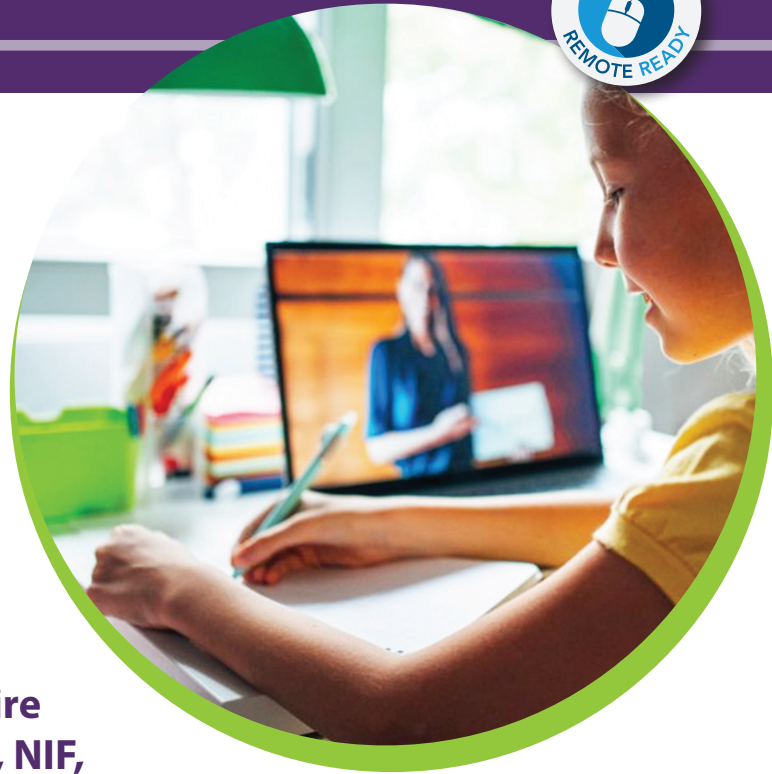


Administering *Acadience*[®] Math Online



Follow these steps as you prepare to administer your assessments.



For measures that require student materials (BQD, NIF, AQD, and MNF), the assessor:

- 1.** Downloads the appropriate student materials from Acadience[®] Learning.
- 2.** Has scoring booklets ready (either purchased from Voyager Sopris Learning[®] or downloaded from Acadience Learning).
- 3.** When face to face online with the student and audio/video are established and working, takes a few minutes to establish rapport with the student and describes the purpose of the session.
- 4.** With the appropriate student materials on the screen, gives the standardized directions.
- 5.** At the point in the directions where it says to show the form to the student, shares screen with the student.
- 6.** Follows along and scores on the paper/pencil scoring booklet.



For measures that do not require student materials (NNF), the assessor:

- 1.** Has scoring booklets ready (either purchased from Voyager Sopris Learning or downloaded from Acadience Learning).
- 2.** When face to face online with the student and audio/video are established and working, takes a few minutes to establish rapport with the student and describes the purpose of the session.
- 3.** Follows along and scores on the paper/pencil scoring booklet.
- 4.** Computation and Concepts and Applications. Conducting the paper/pencil version of the Computation and Concepts and Applications assessment remotely will require an adult proctor to give the form to the student, sit with the student while the form is being administered, and 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.
- 5.** Enter data into *Acadience® Data Management (ADM)* and indicate in the appropriate field the assessment was administered remotely.



For more guidance about assessing your students, please read our Fall 2020 Guidance for Assessment at voyagersopris.com/remote-learning.



Learn more about *Acadience* and *ClearSight Assessments* at voyagersopris.com/product/assessment.