

## **Guidance Specific to Acadience Reading Diagnostic Assessments (PA, WRD and CFOL)**

4. For measures that require student materials (**PA Sections A1, A2, D1, D2, E1, E2, E3; WRD QS, WRD Forms 1 – 5 (all sections); CFOL Sections A1, A2, C1 – C4, D1 – D4, E1, E2, F1 – F3, & G**), the assessor does the following:
  - h. Download the appropriate student materials from [Acadience Learning](#).
  - i. Have your scoring sheet(s) ready (purchased from [Voyager Sopris Learning](#)).
  - j. 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.
  - k. Pull up the appropriate student materials for that student on your computer screen.
  - l. When you have the appropriate student materials on your screen, give the standardized directions.
  - m. At the point in the directions where it says to show assessment materials to the student, share the window with appropriate student materials with the student.
  - n. Follow along and score on the scoring sheet(s).
  
5. For measures that do not require student materials (**PA Sections B1, B2, C1, & C2; CFOL Sections B1, B2, D5, & E1**), the assessor does the following:
  - d. Have your scoring sheet(s) ready for the selected section(s) of the assessment.
  - e. When you are face-to-face with the student with audio and video working, give the standardized directions.
  - f. Follow along and score on the scoring sheet(s).

## Sample Parent/Guardian Letter

Dear [parent/guardian name],

As we begin this new school year, our teachers will be meeting individually with all students to do a brief assessment as a progress check on their reading skills. The purpose of this assessment is to find out what students have learned and can do independently and what we still need to teach. With the changes in our past school year your child may have forgotten some things and that's typical. We typically do this assessment with each student in person, but this year we will be doing the assessment through a virtual meeting. To make this happen we will need help from an adult at your home. The meeting will take approximately 15-20 minutes including set up. Please select the best time for you and your child on this Google Doc link [insert link or hyperlink].

Here are the materials you will need:

1. Computer, laptop, or tablet. Headphones or earbuds, computer speaker and microphone are fine too. Alternatively have a phone available for audio.
2. Internet connection
3. Quiet space free from distractions as much as possible
4. If you have received a packet of materials identified for use during this session please have that available. It contains a few papers you will leave with the child. The packet of materials for the meeting session should not be opened before the session.
5. If your child wears glasses or hearing aids please make sure they have them for this session.
6. If your child has a 504 or IEP that includes testing accommodations, please contact the school for further guidance on accommodations.

Laptop, desktops and tablets are all great options. A mobile phone will be too small for the student to complete the tasks, but may be workable for those tasks that only need audio. You may need to stack a laptop on books or some other creative solution so please take a few minutes before our meeting to have that ready. If using a tablet please have a stand or a way for the child to see it upright.

Here is what you (or the adult who will be helping) will need to do:

1. If possible, please set up your computer and phone in a space with minimal distractions.
2. Make sure the internet connection, microphone/speaker or headphones and computer camera are working, and that the camera is in a position to see the student and for the student to be able to see the screen at eye level
3. Standby for a quick audio and camera check before we get started.
4. If a packet of papers has been provided for the meeting, set the papers face down in front of the student. (If you need papers they will be provided before the meeting.)
5. If your child is in kindergarten or first grade, or if you think your presence will help your child to stay focused and pay attention, you are invited to stay for the assessment. During the assessment, you may help your child to pay attention, but it is important that the student answer all of the questions and do all of the reading independently, that is, without any help. By seeing what students can and cannot do independently your child's teachers will better know how to tailor their instruction to meet your child's needs.

If you have any questions please feel free to reach out by phone or email.