



Remote Testing Guidance for Acadience Reading Pre-K: PELI

Materials

Assessor

- **Computer with camera and speaker.**
- **Software for video conferencing.** Ideally, you will want to use a remote platform in which you can see the child on your screen at the same time as you are sharing your screen and the slide presentation with the child. Specific instructions for Google Meet and Zoom are provided in separate documents.
- **PowerPoint or other PowerPoint compatible presentation software.** (e.g., Google Slides, Keynote) (Note: if you convert the PowerPoint to other presentation software, the animations and/or sound may not work. We recommend that you use PowerPoint within your video conferencing platform.)
- **PELI Remote Assessment Slide Deck** for the PELI form you will be administering (download slide deck from <https://acadiencelarning.org/remote-testing-acadience-peli-materials-download>)
- **Score form and directions.** We have made minor modifications to the assessment directions for remote assessment. To minimize the number of papers you will need during the assessment, we developed a 3-page document for the book that contains the directions and the score form in a single document. There are two options you can use for score forms and directions. You can use either: a) the Notes on the slide deck along with the standard PELI Score Form or b) the Remote Assessment Score Form with Directions.
 - Option a: The remote directions are included in the Notes on the slide deck. If you have two displays (e.g., a laptop and external monitor) or are using a remote platform that allows you to see the notes as you present, you will be able to read the directions from your computer as you conduct the assessment. You can then use the standard PELI score form for the book you are administering.
 - Option b: If you cannot see the notes on your monitor as you present, you will need a hard copy of the PELI remote directions and score form for the PELI book you are administering (download directions/score form from <https://acadiencelarning.org/remote-testing-acadience-peli-materials-download>)

Family and Child

- **Computer with camera and speaker**

- **Virtual meeting software**

Schedule the assessment

- If regular one-on-one meetings are a part of the school routine, the PELI assessment may be done during one of the regularly scheduled sessions. Otherwise, a meeting time will need to be scheduled for the assessment.
 - We recommend waiting to conduct benchmark assessments after the child and family have time to get used to the school routine and technology that is being used for remote/distance learning.
 - Plan for at least 30 minutes for the assessment. This allows enough time to get set up, establish rapport, and get the child and caregiver comfortable with the process.
 - If scheduling multiple assessments on the same day, build in buffer time between meetings. This allows for ample time if a session goes long and also provides time for you to score the assessment and make any notes you wish to capture following the assessment meeting while the interaction with the child is still fresh.
- Your school may already use calendar/scheduling software and have a process for scheduling parent teacher meetings. Such software significantly simplifies the scheduling process.
- Once the meeting is scheduled, send a meeting invitation with a link.
- Send a reminder the day before the meeting, with contact information (or a link) in case the parent/caregiver needs to reschedule.

Send meeting information to parents/caregivers

- Send a letter to parents/caregivers (via email, snail mail, or other communication networks used by the school). The letter should contain the day/time of the meeting as well as any other information that will be helpful in facilitating a positive virtual assessment experience including:
 - The purpose of the assessment
 - How the assessment will be conducted
 - How long the assessment will take
 - Expectations for parents'/caregivers' role during the assessment
 - Technology needs
- A sample letter is included in this guidance document.

Prepare for the Assessment

- Download the appropriate PELI Remote Assessment Slide Deck for Benchmark 1 (Beginning of Year), Benchmark 2 (Middle of Year), or Benchmark 3 (End of Year):

- PK 3 /4 Benchmark Form 1: ***Time for Bed*** (for children who are two years away from kindergarten entry)
- PK 4 /5 Benchmark Form 1: ***Cooking with Mom*** (for children who are one year away from kindergarten entry)
- PK 3 /4 Benchmark Form 2: ***A Day at the Playground*** (for children who are two years away from kindergarten entry)
- PK 4 /5 Benchmark Form 2: ***Show and Tell at School*** (for children who are one year away from kindergarten entry)
- PK 3 /4 Benchmark Form 3: ***On the Farm*** (for children who are two years away from kindergarten entry)
- PK 4 /5 Benchmark Form 3: ***A Day at the Beach*** (for children who are one year away from kindergarten entry)
- Download the corresponding PELI Remote Assessment Directions-Score Form or get the score form (if you have two monitors) for the book you will be administering.
- Adjust your settings for PowerPoint (if using Google Meet – see attached document) and/or the remote platform so that you will be able to see the child while you are also showing your screen.
- Plan logistics for the assessment. You will need to run the PPT, give the directions, and score as you go.
 - We recommend using a clipboard or other thin hard surface to hold the score form on your lap.
 - The PowerPoint is set up so that you can control it with a simple click of the key to animate or advance the slide. The only time you may need to use your mouse will be if you discontinue a subtest and need to advance the slide. Thus, consider using your nondominant hand to click the key to animate/advance slides, and your dominant hand for scoring.

Practice

- Become familiar with the remote platform that you will be using.
- Review the PELI benchmark form you will be administering, including all of the items for each subtest.
- Review scoring procedures for each subtest, including the Scoring Guides for Picture Naming (Appendix F), Tell About (Appendix G), and Comprehension (Appendix H) in the PELI Assessment Manual.
- Open up the Slide Deck on your computer in presentation mode. Click through the slides to be sure the slides and all of the animations work.
- Click through the slides again, this time saying the directions as you click through the slides. Practice marking the score form as you go.

Conduct the Assessment

- Have the PELI Remote Assessment Power Point open on your desktop. If you are not using the directions in the notes on the slide, you will need to have a hard copy of the

Remote Assessment Administration Directions accessible. It is a good idea to close any other documents you have open on your desktop.

- Check the settings on the remote platform you are using to enable you to see the child at the same time you are showing your screen.
- Log into the meeting platform that you will be using a few minutes before the scheduled meeting. Check your video and audio.
- When the caregiver logs in, greet the caregiver and child. Chat for a few minutes and help the caregiver to trouble shoot any technology issues.
- Explain the assessment purpose and process and remind the caregiver that you want the child to participate in the activities independently, without any help other than helping the child to stay focused on the activity at hand. A sample script is provided below:
 - We are going to be looking at a story and doing some activities on the computer today. I am going to show some pictures and ask (child) some questions. It is important that (child) do all of the activities without any extra help. You can help (child) to stay with me and to pay attention to what is on the computer screen. I will let you know if there is anything else I would like you to do.
 - I want you to know that we don't expect (child) to know everything that I am going to ask. Children at this age are still learning these things. We do this assessment so that I have a good idea about which things (child) and all of the other children in the class need to learn this year.
 - I also know that this is a new and different situation, and children don't always act the same in this situation as they do at home, so when we are all done, you can let me know how you think it went.
 - Do you have any questions before we begin?
- Consider recording the assessment if that is allowed by the district or your preschool program. This will allow you to go back to the recording (as needed) as you complete scoring.
- When you and the caregiver and child are ready to begin, share your screen.
- In most platforms will be given various options for sharing such as sharing your full desktop or an individual document. Select the PELI PowerPoint slide deck.
- Open Slide Slow mode in PowerPoint.
- The first slide is a picture of cats. It is there so that you can tell if the screen share is working. Follow the directions for the slide.
- Click to the first slide – the cover of the book – and begin. Follow the administration directions provided and score along on the PELI score form as you go.

Sample Parent/Guardian Letter

Dear [parent/guardian name],

The teachers and administrators at our school are committed to helping children learn skills that will help them become successful readers in the future. As part of this commitment, our teachers are meeting individually with each of the children in the class to do a brief assessment called the PELI. PELI stands for Preschool Early Literacy Indicators. This assessment will help us to know how the children in our program are doing in learning important early literacy skills.

Your child is scheduled for a PELI meeting with your child's teacher at (time) on (day), (date). The meeting will take about a half an hour, including set up.

During the meeting we will use the computer to show pictures, tell a story and ask questions about the story, and have your child do some activities such as name letters.

What you will need:

- Computer with camera and speaker. Laptop, desktops and tablets are all great options. Headphones or earbuds, computer speaker and microphone are fine too. You could use a phone for audio instead of the computer if that works better.
- Internet connection.
- Software for videoconferencing: (Insert software that you will be using and, if necessary, include the link for downloading the software)

What you will need to do:

- If possible, please set up your computer and phone in a space with minimal distractions.
- 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 child and for the child to be able to see the screen at eye level.
- Standby for a quick audio and camera check before we get started.
- You are invited to stay for the assessment to support and encourage your child. During the assessment, you may help your child to pay attention and stay focused on the activities on the screen, but do not assist your child with answering questions. For your child to receive the very best instruction it is important that your child do all of the activities without any extra help.

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