



Administering *Acadience*[®] *Reading K–6 Online*



Follow these steps as you prepare to administer your assessments.



For measures requiring student materials (LNF, RAN, NWF, ORF, Retell), 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), or if using *Acadience[®] Learning Online (ALO)*, has the tablet ready to score the selected measure.
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. Pulls up the appropriate student materials for that student on the computer screen.
5. With the appropriate student materials on the screen, gives the standardized directions.
6. At the point in the directions where it says to show the form to the student, shares screen with the student.
7. Follows along and scores on the printed scoring booklet or touchscreen tablet device.



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

1. Has scoring booklets ready or, if using *ALO*, has the tablet ready to score the selected measure.
2. When face to face online with the student with audio/video working, gives the standardized directions.
3. Follows along and scores on the printed scoring booklet or touchscreen tablet device (*ALO*).



The Maze assessment may be administered to the student using paper/pencil or *ALO*.

1. 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.
2. When conducting the Maze assessment remotely using *ALO*, the assessor must provide the student with the appropriate login page and the unique four-digit code. The student must enter the four-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.



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: 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.

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



Learn more at voyagersopris.com/product/assessment