless the student has been given a Non-Participation Status of the Assessment Inappropriate and students should be given at least three attempts to pass the items. If a student continues to fail the items, the student should receive a Non-Participation Status of "**Failed Practice.**"

Not Present During Testing Window- For students absent during the **entire** Progress Monitoring period.

The Star Early Literacy Assessment dates should be provided to VPK student families, to ensure their child's attendance on testing days.

Non-English Speaker- For students with a first language other than English who are unable to pass the practice items after three attempts.

The Star Early Literacy Assessment is only administered in English. All students with a first language other than English should be given the opportunity to complete the practice items, if they pass, they continue and complete the assessment. They should be given two additional

attempts to pass the practice items. If the student fails the practice items, then the student should receive a Non-Participation Status of “**Non-English Speaker.**”

VPK Administrators, to mark a Non-Participation Status for a student:

1. Login to Renaissance with your school administrator account.
2. On the **Home page**, select your name in the upper-right corner.
3. In the drop-down list, select **Manage Apps & Users**.
4. On the Manage Apps & Users page, select **Users**.
5. **Type the name of the child** that did not test and select **search**.
6. Select the student that did not test.
7. Select the **Non-Participation Status tab on the View Student page**.
8. For the Assessment Type, select Star Early Literacy.
9. Then, in the drop-down list, select the Non-Participation Status.
10. To save your changes, select **Save**.

Resource Website

VPK Program Administrators should be familiar with the VPK FAST website as information and resources are updated frequently, linked here: <https://www.floridaearlylearning.com/vpk/fast>.

Several resources have been added.

Contact Information

Renaissance System Support: Users that need Renaissance System support should contact the Renaissance Place Help Desk and Technical Assistance Team at 1-800-338-4204 or by email at FAST_Star@renaissance.com.

Policy Questions? Contact the Division of Early Learning with questions related to FAST using Star Early Literacy implementation requirements. You may submit questions as a [VPK Provider](#) to the Division of Early Learning.