

During the first two weeks of school at TXVA, all students will take the Scantron Performance Series assessment. This web-based assessment is a standards-based formative, computer-adaptive diagnostic assessment.

**All students will take one test in math and one in reading.**

Since the assessment is computer adaptive, each student will receive a unique assessment and the number of items may vary. There is not a set number of questions, but each assessment should take approximately 1 hour to complete. An adaptive assessment adjusts to the student's ability, increasing or decreasing in difficulty as indicated by the student's responses. All questions are multiple-choice.

### ***Click Below to Read More About:***

[Directions for Taking a Performance Series Assessment](#)

[Testing Reminders \(IMPORTANT! PLEASE READ.\)](#)

[Finding Your Student ID](#)

[Troubleshooting & Technical Assistance](#)

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## ***Directions for Taking a Performance Series Assessment***

### **Before Beginning the Exam**

- Clear cache, turn off pop-up blocker, & delete cookies (see directions under "[Troubleshooting](#)")

### **Taking the Exam**

- Go to <http://www.edperformance.com>
- Click on **Student Login** in the top left of the screen.
- Enter the **Site ID 76-9302-7096** and click **Next**.
- Select **Math** or **Reading** and click **Next**.
- Enter your **Student ID #** and click **Next**.
  - (If you don't know your student ID, see "[Finding Your Student ID](#)" on page 2.)
- Read any instructions.
- Read each question, choose an answer, and click **Next**.
- When you finish the questions, the assessment lets you know you are done. Click **OK**. Your teacher will provide you with your assessment results at a later time.
  - **NOTE:** If you need to stop the assessment click **STOP**. The next time you login, the test will resume where you left off. Students are encouraged to use the STOP button as needed.
- You will be taken back to the screen where you selected Math or Reading. If you have not completed the other subject, it is suggested that you take a break before beginning your next test. If you have completed both, you may close the window requesting you choose another subject.

## Testing Reminders

### Reminders for Math

- Students may and SHOULD use scratch paper for math.
- ONLY High School students should use a calculator when taking the math test. Unless a 3-8 student has this accommodation in their IEP, calculators should not be used for grades 3-8. High School students should preferably use a Ti-83 calculator for the math test.

### Reminders for Reading

- For the reading assessment, students should NOT review the questions at the end of the passage prior to reading the passage. They should read the passage first.
- 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.

### Reminders for Both Math & Reading Exams

- Have pencil and paper available.
- Students with IEPs should use accommodations listed in their IEPs for testing as much as possible.
- 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. You will receive questions for which you do not know the correct answer. You should make your best effort. The assessment will not end until you experience questions you cannot answer correctly. Part of what we need to see is not only what students know, but also what they do not yet know. Parents, please discuss this with your child so that they are not discouraged by this aspect of the adaptive testing.
- It's very important for you to do your best and answer everything carefully.

Below are some “dos & don'ts” you need to be mindful of when taking a Performance Series test. Pay close attention to each of the following conditions which may cause your test to “spoil,” making it invalid and requiring you to take it again.

- If 5 questions in a row are answered in a rapid fire manner at a rate faster than possible to even read the questions, and if those rapid answers are no better than guessing, the test will be spoiled.
- If answers are patterned (for example: a, b, c, d, a.... or b, b, b, b...) the test will spoil.
- If the test is left unattended or a student pauses for an extended amount of time, it is possible for the test to time out and spoil.

\*\*\*If an assessment has been spoiled, the test will automatically reset & the student will need to log back in and do it again.

## Finding Your Student ID

- Log in to the **Learning Coach** OLS account (cannot be done from Student OLS account).
- Click on the **My Info** button on the top right side of the screen.
- Click on your student's name from the My Info Overview screen.
- Click on the **School** tab.
- Your student's Student ID number is listed in the upper right hand corner of the **School** tab.
  - **Please make sure to write this number down somewhere safe for use throughout the year on a regular basis (i.e. on a post it by your computer).**

## **Troubleshooting & Technical Assistance**

**Do not** contact Scantron for assistance with testing. They are not able to assist you with testing issues that may arise. Please contact your Homeroom Teacher or Adviser if you need assistance.

### **Clearing the Cache in your Internet Browser (Do this before EVERY Performance Series test.)**

- Microsoft Internet Explorer 8.0
  1. Open Internet Explorer.
  2. Click **Tools** on the menu bar and select **Internet Options**.
  3. Click **Delete** under **Browsing History**.
  4. Uncheck every box except for **Temporary Internet Files**.
  5. Click **Delete**.
  6. Click **OK**.
  7. Close and reopen the browser.
- Firefox 3.5 (and up)
  1. Open Firefox.
  2. Click **Tools** on the menu bar and select **Clear Recent History**.
  3. Select **Everything** next to **Time Range to Clear**.
  4. Click the down arrow next to **Details**.
  5. Click to check the box **Cache**.
  6. Click **Clear Now**.
  7. Close and reopen the browser.
- Other Internet Browsers <http://www.wikihow.com/Clear-Your-Browser's-Cache>

### **Clearing the JAVA Cache**

1. Click on the Start menu and select Control Panel.
2. Open **Java** by double clicking on the **Java** icon.
3. Click the **Settings** button.
4. Click **Delete Files**.
5. Click **OK**.
6. Click **OK**.
7. Click **OK**.
8. Close the **Control Panel**.

### **Troubleshooting Tips for if You are Having Difficulty Logging In**

- Follow the directions above for clearing your internet browser & java cache.
- Verify you are typing the correct Site ID and Student ID.
- Be sure you are typing the information (Site ID and Student ID) rather than copying and pasting.
- Be sure to use the necessary dashes in the Site ID.
- Type the IDs slowly. The website doesn't recognize IDs typed in very quickly.
- Try using a different computer, if possible.

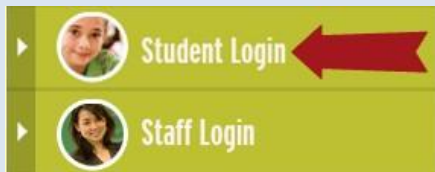
### **Additional Troubleshooting Notes**

- Read through and be mindful of the "do's and don'ts" listed on page 2 under Testing Reminders.
- When possible, it is recommended that you complete the assessment in one sitting. (However, the STOP button should be used if you are testing for an extended period of time and need a break.)
- If the assessment should prematurely end due to a technical issue, reenter and continue the assessment.

The following link contains several pages of links to various issues, some pertaining to Scantron troubleshooting, as well as common technical issues in general. Great source to bookmark!  
<http://help.k12.com/support-topics/computer-equipment/troubleshooting/how-do-i-clear-java-cache>

## Directions for Taking a Performance Series Exam (with Pictures)

1. Go to <http://www.edperformance.com>
2. Click on **Student Login** in the top left of the screen.



3. Enter the **Site ID 76-9302-7096** and click **Next**.

A screenshot of the 'PERFORMANCE Series' 'Enter Site ID' screen. The title is in a blue header. Below it, the text says 'Please enter the Site ID for your school. Ask your teacher or test administrator for this number if you do not know it.' There is a text input field containing '76-9302-7096' with a red arrow pointing to it from the right that says 'Must type with hyphens.' Below the input field is a 'Next' button with a right-pointing arrow, with a red arrow pointing to it from the right that says 'Then click "Next."' There is also a language dropdown menu set to 'English'.

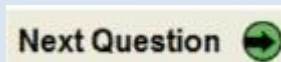
4. Select **Math** or **Reading** and click **Next**.

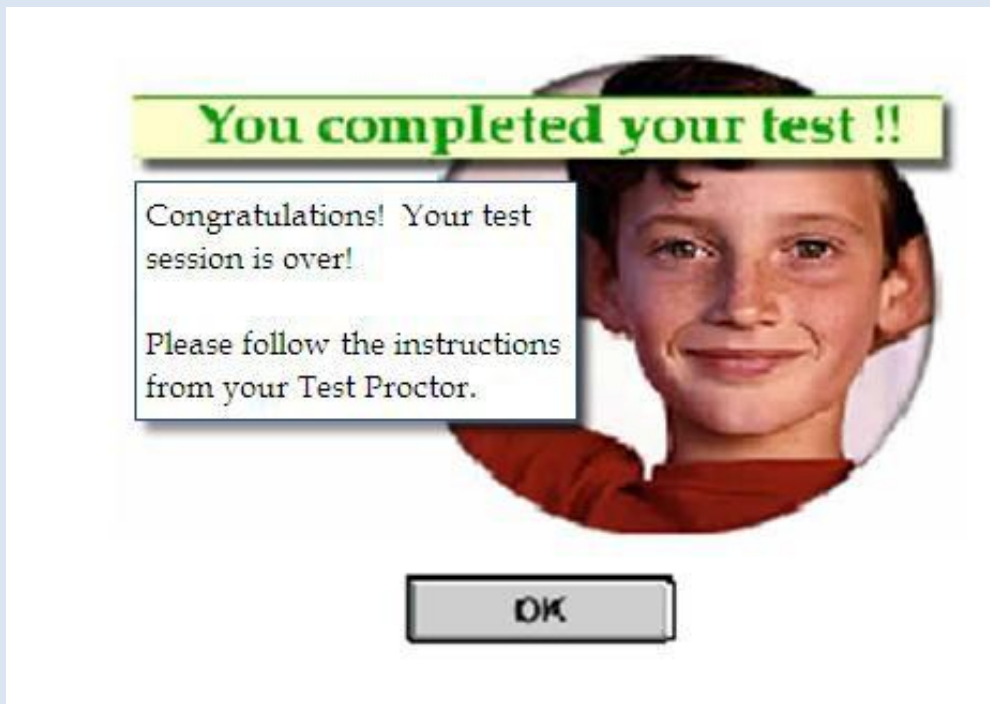
A screenshot of the 'Select a Subject' screen. The title is in a black header. Below it, the text says 'Select the subject area for your test.' There are four radio button options: 'Reading', 'Math', 'Language Arts', and 'General Science'. A red arrow points to the 'Reading' and 'Math' options with the text 'Select Reading or Math.' Below the options is a 'Next' button with a right-pointing arrow, with a red arrow pointing to it from the right that says 'Then click "Next."' There is also a language dropdown menu set to 'English'.

5. Enter your **Student ID #** and click **Next**.  
(If you don't know your student ID, see "Finding Your Student ID" on page 2.)

A screenshot of the 'Enter Student ID' screen. The title is in a black header. Below it, the text says 'Please enter your student identification code. Ask your test administrator for this code if you do not know it.' There is a text input field for the 'Student ID:' with a red arrow pointing to it from the right that says 'Type Student ID here.' Below the input field is a 'Next' button with a right-pointing arrow, with a red arrow pointing to it from the right that says 'Then click "Next."' There is also a language dropdown menu set to 'English'.

6. Read any instructions.
7. Read each question, choose an answer, and click **Next**.
8. When you finish the questions, the assessment lets you know you are done. Click **OK**. Your teacher will provide you with your assessment results at a later time.





NOTE: If you need to stop the assessment click **STOP**. The next time you login, the test will resume where you left off. Students are encouraged to use the STOP button as needed.



9. You will be taken back to the screen where you selected Math or Reading (see image on step 4). If you have not completed the other subject, it is suggested that you take a break before beginning your next test. If you have completed both, you may close the window requesting you choose another subject.

# **Frequently Asked Questions**

Click a question to be taken to the answer

## ***General Questions***

- Why are we doing Scantron testing?
- What is Scantron?
- Do all students participate in this testing?
- How does the assessment work?
- What are the pre-requisites for my child to take this test?
- Is test participation mandatory?
- Will dial-up internet work for completing Scantron assessments?
- Can we log attendance hours for the time it takes our child to complete the test?

## ***Taking the Test***

- How long will the assessment take?
- How many tests is my child required to take?
- How many questions will be on each test?
- I noticed that Scantron offers Language Arts and Science testing. Should my child take those tests as well?
- What happens if we press the Stop button?
- My child was working on her assessment and it abruptly stopped with the message that it was incomplete. What does that mean?
- My student tried to log in but it said that his student ID was invalid. Why would that be?
- Can my student use scratch paper on the math assessment?
- Can my student use a calculator on the math assessment?
- If my child is not working on grade level in the curriculum, at what grade level will my child be testing?
- When my child finished a test, he was prompted with a screen that seemed to direct him to take another test. Does that mean that he needs to keep testing?
- How will I know when my child has completed the test?

## ***Parent Involvement During Scantron Assessments***

- Am I allowed to help my child?
- Why can I not assist my child?
- If my child does not know an answer, should they guess or skip?
- How should I encourage my child?
- What should I not do?
- What am I allowed to do?

## ***Scoring and Results***

- How is the test scored?
- Will this test be used to determine how I am doing as a learning coach?
- When will we get to see the results to our child's assessment?
- Will Scantron testing data be released to any outside sources?

## General Questions

**Why are we doing Scantron testing?** K<sup>12</sup> Inc. has contracted with Scantron to provide accurate assessment and performance tracking to assist you and your child's pursuit for an exceptional education.

**What is Scantron?** Scantron is an easy to use assessment program that will allow you and your teacher to quickly assess the current achievement and potential educational needs of your child. The Scantron Performance Series utilizes a web-based model to identify the instructional level of each student by using your child's answers to previous questions to adapt the difficulty of the subsequent question. The teachers at your school want to provide the best education possible for your child. By using the Scantron Performance assessment you and your teacher will have the performance data necessary to tailor instruction to meet his/her needs.

**Do all students participate in this testing?** Grades 3-10 will take the performance assessments in the fall (or upon enrollment) and again in the spring after May 1<sup>st</sup>. This will show the child's academic growth level during the school year and year after year.

**How does the assessment work?** The Performance Assessment is a computer-adaptive test that lets you quickly pinpoint the proficiency level of your student; the computer will adapt the test based on your child's answers/ability. For example: If your child answers a series of items correctly, a more difficult series of items will eventually be given. If they answer incorrectly, a less difficult series of questions will be given until the assessment finds the child's true ability level.

**What are the pre-requisites for my child to take this test?** Your child should be able to do these things prior to testing:

- Use a mouse to point and left click
- Scroll up and down a web page
- Enter the necessary student information (if required: parent can assist with entering student information only.)

**If you are not sure that your child has these skills, please talk to your teacher on how to assess their skills or teach them prior to beginning the test.**

**Is test participation mandatory?** Yes. Every child in grades 3-10 is required to take Performance Series math and reading assessments at the beginning and end of the school year. Science and Language Arts tests are not taken at our school.

**Will dial-up Internet work for completing Scantron assessments?** It will work in most cases. However, it will take your child much longer to do the assessments because of the slow loading speed. Our recommendation for you in this case would be for you to take your child to a public library where high-speed Internet would be available.

**Can we log attendance hours for the time it takes our child to complete the test?** Yes. You can log the amount of time spent on the assessments under the corresponding subject – Math for Math and Language Arts/Literature for Reading.

# Taking the Test

**How long will the assessments take?** 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. 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 3<sup>rd</sup> grade student, reading at a 5<sup>th</sup> grade level would experience the following; the child will go through 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> 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.

**How many Performance Series Scantron tests is my child required to take?** There will be four Performance Series tests in the course of the year. Two upon enrollment (one in math and one in reading) and another set of the same tests in the spring so that we can measure growth.

**How many questions will be on each test?** Since the assessment is computer adaptive, each student will receive a unique assessment and the number of items may vary. There are not a set number of questions but each assessment should take your student approximately 1 hour to complete.

**What happens if we press the Stop button?** If an assessment is stopped before a student has finished, the assessment will resume at exactly the same spot where the student left off. If the student needs a break and wants to stop the assessment, the STOP button should be pushed.

**My child was working on her assessment and it abruptly stopped with the message that it was incomplete.**

**What does that mean?** It means that your child's test was invalidated or "spoiled" by the Scantron system. Here is what Scantron says about spoiled tests: "Tests where the response pattern would yield invalid results are spoiled by the system. Specifically, if 5 questions in a row are answered in a rapid fire manner at a rate faster than possible to even read the questions, and if those rapid answers are no better than guessing, the test will be spoiled." To avoid this in the future, encourage students to make an attempt at every question. If your child's assessment has been spoiled, she will need to log back in and do it again. The test will automatically reset.

**My student tried to log in but it said that his student ID was invalid. Why would that be?** K<sup>12</sup> uploads student information into the Scantron system approximately once a week. It is possible that your student's information has not been uploaded yet. Try entering the test again in a couple of days. If you are still having a problem, please contact your teacher.

**Can my student use scratch paper on the math assessment?** Yes. It is highly encouraged that your student use scratch paper on the math assessment.



**Can my student use a calculator on the math assessment?** ONLY High School students (grades 9 & 10) should use a calculator when taking the math test. Unless a 3-8 student has this accommodation in their IEP, calculators should not be used for grades 3-8. High School students should preferably use a Ti-83 calculator for the math test.

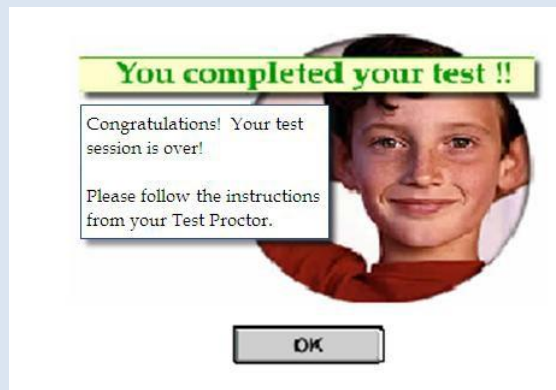
**If my child is not working on grade level in the curriculum, at what grade level will my child be testing?** Students will be taking the assessments at their actual grade level – not the level of their curriculum. The exception to this would be students will IEPs working at two grade levels or below their actual grade level.

**I noticed that Scantron offers Language Arts and Science testing. Should my child take those tests as well?** No. Our school only requires the subjects of math and reading to be tested.

**When my child finished a test, he was prompted with a screen that seemed to direct him to take another test. Does that mean that he needs to keep testing?** No. This screen will pop up every time your child completes or stops a test.



**How will I know when my child has completed the test?** When your child has completed a test, the below window will pop up.



## Parent Involvement During Scantron Assessments

**Am I allowed to help my child?** No. It is important that the child complete the assessment independently. This will show the child's true ability level. This is not a 'high stake' testing situation. The purpose of this assessment is:

1. To show the growth of the child during the course of the year and throughout their K12 experience.
2. To provide your child with an individual learning plan based on your child's strengths and weaknesses.

**Why can I not assist my child?** Since Scantron uses the students' own responses to determine the difficulty of subsequent questions, assistance will quickly get your child into a level he/she cannot compete successfully. It is important that you allow the testing software to target the specific instructional level of your child so that the questions adapt to your child's particular needs.

**If my child does not know an answer, should they guess or skip?** Guess. The Scantron program will not allow the student to skip a question in the Performance Series.

**How should I encourage my child?** Please tell your child that they should expect to see some challenging questions, but do not help your child by pointing to the screen, reading to them, giving them hints, etc. The test will automatically adjust itself to your child's answers.

**What should I not do?** The following types of interactions will not help your child and should be avoided during the test:

- Reminding them of the time
- Asking your child about the test
- Helping them with words or problems that are too difficult for them
- Reading any part of reading passages to the student
- Helping your child narrow their answer choices
- Providing any help with reading passages or question content or meaning
- Hovering over the students as they are testing

**What am I allowed to do?** Your child may need help with tasks that do not directly affect the content of the test. Stopping and starting a test for a bathroom break or stopping a test if you notice fatigue. You may also assist in entering information at the prior to the beginning of the assessment such as student and school ID.

## ***Scoring and Results***

**How is the test scored?** Unlike other tests, the test is not scored on the basis of how many questions the students answers correctly. The incorrect answers give just as much information as the correct answers. It is intended that your child will NOT know the answer to all questions. The difficulty of the questions will adjust itself based on the answers your child gives. Please do not help your child!

**Will this test be used to determine how I am doing as a learning coach?** This assessment will not be used to judge you as a learning coach or more importantly to solely make decisions about your child's course placement, promotion, or participation in any special programs. This assessment will give you specific information on your child's strengths and weaknesses as well as assist you and the school staff on planning appropriately for your child's education.

**When will we get to see the results to our child's assessment?** Homeroom Teachers will be discussing and providing written copies of the results and reviewing those with you during your first month of school.

**Will Scantron testing data be released to any outside sources?** No. Your student's testing data will be used within TXVA/K<sup>12</sup> expressly for the purpose of bettering your child's education.

**If you have any further questions, please, do not hesitate to contact your Homeroom Teacher or High School Adviser.**