

# Remote Administration Guidance

## Idaho Reading Indicator



IDAHO STATE DEPARTMENT OF EDUCATION  
ASSESSMENT AND ACCOUNTABILITY

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# IRI Remote Administration Guidance

**When:** Fall and Spring (Assessment Windows can be found on the State Department’s Assessment and Accountability website)

**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

## Getting Started

Whether assessment will occur at school or off-campus, test administrators need to go through the standard steps to prepare for the assessment. This includes:

- Rostering students;
- Completing the necessary proctor training; and
- 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.

## Test Administrator Requirements

Because the Idaho Reading Indicator is a part of Idaho’s Comprehensive Assessment System, there are a few important requirements for remote test administrators.

- The test proctor must not be a parent, sibling, or any other person who is related to the student.
- If a student is testing remotely at their home the proctor must ensure that the student is the only person in the room. Another person may enter the room if a student needs technical assistance.
- All IRI assessments completed at home must be proctored by someone who has completed all necessary proctoring requirements. The proctor must monitor the student taking the assessment via video-call.
- Remote proctoring for the IRI must be done 1:1.

## Setting Your IP Address

Populations who are testing in-person, but are off-campus or do not have a campus (i.e. virtual schools) **must** include the IP address for their off-campus testing location in their Istation system profile. Information for adding and updating IP addresses can be found on Istation’s Help Center website. You can also contact the Istation Help Center at 866-883-7323.

## 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 must 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 (not a parent, sibling, or other family member) administer the assessment in-person with the appropriate accommodations in a safe, secure location.

## Testing the Technology

When remote testing is enabled, students can participate in the assessment from off-campus 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 in order 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 in order 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 in to Istation.

## Assessment Integrity and Security

To ensure the integrity and security of the IRI, districts must:

- Prohibit the use of other devices during the assessment;
- Prohibit the use of outside internet sources;
- Prohibit the use of unauthorized assistance to students (except for the purpose of administering accommodation to students with IEP or 504 plans); and
- Prohibit the screen capture of assessment items.

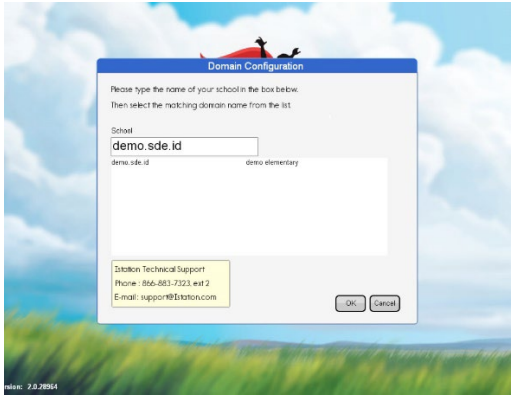
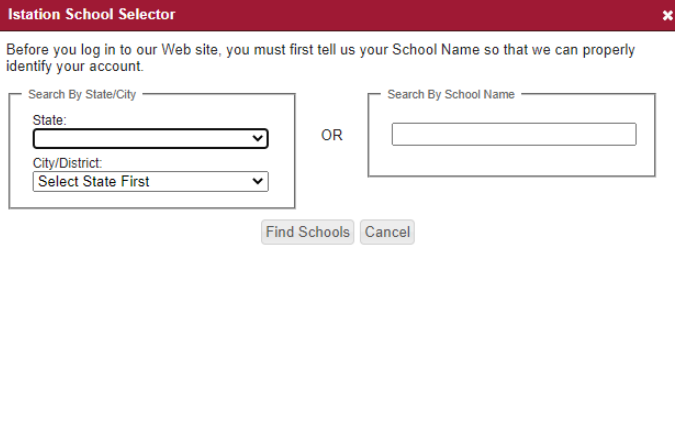
# Administering the IRI at Off-Campus

## What Proctors Need to Know

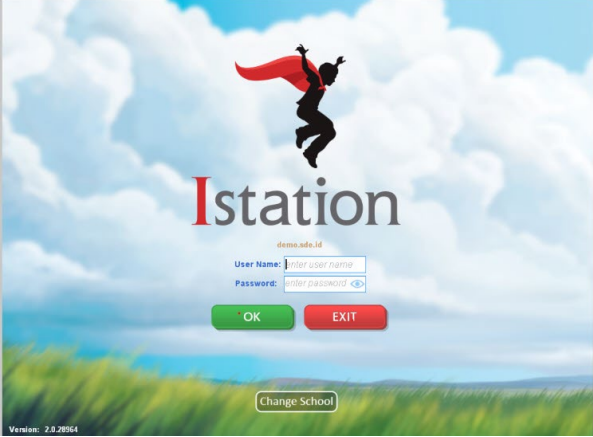

Idaho Kindergarten through 3<sup>rd</sup> grade students participate in an early literacy assessment administered via computer each fall and spring. This assessment, Idaho's Reading Indicator (IRI) measures student learning in the five foundational reading skills. Istation is the vendor who provides the IRI assessment for Idaho's K-3 students. 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.

## How Does my Student Access Istation?

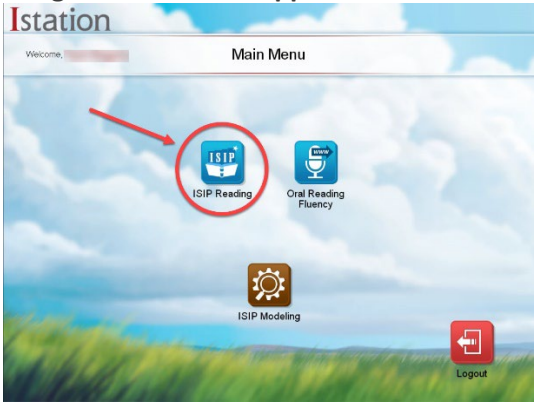
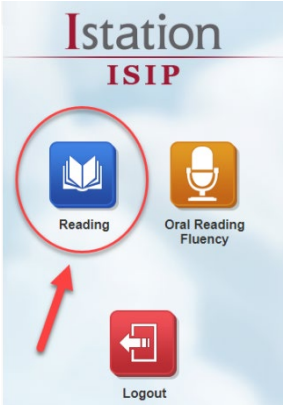
1. Download the Istation [application](#) or navigate to the [web-based](#) interface.
2. If using the application or web-based interface for the first time, you will likely need to search for your student's school.

Application	Web-Based Interface
<p data-bbox="300 905 667 961"><b>Figure 1a. Istation Application School Selector</b></p> 	<p data-bbox="824 905 1382 930"><b>Figure 1b. Istation Web-Based School Selector</b></p> 

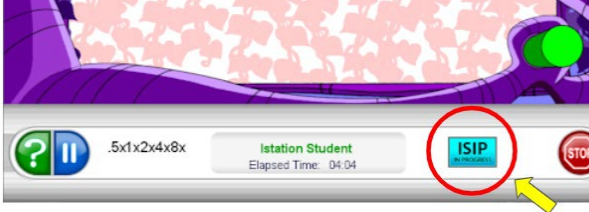

3. Enter the user name and password.
  - a. If your student’s school has not provided you with their user name and password, contact them to get this information.

Application	Web-Based Interface
<p style="text-align: center;"><b>Figure 2a. Istation Application Login</b></p> 	<p style="text-align: center;"><b>Figure 2b. Istation Web-Based Login</b></p> 

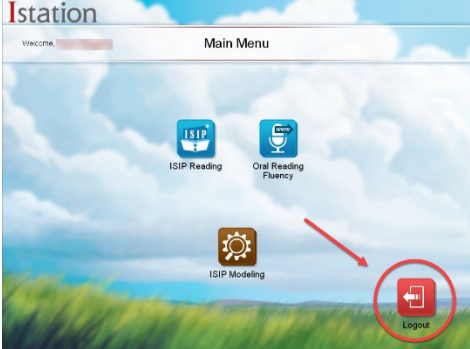
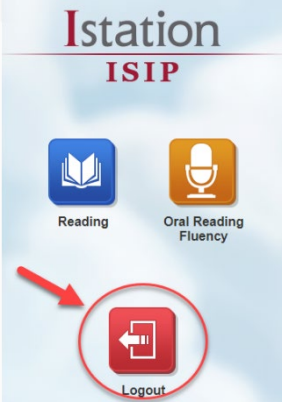
4. Your student will see a subject screen where they should select “Reading.” If they are due for an assessment, the system will then automatically launch the assessment, otherwise the student will be redirected back to the main menu.

Application	Web-Based Interface
<p style="text-align: center;"><b>Figure 3a. Istation Application ISIP Selection</b></p> 	<p style="text-align: center;"><b>Figure 3b. Istation Web-Based ISIP Selection</b></p> 

- Your student 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.

Application	Web-Based Interface
<p data-bbox="289 380 764 407"><b>Figure 4a. Istation Application ISIP Icon</b></p> 	<p data-bbox="906 380 1382 407"><b>Figure 4b. Istation Web-Based ISIP Icon</b></p> 

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

Application	Web-Based Interface
<p data-bbox="315 877 773 905"><b>Figure 5a. Istation Application Logout</b></p> 	<p data-bbox="911 877 1414 905"><b>Figure 5b. Istation Web-Based ISIP Logout</b></p> 

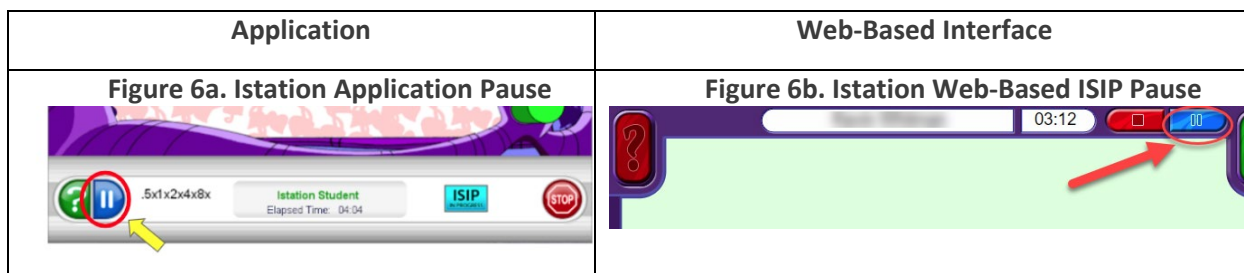
# IRI Remote Administration FAQ

## Whom do I contact if my student has trouble signing on?

For any questions regarding technological issues within the Istation app, contact your student’s school.

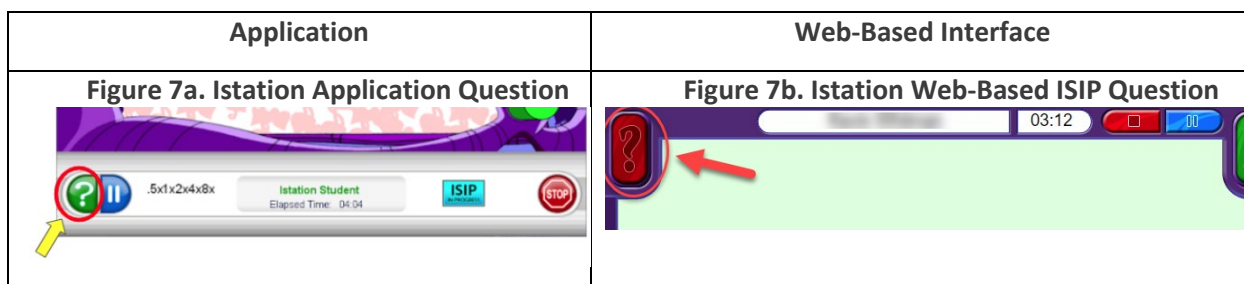
## What if my student needs to take a break?

Please coordinate with the parent or guardian to ensure that the student is ready to take the assessment without a break. Remember, you can only pause a test for up to 20 minutes. After 20 minutes, the testing session expires.



## What if my student asks for my help on a question?

You cannot help your child answer. For the test to be a reliable and 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.