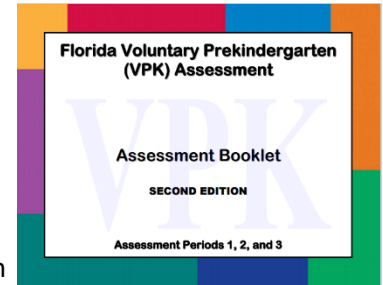




VPK Assessment: Assessment Period 1 (AP1) Remote Administration Procedures for VPK Assessors October 2020

Purpose

The remote administration of the VPK Assessment is made available to VPK programs approved to offer the VPK Flex Option for delivery of the program for fall 2020. Because the VPK Assessment was designed to be administered in person, one-on-one with a child, using Zoom or another on-line platform to administer the VPK Assessment represents a non-standardized use of the assessment. Therefore, it is important to follow a standard administration protocol when using Zoom or another on-line platform to administer the VPK Assessment. This document was designed by the developers of the VPK Assessment¹ to help standardize an on-line administration protocol.



Materials You Will Need

- Computer with stable internet connection, video camera and audio capability.
- Ability to display PowerPoint slides on your computer.
- Zoom or other on-line synchronous communication platform.
- Ability in Zoom or other on-line platform to share the specific window showing the PowerPoint slides while also using the video feature to see child and for child to see you.
- A copy of all of the VPK Assessment materials.
 - VPK Assessment Booklet (flipbook)
 - VPK Assessment AP1 Response Booklet
 - VPK Assessment Teacher's Guide
- Materials to record child's responses (e.g., a unique response form for each child).

Directions and Prompts

Once the actual VPK Assessment process begins, the standard directions and prompts for the VPK Assessment should be used to the extent possible. All of the visual-support materials for the VPK Assessment (i.e., the pictures/stimuli that you usually show the child from the VPK Assessment book) have been included in four sets of PowerPoint slides:

- Print Knowledge
- Phonological Awareness
- Mathematics
- Oral Language/Vocabulary

Because you will be unable to see the child-facing side of the computer the child is working on, you will not be able to determine how the child is answering on the items that require a pointing response. The VPK Assessment pictures in the PowerPoint slides have been altered so that each picture is numbered. The parent or other adult who is assisting the child will need to tell you which picture the child pointed to by reporting the number of the picture.

¹ Christopher J. Lonigan, Ph.D. and Beth Phillips, Ph.D., Florida Center for Reading Research. <https://fcrr.org/>

Administration Guidelines

Using Zoom or other on-line communication platform can be tricky--particularly with screen sharing and switching between files being shared. It is strongly suggested that you try out the entire on-line process with another teacher or some other adult a few times--using the actual setup you plan to use, including the practice partner being on a remote, on-line communications session--to make sure that the process works as expected. Ensure that these guidelines are in place:

- You can see the test taker.
- The test taker can see you.
- The test taker can see the screen you are sharing.
- You can hear the test taker.
- The test taker can hear you.
- In particular, it is suggested that you practice switching between shared screens representing the different areas assessed by the VPK Assessment.

Before you attempt to conduct an on-line VPK Assessment session, you will need to schedule a time with the parent or guardian of the child, and you will need to make sure that the family has the technological capabilities to have the child to participate in a remote assessment.

Suggested conversation with parent(s) to have before completing assessment with child:

“Good morning/afternoon. This is _____, (child’s name) VPK teacher. (Provider name) is beginning the process of administering the VPK assessment. The VPK assessment measures print knowledge, phonological awareness, mathematics, and oral language and vocabulary, areas aligned with the Early Learning and Development Standards for VPK students.

This assessment is administered to all VPK students at different time points during the school year. The assessment is designed to include items that many children will find easy and other items that many children will find more difficult. Including a wide range of items helps us follow all children’s progress in mastering these school-readiness skills. With the assessment information, I can better guide my instructional decisions to best meet (name of student)’s skill level in each area. Because of the pandemic, we will be administering this assessment virtually via (name of platform the school will be using). I first need to make sure you have the necessary resources to participate in this process, so I need to ask you some questions:

1. Do you have an internet connection?
2. Is the connection stable?
3. Do you have a computer/laptop with a video function?
4. Do you have a computer/laptop that can support the (Zoom/other on-line) platform?
5. Is your child experienced with a computer/laptop?
6. Do you have an area in your house that can be made quiet and free of distractions during the VPK Assessment administration?
7. The administration would take approximately _____ minutes.
8. What would be a good day and time for you?”

Note: It is suggested that you discuss the things expected of the parent or adult assisting the child remotely with the assessment **prior to** the start of the assessment session. This will give the parent or other adult a chance to ask any questions about the process, and it will allow you to make sure that the parent or other adult has an understanding of what needs to be done.

Scheduling

Given the potential challenges of scheduling remote sessions, it might be best to try to complete the entire VPK Assessment in one session, with breaks between measures. However, use your judgement regarding whether to administer all four measures of the VPK assessment in one remote session or in multiple sessions. This can match

how you would typically administer the assessment face-to-face. In either case, be sure to complete the entire measure within one session as much as possible.

Suggested Instructions to Parent Once Assessment Session is Scheduled

- *When the session starts, I will need you to be in the room with (child's name) to start up the computer, make sure it is connected to the internet and to get your child set up comfortably.*
- *I will need you to sit behind--but close to--your child so that you can help if there are any technical problems--for instance, with the mouse, the keyboard or the internet connection.*
- *In addition, some of the questions require your child to point to a picture from a group of four pictures that he/she thinks best answers the question. Because I cannot see your computer screen, I will need you to let me know the number of the picture that your child pointed to for these items. I will need you to tell me the number of the picture (in lower right-hand corner of picture), not say what the picture was that was pointed to.*
- *During the assessment, it is very important that your child answers the questions on his/her own. He/she may ask you for help, but it is very important that you do not give your child any hints or answers. If your child asks you for help, it is okay to reassure him/her and/or encourage him/her to do the best he/she can.*
- *Do you have any questions?*
- *Thank you so much for taking the time to talk with me. I look forward to seeing you and (child's name) on (day and date and time).*

Remote Assessment Set Up

Before you establish the remote session with the child and parent to complete the assessment, set up your PowerPoint to allow you to share your screen but still be able to use the video capabilities of the session. To do this, open the first PowerPoint file you will be using and make sure that the PowerPoint window on your computer is smaller than the full screen. Size the window so that it is sufficiently large for you to easily see and to leave room for the video feature of Zoom or other on-line platform. In Zoom, the two-way video is typically presented on the right-side of your computer screen; therefore, sizing the PowerPoint window to take up about two-thirds of the left-side of your computer screen.

- Once the PowerPoint window is correctly sized, click the "Set Up Slideshow" tab in the menu bar near the top of the window.
- In the dialogue box that pops up, select "Browsed by an individual" under the Show Type label in the upper left corner of the dialogue box.
- Click the "Okay" button. Note: if you do not take this step, the PowerPoint image will take up your entire screen once you start the slide show and this will prevent you from using the video feature of Zoom.
- For most versions of PowerPoint, the easiest way to start the slideshow is to hit the F5 key on your keyboard (faster than searching for the "start slideshow" command in a menu).
- Because of the need to ultimately use four different PowerPoint files for the entire VPK Assessment, it might be useful to complete this procedure (i.e., open, size window, change "Show Type" setting) on all four files before beginning the assessment session.
- Once the Zoom session is started, you will need to "share" and "unshare" the windows with the appropriate PowerPoint files as you move through the VPK Assessment. This will probably be the trickiest part of conducting the assessment remotely. So, practice is strongly suggested to make sure that you can switch between the correct windows that the child has to see to be able to complete the assessment.
- If you happen to start a PowerPoint slide show and it shows up full screen, hit the "escape" key on your keyboard and go to the "Set up Slideshow" menu, and make the necessary changes following the instructions above.

Beginning the Assessment

Suggested teacher's conversation with child prior to the start of the assessment is provided below:

Good morning/afternoon (child's name) how are you today? We are going to play a game on the computer with words and pictures. But, this is not like one of the computer games you might play at home. Most of the time you will see some pictures on your computer screen, and I will ask you a question about the pictures. Sometimes you will be able to tell me what your answer is. Other times you will need to point to one of the pictures on the screen. Because I cannot see your screen when you point, your mom/dad will help out by telling me which picture you pointed to. Your mom/dad cannot help you with the answers to the questions. She/he can only help by letting me know which picture you pointed to when you have to point to one of the pictures. Some of the questions are hard. Don't worry if you don't know all of the answers. Listen carefully and try your best. Are you ready? Okay, we are going to try a few questions for practice. Here is the first one.

At this point, you should have shared your screen with the first VPK Assessment measure (e.g., Print Knowledge). It is suggested that you check with the adult assisting the child remotely that the shared screen is visible (they can read the title slide to you), your video image is visible, and that you can be heard clearly.

Begin the VPK Assessment using the questions and prompts used in the standardized in-person assessment procedure.

Recording Child Responses

- Record the child's answers on the child's response booklet.
- Be sure that you have advanced the PowerPoint slide to the correct picture for each question as you proceed through the assessment. Be sure to complete all sections.
- Submit VPK Assessment scores in Bright Beginnings per the usual procedure.

Parent Reminders During Assessment

Reminders that can be used during the assessment if the parent tries to help the child include:

- *"I need to know what (child's name) thinks is the correct answer so I can create the right lessons for him/her."*
- *"Remember, I need to know (child's name) level in this area so I can better instruct him/her in class."*
- *"(Child's name) answer will let me know what skills to target during the school year." "(Child's name) what do you think the answer is?"*