Scantron Performance Assessment

Dear Learning Coach,

Your child will need to take the Scantron Performance Series Assessment prior to attending an enrollment conference. They will also take this test during the first week of school and again in the spring. This assessment is a standards-based formative, computer-adaptive diagnostic assessment. Your child will need to take two assessments; one in math and one in reading.

Performance Series (PS) assessments do not use time limits. As a result the length of time to administer the assessment varies based upon the performance of each individual child. The assessment takes an average of one hour to complete per subject area. However, if a student’s ability level is significantly different than their assigned grade level, the assessment may take longer to adjust for this difference. Students may take longer than one hour to complete the assessment, especially during the first administration of the assessment. Example: a child who is a 3rd grade student, reading at a 5th grade level would experience the following; the child will go through 3rd, 4th, 5th and 6th grade reading material. The nature of an adaptive assessment is that all students will experience questions for which they do not know the answers (above ability level) in order for the assessment to show the child’s true ability level. When the child takes the next assessment for a second time in the spring, the assessment will know where to begin for each individual child based on their initial assessment and begin where the child left off. Please note: students can and should be encouraged to use the stop button and then resume the test. No student should test over one hour per sitting. Shorter periods are permissible.

Please read the following important information carefully prior to starting the assessment.

Please DO NOT assist your child in answering any questions.

What should I not do as a Learning Coach?
The following types of interactions will not help your child and should be avoided during the assessment:

Please DO NOT:
• Remind your child of the time; the assessment is not timed
• Ask your child about the assessment
• Help your child with words or problems that are too difficult for them
• Read any part of reading passages to the child
• Help your child narrow their answer choices
• Provide any help with reading passages or question content or meaning
• Hover over the child as they are assessing

Additional Information:
• Since the assessment is computer adaptive, each child will receive a unique assessment and the number of items may vary.
• An adaptive assessment adjusts to the child’s ability. No child will take the same assessment.
• If the assessment should prematurely end due to a technical issue, reenter and continue the assessment.
• All questions will be multiple choice.
• Students may and SHOULD use scratch paper for Math, so have pencil and paper available for your child. No calculators will be needed.

• For the Reading assessment: children should NOT review the questions at the end of the passage prior to reading the passage. They should read the passage first, then click the next button; this will calculate their reading rate. The passage will be visible to the child while answering the questions that follow the passage so they can refer back to the passage with ease.

• Your child’s results will go immediately to the school. The school will provide you with your child’s results at the enrollment conference.

Here is the information that you need to begin the actual administration of your child’s Scantron Achievement assessment. It is important that you read this carefully: Your child’s Site ID, and Student ID are included in this information; they will need this information to access the assessment.

**Taking a Performance Series Assessment**

Please read carefully

1. Go to [http://www.test.edperformance.com](http://www.test.edperformance.com)
2. Enter the Site ID (must use hyphens): 10-7185-4127. Then click Next
3. Enter your student ID: __________
4. Choose a subject area (Reading or Math) and click Next
5. Read any instructions
6. Read each question and choose an answer and click NEXT

Please note:
If you need to stop the assessment click STOP, the test will resume where you left off. Please feel free to use the stop button. If you have technical issues, the test will stop and should resume where you left off.

If the question contains a story, be sure to click NEXT as soon as you finish reading. The story stays on the screen for you to view as you answer the questions associated with it.

If you don’t pick an answer before you click Next Question, the computer will remind you to choose an answer before going to the next question. You cannot skip a question in the Performance Assessment. **ALL STUDENTS will receive questions for which they do not know the correct answer.** You should make their best effort. The assessment will not end until you experience questions you cannot answer correctly. It’s very important for you to do their best and answer everything carefully.

8. When you finish the questions, the assessment lets you know you are done. Click ‘Done.’ Your school will provide you with your assessment results at a later time.
Troubleshooting

Clear Cache and Deleting Cookies

Remember to clear cache and delete cookies on a regular basis (weekly is good but if you do a lot of Web browsing, you may want to do this more often).

<table>
<thead>
<tr>
<th><strong>Internet Explorer 7 (IE7)</strong></th>
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<tbody>
<tr>
<td>Click on the Tools -&gt; Internet Options.</td>
</tr>
<tr>
<td>Click on the General tab and then the Delete... button.</td>
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<tr>
<td>Click the Delete files... button and then Yes</td>
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<tr>
<td>Click the Delete Cookies... button then Yes</td>
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<tr>
<td>Click the Close button and then the OK button.</td>
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<tr>
<th><strong>Firefox 2</strong></th>
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<tr>
<td>Click on Tools</td>
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<td>Click on the Privacy icon.</td>
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<tr>
<td>Click on Clear Now under the Private Data section.</td>
</tr>
<tr>
<td>Click on the OK button to return to browsing.</td>
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Clear JAVA Cache

Clearing your JAVA cache should help clear up many problems that occur in Elluminate, such as Audio problems (choppy audio, echo) and components not fully installed. This procedure should be done on your computer but also many problems are due to the student's cache needing to be cleared. So be sure to share these instructions.

1. Click on the Start menu and select Control Panel (Settings -> Control Panel)
2. Open “Java”
3. Click the “Settings” button
4. Click the “Delete Files” Button.
5. This will open a “Delete Temporary Files” dialog box. Select “OK” for deleting “Applications and Applets” and “Trace and Log Files”.

6. Close the Java Control Panel
DISABLING ALL TOOLBAR POPUP BLOCKERS

Go to view in Internet Explorer:

![Image of Internet Explorer toolbar]

Go to toolbars and check to see which toolbars are installed regardless of if they are checked:

![Image of Internet Explorer toolbars]

Toolbars such as AIM and Google have their own popup blockers. So, even if Internet Explorer’s popup blocker is turned off, the test will not appear until the other toolbars popup blockers are disabled. In my example above, Adobe does not have a popup blocker.

Make sure the toolbar is checked and visible.

For AIM, the parent should look for the blue circle:

![Image of AIM toolbar]

Make sure “Block Popup Windows” is unchecked:
They will have to look for this option for every toolbar they have installed. You may need to bring them into an Elluminate room in order to help them with this.

**Turn Off Pop-Up Blockers**

A Pop-up Blocker works in conjunction with your internet browser and is designed to block unwanted messages from “popping up” on the screen while you are browsing the internet. The K12 Scantron program requires pop-ups to function properly. Therefore, you need to turn the pop-up blocker off.

Perform the following instructions to turn off your internet pop-up blocker.

1. Open Internet Explorer.
2. Click on **Tools** → **Pop-up Blocker** → **Turn Off Pop-up Blocker**.