

Guidance Specific to Acadience Reading K–6

- a. For measures that require student materials (**LNF, RAN, NWF, ORF, Retell**), the assessor does the following:
 - i. Download the appropriate student materials from [Acadience Learning](#).
 - ii. Have your scoring booklets ready (either purchased from [Voyager Sopris Learning](#) or downloaded from [Acadience Learning](#)), or if using ALO, have the tablet ready to score the selected measure.
 - iii. When you are face-to-face online with the student and audio and video are established and working, take a few minutes to establish rapport with the student and describe the purpose of the session.
 - iv. Pull up the appropriate student materials for that student on your computer screen.
 - v. When you have the appropriate student materials on your screen, give the standardized directions.
 - vi. At the point in the directions where it says to show the form to the student, share your screen with the student.
 - vii. Follow along and score on the printed scoring booklet or touchscreen tablet device.
- b. For measures that do not require student materials (**FSF, PSF**), the assessor does the following:
 - i. Have your scoring booklets ready or, if using ALO, have the tablet ready to score the selected measure.
 - ii. When you are face-to-face with the student with audio and video working, give the standardized directions.
 - iii. Follow along and score on the printed scoring booklet or touchscreen tablet device (ALO).
- c. The **Maze** assessment may be administered to the student using paper/pencil or ALO.
 - i. When conducting the Maze assessment remotely with paper/pencil, an adult proctor will be required to (a) give the form to the student, (b) sit with the student while the form is being administered, and (c) take a picture of the form and text or email the picture to the assessor or return the completed form to the school in a sealed envelope provided by the school.
 - ii. When conducting the Maze assessment remotely using ALO, the assessor must provide the student with the appropriate [login page](#) and the unique 4-digit code. The student must enter the 4-digit code and then select their name to signal the assessor they successfully logged in. The assessor will then give the standardized directions to the student and instruct the student to begin.
- d. When assessing the student with paper/pencil, enter the scores into Acadience Data Management (ADM) and indicate in the appropriate field that the assessment was administered remotely. [Note that this is only for the fall of 2020. In general, nonstandard assessments should not be entered into ADM.] When assessing the student with ALO, indicate that the assessment was administered remotely when prompted. All scores are already entered and reports are available.