



LANGUAGE!® Benchmark Assessment Tip Sheet

Your district is set up for a three benchmark assessment plan to gain a more accurate picture of students' growth three times within a school calendar year. This plan will ensure that data collection is not impeded by pacing issues and allow for students that are not finishing two books per year to have the three assessment points.

This means that scores should be assigned and entered according to the benchmark periods below.

Your Benchmark Periods are:

Benchmark 1: August 12 – September 12

Benchmark 2: November 12 – November 21

Benchmark 3: May 4 – May 15

The Benchmark Assessments used in this plan are illustrated on the chart below.

**Please note that all assessments should be given in the same format in order to increase test validity (either online or paper/pencil for the entire school year). For example, if a student is given the Benchmark 1 assessment online, the student should also take Benchmark 2 and 3 online as well.*

***TOSCRF is normed using a mouse if given online. Assessments given using a laptop touchpad are considered invalid.*

L! Book at the beginning of the year	Benchmark 1 Assessments (TOSCRF, LRS, TWS-4)	Benchmark 2 Assessments (TOSCRF, LRS)	Benchmark 3 Assessments (TOSCRF, LRS, TWS-4)
Book A or B	Baseline Book A (Assessment T.E, p 58-105) (Student Summative Assessment, p. 4-22)	Progress Indicator Book A (Assessment T.E, p 58-105) (Student Summative Assessment, p. 37-54)	Progress Indicator Book B (Assessment T.E, p 58-105) (Student Summative Assessment, p. 18-33)
Book C or D	Baseline Book C (Assessment T.E, p 62-109) (Student Summative Assessment, p. 4-22)	Progress Indicator Book C (Assessment T.E, p 62-109) (Student Summative Assessment, p. 39-56)	Progress Indicator Book D (Assessment T.E, p 62-109) (Student Summative Assessment, p. 18-35)

Benchmark Assessment Reminders:

TOSCRF – two minute practice test, three minute actual test

LRS – untimed, but 45 minutes is suggested

TWS –continue until every students reaches his/her ceiling (5 consecutive errors)

***Read all directions and scoring information from the Assessment: Teacher Edition before administering.**

Writing Assessments:

The Writing Assessment should be given as a Baseline Assessment at the start of Books A, C, and E, and at the end of each book as a Summative Assessment. This assessment is not tied to the Benchmark plan and should be administered as scheduled in the Teacher Edition for each book level. Scores must be entered manually on the **My Class > Enter Scores** tab by choosing the appropriate Assessment Category (Book Level), Test Period, and Assessment Sub-Category button.



Assigning Assessments Online

The LRS, TOSCRF and TWS can be administered online. To assign assessments online select the **My Class > Schedule Online Assessments** tab. Then select the Benchmark button and the corresponding Time Period (**Benchmark 1, 2 or 3**) and click Enable Test for the assessments that correspond to your student's book level on the Benchmark Chart located at the beginning of this tip sheet or the test names in the section above.

Time Period	Recommended Test Dates	Test	% Students Completed	Enable Test
		LRS Book A Baseline-Benchmark 1	0%	<input type="checkbox"/>
		LRS Book C Baseline-Benchmark 1	0%	<input type="checkbox"/>
		LRS Book E Baseline-Benchmark 1	0%	<input type="checkbox"/>
		TOSCRF Book A Baseline-Benchmark 1	0%	<input type="checkbox"/>
		TOSCRF Book C Baseline-Benchmark 1	0%	<input type="checkbox"/>
		TOSCRF Book E Baseline-Benchmark 1	0%	<input type="checkbox"/>
		TWS Book A Baseline-Benchmark 1	0%	<input type="checkbox"/>
		TWS Book C Baseline-Benchmark 1	0%	<input type="checkbox"/>
		TWS Book E Baseline-Benchmark 1	0%	<input type="checkbox"/>

Students visit language.voyagerlearning.com to take all online assessments using the username and password assigned to them on the **My Class tab > Roster** tab. Once a student has completed an assessment and clicked Submit, their results will automatically populate in to the corresponding score boxes in VPORT.

Manual Score Entry

If you choose to assess your students manually, you must enter your scores directly in to VPORT. After you have administered the assessments, select the **My Class tab > Enter Scores** tab. Then select the Benchmark button and select the correct Test Period (1 for Benchmark 1, 2 for Benchmark 2, etc). Finally, select the corresponding Sub Category by book level and enter in the corresponding scores.

**You may continue to enter all additional assessment information by Book sub-type.*

Student (Last, First)	Student ID	Score (0 - 49)	Score (0 - 444)	Score (0 - 50)
Student, Demo	D1234	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any additional questions, you may contact our Customer Support team at 1-888-399-1995, or support@voyagerlearning.com




Benchmark Tip Sheet Addendum: Preventing and Addressing Invalid Online TOSCRF Scores

Administering the LANGUAGE! Benchmark Assessments online allows teachers to measure long-term student growth conveniently and accurately. However, care should be taken to ensure that the electronic format does not interfere with students' ability to show what they know. In order to receive a valid score on The Test of Silent Contextual Reading Fluency (TOSCRF), students must complete the test without skipping lines. If a student skips a line when taking the assessment online, his or her score will not be included in your class report. At first glance, it will appear that the student did not complete the test. If you find that you have missing scores for students who have completed the TOSCRF online, use the following information to reset the test and allow the student to obtain a valid score.




What can I do to prevent invalid TOSCRF scores?

- Project the testing website via LCD projector in your class.
- Log in as a student and let the directions play for your class to hear. Reinforce the details of the directions, especially the caution against skipping lines.
- Take the practice test as a student showing the possible errors (skipping lines, jumping ahead in the test to mark a word, looking for random words without reading the sentences, etc.)

How do I know if a student skipped a line and has an invalid score?

- Log in to VPORT.
- Click the MY CLASS Tab.
- Click the ENTER SCORES button.
- Look for this symbol in the TOSCRF column. 

What do I do if my student has an invalid score?

- Log in to VPORT.
- Click the MY CLASS Tab.
- Click the ENTER SCORES button.
- Click this symbol. 
- Note the student's actual score on the test. Look at the student's assessment and notice the skipped line. (NOTE: The first test displayed is the practice test, you will have to scroll down to see the actual test.)
- Scroll back to the top of the page and click .
- Click .
- The test will be reset in the student's account. The student is able to retake the test