

**Florida's Assessment of Student Thinking (FAST) using Star Early Literacy
FAQs for VPK Program Administrator (Public School and Private Program VPK Director)**

General Questions

What is the Coordinated Screening and Progress Monitoring Program and its purpose?

Coordinated Screening and Progress Monitoring Program is the statewide, standardized program known as Florida's Assessment of Student Thinking (FAST) using Star Early Literacy implemented in all VPK programs as required by s. 1002.68, F.S., FAST using Star Early Literacy will be used to assess student achievement of the performance standards established in s. 1002.67(1)(a), F.S., in early literacy and mathematics.

What do VPK Program Administrators do when there is a change in ownership, administration, or physical location?

VPK Program Administrators should make these changes through the early learning coalition and contact the Division of Early Learning to ensure data is being sent to Renaissance, which is the vendor responsible for Star Early Literacy. Usually, these changes involve provider identification numbers, and which impacts your data files being sent to Renaissance.

What do VPK Programs do if they notice an issue with enrollment or enrollment changes?

If students are missing, need to be added, removed or changed to another classroom, this should be done through your Provider Services Portal. Data files are shared daily from the Division of Early Learning to Renaissance. The changes can take up to 48 hours to reflect in the Renaissance system.

Who will have access to the VPK Programs Star Early Literacy Assessment data collected?

The State of Florida Department of Education and the Division of Early Learning will have access to all VPK Programs data. Early Learning Coalitions will have access to the data in only the counties they serve. School Districts will have access to VPK Program data within their school district. VPK Programs will have access to data within their program.

Will there be trainings of how to administer of Star Early Literacy Assessment for VPK Program Administrators?

Yes, the Division of Early Learning in collaboration with Renaissance will hold onsite, online webinar and Renaissance U courses training sessions. See the Training Schedules for VPK Programs on Florida's Assessment of Student Thinking (FAST) using Star Early Literacy [website](#) for training dates, registration and attendance verification requirements.

Are the training sessions recorded and available to VPK Programs?

Yes, Renaissance will make all training sessions and additional training courses available through Renaissance U using these instructions for accessing Renaissance U.

Where can VPK Program Administrators go for most recent updates on the Coordinated Screening and Progress Monitoring Program requirements?

Updates can be found on Florida's Assessment of Student Thinking (FAST) using Star Early Literacy website: <https://www.floridaearlylearning.com/vpk/fast>.

When are the Star Early Literacy Assessment scores to be shared with families?

VPK Programs are required to provide a copy of the Star Parent Report to families within 7 days of each administration (Progress Monitoring 1 (PM1), Progress Monitoring 2 (PM2) and Progress Monitoring 3 (PM3)).

How can families become familiar with the Star Early Literacy Assessment if they do not have access to a computer at home?

You may share the Family Letter: What Parents Need to Know families may use computers at local coalition, libraries or other agencies and learn about Star Early Literacy Assessment on the Renaissance website.

What technical support is available?

The Star Early Literacy Technical Manual is available, by clicking the link below:

<https://help2.renaissance.com/US/PDF/SEL/SELRPTechnicalManual.pdf>

Renaissance System: 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: Users that have questions related to FAST using Star Early Literacy implementation requirements may email the Division of Early Learning at VPKFAST@oel.myflorida.com.

Implementation Requirements**Who is required to administer the assessment to students?**

A person who has been approved by the **coalition** as a test administrator by completing the training requirements established by the Division of Early Learning's program requirements.

Who will the assessment be administered to?

The Star Early Literacy Assessment will be administered to all VPK Program students enrolled with valid certificates of eligibility.

Where is the Star Early Literacy Assessment completed?

The Star Early Literacy Assessment is a computer-adaptive assessment administered through a secure login on the Renaissance Welcome Portal.

Is there an Administration Manual?

Yes, the Star Early Literacy Administration Manual is available at

https://help2.renaissance.com/US/PDF/SEL/SEL_TAM.pdf

What happens if a user is prompted to enter the Monitor Password when administering the Star Early Literacy Assessment?

Programs may encounter the need to enter the "Monitor Password" prior to beginning an assessment with a child. The Monitor Password is **admin** (all lowercase)

If an administrator wishes to disable the initial monitor password prompt that students see when they log in to test, they can do so by following these directions.

Editing the Password Requirement Preference: From your Home page select your name in the upper-right corner > Edit Preferences > Password Requirement. By default, all of your classes are listed. For each class, un-check the 'Before a Star test' box, then click Save Changes.

How often is the Star Early Literacy Assessment administered?

VPK Program will follow the Administration Schedule for 2022-2023 on Florida's Assessment of Student Thinking (FAST) using Star Early Literacy [website](#) which details when the Star Early Literacy Assessment is administered; during the first 30 instructional days of the VPK Program Year (PM1), mid-year (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 elapsed) (PM2), and during the last 30 instructional days of the VPK Program Year (PM3), at minimum. Throughout the year, the assessment will also be available for ongoing progress monitoring, as needed for students. *The State will collect the students first assessment score in the Progress Monitoring period for students who complete the assessment more than once.*

What is best practice for administering PM1 to students?

The Division of Early Learning discourages VPK Programs from testing students within the first instructional week.

What is best practice for administration group size for VPK Programs?

The Division of Early Learning encourages VPK Programs to not administer the assessment with a group size larger than 5 students.

Are VPK Program Administrator required to set the screening window dates for PM1, PM2 and PM3?

Yes, VPK Program Administrators are **required** to set their screening window dates for PM1, PM2 and PM3 using the Editing School Screening Window instructions.

PM1 is required to have screening window dates set and tests completed within the first 30 instructional days of the VPK Program Year.

PM2 is required to have screening window dates set and test mid-year (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).

PM3 is required to have screening window dates set and tests within the last 30 instructional days of the VPK Program Year.

Where can administrators find information and resources available in reviewing data and to support data-driven decision making and instructional planning?

Running Instructions for Administration Resources and Reports are available on Florida's Assessment of Student Thinking (FAST) using Star Early Literacy website, <https://www.floridaearlylearning.com/vpk/fast>.

Accommodations

What language will be available for Star Early Literacy Assessment administration?

The Star Early Literacy is required to be administered in English.

What test accommodations for students with an Individual Educational Plan (IEP) or 504 Plan?

The only accommodation in the software is extended time. See Timing Accommodations below.

Are there general accommodations that are available to students who may need additional assistance

in accessing Star Early Literacy?

Yes, Star Early Literacy can be administered with a number of accommodations that typically do not impact the validity of the students' scores. Available accommodations include the following:

General Accommodations

- Administer the test in a location with minimal distractions.
- Administer the test in a separate location.
- Administer the test in a small group.
- Administer the test individually.
- Administer the test in a room with special acoustics.
- Administer the test in a room with special lighting.
- Administer the test in a room with special furniture.

Presentation Accommodations

- Magnify the size of the font type.
- Read the testing directions (but not the test itself) orally to students.
- Sign the testing directions (but not the test itself) to hearing-impaired students.
- Read the testing directions (but not the test itself) in the students' native language.
- Click the Listen button for the student, so that the platform repeats the question.

Response Accommodations

- Alter the method of input from mouse to keyboard (or vice versa), or to an assistive device. Assessments also can be administered on an iPad to utilize touchscreen functionality.
- Have the student respond orally, have the teacher enter the student's response in the system.

Timing Accommodations

- While nearly all students are able to answer Star Early Literacy assessment items within the standard time limits, teachers may extend time limits for individual students who need more time to demonstrate their proficiency. Extended time limits have no effect on the test's validity, as a student's performance on a test question remains solely a function of the test's calibrated difficulty and what that student knows and can do, not how quickly the student can do it.
- Star Early Literacy reports indicate (via a footnote) whether a student was given an extended time limit to complete a test. A further note indicates that norms, as well as other technical data such as reliability and validity, are based on test administration using standard time limits.

Non-Participation Status

What happens if a student is unable to complete the Star Early Literacy Assessment during the specific Progress Monitoring periods?

VPK Program Administrators will use the instructions for Marking Non-Participation Status for students unable to pass the practice test items or for another reason why the student did not test. The Non-Participation Status options will be:

- Assessment Inappropriate
- Non-English Speaker
- Not Present During Testing Window

- Failed Practice Items

If a student has a Non-Participation Status and a score the Division of Early Learning will not take the score.

Intellectual Property

Are VPK teachers or other staff allowed to photograph, film, or record the assessment as it happens on the student’s screen?

No, Renaissance Learning owns the intellectual property, including copyrights and trademarks, related to the Star Early Literacy Assessment. Capturing the screen or copying it by taking a photograph or filming it would infringe upon Renaissance’s intellectual property rights. Those rights are protected by federal and Florida laws.

What are the consequences of infringing intellectual property rights?

The consequences for violating those rights can be very severe and include penalties for statutory damages ranging up to \$150,000 per violation.

What should I do if I see a colleague or visitor filming or otherwise copying the assessment?

As soon as possible, let a proctor or assessment coordinator know so that they can address the situation. In most cases, especially those when the person capturing the assessment is unaware of intellectual property laws, this will likely mean educating that person and having her or him delete the infringing photos or video.