



Florida’s Assessment of Student Thinking (FAST) using Star Early Literacy FAQs for VPK Program Administrators, Teachers or Staff

General Questions

- 1. 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.
- 2. What do VPK Administrators need to know to get started?**
In the [Kickoff](#) and [Next Steps](#) letters you will find the URL site information and what you as a VPK Program will need to know and do and know such as rostering, informing families about FAST assessment requirements, screening windows, accommodations, non-participation status’ and additional resources available on the website <https://www.floridaearlylearning.com/vpk/fast>. All Test Administrators are required to complete the VPK FAST Training and have a copy of the [Test Administration Manual](#) prior to assessing students. Test Administrators will need the student login information, VPK Administrators and Teacher will need their login information to run reports.
- 3. What do VPK Programs do if they have changes in their program or enrollment?**
If students are missing, need to be added, removed, or changed to another classroom, this must be done through your Provider Services Portal. The Division of Early Learning (DEL) sends 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. Changes cannot be made in the Renaissance site. The changes made in the Provider Portal can take up to 48 hours to reflect in the Renaissance system.
- 4. 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.
- 5. Will there be trainings on how to administer the Star Early Literacy Assessment for VPK Program Test Administrators?**
Anyone needing to complete the training requirements can do so through the Renaissance-U Training Courses for either Administrators or Teachers are available, using the: [FAST Star Early Literacy Renaissance-U Enrollment Guidance](#).

6. Are the training sessions recorded and available for review purposes?

Yes, a Review training course is available in Renaissance-U for anyone who needs to review the training information. To access this Review Course use the: [FAST Star Early Literacy Renaissance-U Enrollment Guidance](#). This training course is for review purposes only and does not meet the training requirement.

7. Where can VPK Programs 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>.

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

VPK Programs are required to provide a student's performance results from the assessment to the student's parents within seven calendar days after the administration of the assessment. VPK Programs must provide the Star Parent Report. The Star Parent Report provides a printable informational letter for parents or guardians and is available in **English** and **Spanish**. The link to running instructions can be found here: <https://help2.renaissance.com/reports/25027>.

9. 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.

10. What technology assistance is available for VPK Programs?

The Division of Early Learning has provided funding for technology to each coalition. Coalitions should have communicated this with VPK Programs to ensure you have the needed technology for implementation.

11. Where can I find the Demo Video for Computers and Tablets, and can it be played in Spanish?

You can view the [English Computer Demo Video](#) or [English Tablet Demo Video](#) or the [Spanish Computer Demo Video](#) or [Spanish Tablet Demo Video](#).

12. 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

13. 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.

14. 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. Districts/providers may choose to administer Star assessments to other students at their own expense.

15. 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. All VPK Programs have been assigned a testing site URL based on their early learning coalition. Each program should locate the testing site and corresponding URL to access the Star Early Literacy program in the [Kickoff Letter](#).

16. How have VPK Programs been provided login information?

Directors have previously been sent the Login Credential Conventions for VPK Programs and should be ensuring they use the correct Provider ID for their username. If you are the Director and are unsure of your login information, email VPKFAST@oel.myflorida.com.

VPK Administrators can look up their Personnel and Student login information by:

VPK Instructor Login Information

- Administrators can view the teacher login information once you login to your VPK Renaissance™ testing site, on the Home page:

- 1) Select the user account in the upper-right corner. Select **Manage Apps & Users**, in the drop-down list.
- 2) Select **Users**.
- 3) With **"Personnel"** selected, select **search all personnel** and click **Search**.
- 4) The teacher username starts with a lowercase t. Example (t12345)

Note: Instructors are required to customize the password after the first login.

VPK Student Login Information

- Administrators and Instructors can view the student login information once logged into the VPK Renaissance™ testing site, on the Home page:

- 1) On the Home page, select the user account in the upper-right corner. Select **Manage Apps & Users**, in the drop-down list.
- 2) Select **Users**.
- 3) With **"Students"** selected, select **Password Report**

Note: Student username and passwords may not be customized.

17. 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

All test administrators are encouraged to familiarize themselves with the Test Administration Manual.

This provides instructions on accessing the assessment for students. You may follow these steps as well:

1. Open your web browser and go to your VPK Site URL.
2. On the Login page, select I'm a Student.
3. The student enters their username and password and then selects Log In. The test administrator must verify the correct student has logged in.
4. Select the Star Early Literacy tile on the Home page. Students should not click on the Star Early Literacy tile until the test instructions have been read aloud to the students and they are ready to begin the test.
5. Are you inside your school? VPK Students are required to take the assessment at school. Select, Yes.
6. Test Administrators must enter the Monitor Password, (*default is admin*).
7. Select Start and begin the assessment.
8. The student will see a demonstration video that shows the student how to choose and enter an answer and how to use a Listen option to hear a question repeated.
9. The hands-on exercise will follow which teaches students to properly choose and enter an answer using the mouse, keyboard, or by tapping. Then the test will begin.
10. If administration of the assessment needs to be paused, select Resume Later to save the student's progress on the assessment. The student must complete the assessment within eight (8) calendar days. In order to resume later, test administrator will be prompted to enter the monitor password (*default is admin*).
11. Once the student completes the assessment, they will be redirected to the login screen. Please wait 5 minutes after students complete the assessment to check the Test Activity Report to verify the student completed the assessment.

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

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.

19. How often is the Star Early Literacy Assessment administered?

VPK Programs are required to administer three times a program year, Progress Monitoring 1, 2 and 3. Coalitions will monitor that VPK Programs 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:

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

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.

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

Throughout the year, the assessment will also be available for ongoing progress monitoring, as needed for students. *The State will collect the student’s first assessment score in the Progress Monitoring period for students who complete the assessment more than once.*

20. 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.

21. What is the group size requirement for administration in VPK Programs?

The assessment shall be administered individually or in a small group with no more than five students.

22. 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

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

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

24. 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.

25. 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 (90 seconds), teachers may extend time limits (270 seconds) 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

26. 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 Non-Participation Status for students unable to pass the practice test items or for another reason why the student did not test. *If a student has a Non-Participation Status and a score the Division of Early Learning will not take the score.* The Non-Participation Status options 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 are required to mark Non-Participation Status for students:

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**.

Intellectual Property

27. 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.

28. 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.

29. 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.