Fall IRI
Remote Administration Supplement

Fall IRI
When: 08/02/2021-09/30/2021
Who: All students in grades K-3
How long does the test normally take? Approximately 30 minutes
How do students participate? By accessing the Istation application or web-based assessment
IRI Test Administration Manual

Getting Started
Whether assessment will occur at school or at home, test administrators need to go through the standard steps to prepare for the assessment. This includes:

- Rostering students
- Completing the necessary proctor training
- Preparing students to use the available accessibility features (as needed)

These steps are outlined in the Test Administration Manual. The additional details below are a supplement to that full document, designed to assist with remote administration. Consider sharing the parent administration guide at the end of this document with families if students are participating remotely in the fall IRI.

Enabling Remote Testing
By default, the IRI is "visible" and set to screen automatically each month for progress monitoring purposes. ISIP Configuration allows for ISIP visibility to be controlled for all grade levels or specified for a specific grade. If adjustments are needed to ISIP visibility for specific students based on accommodations or for virtual students, please access the Istation User’s Guide (IUG) and follow the step by step directions to set up remote administration. Make sure to click on the ISIP Options for Hybrid Campuses.

Reviewing Student Accessibility Needs
The Idaho State Department of Education (ISDE) is committed to providing guidance to support districts to ensure accessibility needs of students are met for assessments administered both in the school building and remotely. Prior to remote testing districts should ensure a plan is in place for all students to be able to access any designated supports and accommodations identified in a student’s 504 plan or IEP. Embedded accessibility features can be utilized by students with an identified need during remote or in person assessment. To address non-embedded accessibility features, consider a separate testing plan that involves coordinating with the student’s family to have trained personnel administer the assessment with the appropriate accommodations in a safe, secure location (which could include the student’s home, school, or district office).

Testing the Technology
When remote testing is enabled, students can participate in the assessment from home in two different ways:

1. Via the Istation application. The application must be downloaded or updated from previous versions prior to testing. There are minimal technical requirements for the application to work on a student’s home device. These requirements are available at https://www.istation.com/Support.

2. By using the web-based interface.

It would be beneficial to have parents attempt to access the application from home well before administering the assessment to identify families who may need additional support based on internet connectivity challenges, a lack of internet-enabled devices, or software limitations.
Transferring Student Information
Remote assessment requires a **secure** way to share the student’s log in information with them. For example, LEAs may have a secure parent portal or can contact the parents by phone to share the username and password normally provided to the student via a log in card during in-person testing. Administrators must share log in information directly with the student, rather than posting this information in a class document or other publicly available resource. For districts utilizing a single-sign on process, additional guidance to parents may be necessary to ensure students are able to log into Istation.
Administering the IRI at Home
What Parents Need to Know

Idaho Kindergarten through 3rd grade students participate in an early literacy assessment administered via computer each fall and spring. This assessment, Idaho’s Reading Indicator (IRI) measures student learning in the five foundational reading skills. Istation is the vendor who provides the IRI assessment for Idaho’s K-3 students. The fall testing window opens on August 2, 2021. School districts will communicate directly to parents about when to begin testing, how often students should log in to Istation, supports available to students, and to provide username and password information. It is important for all K-3 students to participate in this assessment to ensure teachers are able to plan and deliver instruction designed to support each student’s learning.

A parent testing guide to support at home administration of the IRI and common questions and answers are listed below.

HOW DOES MY CHILD ACCESS ISTATION?

1. Download the Istation [application](#) or navigate to the [web-based](#) interface

2. If using the application or web-based interface for the first time, you will likely need to search for your child’s school.

<table>
<thead>
<tr>
<th>Application</th>
<th>Web-Based Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1a. Istation Application School Selector</td>
<td>Figure 1b. Istation Web-Based School Selector</td>
</tr>
</tbody>
</table>

Before you log in to our Web site, you must first tell us your School Name so that we can properly identify your account.
3. Enter the user name and password.
   a. If your child’s school has not provided you with their user name and password, contact them to get this information.

<table>
<thead>
<tr>
<th>Application</th>
<th>Web-Based Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 2a. Istation Application Login</td>
<td>Figure 2b. Istation Web-Based Login</td>
</tr>
</tbody>
</table>

4. Your child will see a subject screen where they should select “Reading.” If they are due for an assessment, the system will then automatically launch the assessment, otherwise the student will be redirected back to the main menu.

<table>
<thead>
<tr>
<th>Application</th>
<th>Web-Based Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 3a. Istation Application ISIP Selection</td>
<td>Figure 3b. Istation Web-Based ISIP Selection</td>
</tr>
</tbody>
</table>
5. Your child will then proceed through the assessment. An “ISIP” icon will appear on the bottom of the screen during the assessment. When the “ISIP” icon no longer appears or “The End” appears on the screen, the assessment is complete.

<table>
<thead>
<tr>
<th>Application</th>
<th>Web-Based Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Figure 4a. Istation Application ISIP Icon</strong></td>
<td><strong>Figure 4b. Istation Web-Based ISIP Icon</strong></td>
</tr>
</tbody>
</table>

6. Your child should then log out of the site to ensure the assessment data are stored and transferred to the district correctly.

<table>
<thead>
<tr>
<th>Application</th>
<th>Web-Based Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Figure 5a. Istation Application Logout</strong></td>
<td><strong>Figure 5b. Istation Web-Based ISIP Logout</strong></td>
</tr>
</tbody>
</table>

**WHO DO I CONTACT IF MY CHILD HAS A PROBLEM LOGGING ON?**

Contact your child’s teacher.

**WHAT IF MY CHILD NEEDS TO TAKE A BREAK?**

There is a “pause” button embedded in the assessment that you can use if a student needs to visit the restroom or leave the assessment for another reason. However, you can only pause a test for up to 20 minutes. After 20 minutes, the testing sessions expires.
WHAT IF MY CHILD ASKS FOR HELP WITH A QUESTION?
You cannot help your child answer. For the test to be a valid indicator of a student’s reading ability, students must complete the assessment on their own. You may remind your student to try their best or use the question mark feature, if it is available.

WHAT IF MY CHILD DOESN’T HAVE ACCESS TO A SUPPORT THEY NORMALLY USE?
Do not continue with the assessment. Stop and contact your child’s teacher. He or she may need to adjust the settings to make sure your student has the appropriate supports.

HOW CAN I USE THE RESULTS TO SUPPORT MY CHILD’S READING?
Once the assessment is complete, if your child’s teacher has enabled the Istation Parent Portal, you can log into istation.com with your child’s information to see reports and access helpful resources to support learning at home.