

## VPK Program Guide to FAST Star Early Literacy

All VPK Programs are required to implement the Coordinated Screening and Progress Monitoring Program, which is the statewide, standardized program known as the Florida Assessment of Student Thinking (FAST) Star Early Literacy. VPK Programs are required to administer FAST Star Early Literacy three times a program year to assess and monitor student achievement of the performance standards in early literacy and mathematics. VPK FAST Star Early Literacy results will be part of the VPK Provider Performance Metric and will be used to identify student achievement and learning gains. VPK program administrators and teachers may visit [Florida Assessment of Student Thinking \(FAST\) Star Early Literacy \(fldoe.org\)](https://fldoe.org) for more information.

**Renaissance System Support:** Renaissance system questions or support needs should be directed to the Renaissance Place Help Desk and Technical Assistance Team at 1-800-338-4204 or by [completing form for a Renaissance representative to assist you](#).

**VPK FAST Star Early Literacy Policy Questions?** Contact the Division of Early Learning’s VPK Program and Policy Unit with questions related to FAST Star Early Literacy requirements by completing the [VPK Provider Form](#). The form will be submitted to [VPKFAST@del.fldoe.org](mailto:VPKFAST@del.fldoe.org) and a VPK representative will assist.

### Locating VPK Renaissance Testing Site URL

Beginning in the 2023-2024 program year, VPK programs will be moved to one VPK Renaissance Testing Site. You are encouraged to bookmark this link on your web browser, <https://global-zone05.renaissance-go.com/welcomeportal/7957988>.

### VPK FAST Star Early Literacy Program and Student Rostering and Credentials

2023-2024 VPK programs, if you are offering VPK for the first time, you will need to ensure your Provider Services Portal is current. Program information is collected from the Provider Services Portal and sent to Renaissance nightly for maintaining program rostering in the Renaissance system. Any changes made in the Provider Services Portal may take up to 48 hours to reflect in the Renaissance system. Rostering and changes cannot be made in the Renaissance system. This includes:

- Authorized Users will have “admin” access in the Renaissance system such as the Business Administrators, Director and VPK Directors
- VPK Class schedule/calendar
- Classroom teacher, aides and substitutes
- VPK students

### VPK FAST Training Requirements

**VPK programs are required to have a qualified test administrator administer the assessment to students.** To be qualified as a test administrator, an individual must be employed by a private VPK provider or school district and complete, and document completion of, professional learning training that is designed to ensure consistent test conditions and test environment to increase and secure test administration and fidelity. Test administrators are encouraged to use the [Star Early Literacy Test Administration Manual](#) during test administration. To complete the VPK FAST training requirements, participants will need to register in Renaissance-U (Ren-U) using the [Renaissance-U Enrollment Guidance](#) and complete one of the below courses that meet VPK FAST training requirements.

The below Ren-U courses **meet** VPK FAST training requirements:

- VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (English)
- VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (Spanish)

Note, a review course is available which allow participants to move freely through the content to a specific section for review purposes only and certificates of completion will not be issued.

The Division of Early Learning **highly recommends** that VPK Program administrators, teachers, staff and test administrators complete the below courses to support VPK FAST Star Early Literacy implementation.

- VPK FAST Star Early Literacy Training Course for Screening Data and Reports
- VPK FAST Star Early Literacy Training Course for Planning Targeted Instruction

A certificate of completion is issued in Ren-U for participants upon completion. Coalitions may accept this certificate or an individual's Department of Children and Families (DCF) Child Care Training Transcript reflecting the Imported Course, Florida Assessment of Student Thinking (FAST) Star Early Literacy. Note, these courses do not have hours or CEUs.

**Update your Ren-U Profile to provide the requested information.** A Renaissance representative will update your Ren-U Profile and will send email confirmation once complete. *DO NOT contact the DCF Child Care Training Information Center.*

Please allow 3 weeks for any Renaissance-U training courses to be reflected on your DCF transcript.

### **FAST Star Early Literacy Resources for Families**

VPK programs are encouraged to provide the [Family Guide to Star Assessments](#) and the [FAST Star Early Literacy Family Letter: What Families Need to Know](#) for students enrolled in a VPK program. Programs are encouraged to customize the bottom portion of the Family Letter with progress monitoring dates and how a parent can contact the VPK program. Parents may also contact DEL with questions by completing the [VPK Parent Form](#), the form will be submitted to [VPKFAST@del.fldoe.org](mailto:VPKFAST@del.fldoe.org), and a VPK representative will assist. **Programs are required to provide student performance results to the family within 7 calendar days of each PM administration using the [Star Parent Report](#).**

### **VPK Program Administrative Task Requirements for Authorized Users (Renaissance)**

VPK Program Administrative Tasks must be completed by an Authorized User and are responsible for completing the following tasks:

#### **Marking Extended Time Accommodation**

VPK students with an Individual Educational Plan (IEP) or 504 Plan may be eligible for extended time on the Star Early Literacy Assessment. To do this, from the Renaissance Home page, select your name in the upper-right corner. In the drop-down list, select Edit Preferences > Extended Question Time Limits > select the box for students requiring this accommodation.

#### **Requesting a Test Deactivation**

A VPK Program Authorized User may complete the [VPK Provider FAST Testing Deactivation Request Form](#) for review by the Division of Early Learning's VPK Program and Policy Unit, who will review and approve/deny test deactivation requests. Approved requests will be deactivated in the Renaissance system by DEL. All requests will receive a confirmation email with review results.

#### **Providing Student Performance Results**

**Providers are required to provide student performance results to the family within 7 calendar days of each PM administration using the [Star Parent Report](#).** VPK programs will need to customize the reporting Period/Date Range for each VPK class's individual progress monitoring dates for the progress monitoring period for which they are seeking results. When running each report, select the calendar icon for the Reporting Period/Date Range and select Custom to set your own dates for your VPK class's progress monitoring dates, then select Apply.

**Recommended reports:** [Star Test Activity](#), [Star Summary Report](#), [Star Diagnostic Report](#) and [Star Annual Progress Report](#)

*\*These are sample reports.*

### **Marking Non-Participation Status (NPS)**

The **four** Non-Participation Statuses are described below and instructions on [how to mark students with a Non-Participation Status](#). VPK programs will select the Screening Period (PM period) they are marking the student with a NPS regardless of the dates (remember the Renaissance system is based on default screening period dates) and will only mark a NPS for the Assessment Type Star Early Literacy and should not use the Set Status for All button.

- 1. Assessment Inappropriate-** For students that are Blind/Visually Impaired, Deaf/Hard of Hearing, Medical Exemption Accommodation that can't be met with computer-based test (IEP/504 requiring Paper Based Test). The Star Early Literacy Assessment may not be appropriate for all VPK students. If you have a student with an Individual Educational Plan (IEP) or 504 Plan and the VPK Program Administrator determines this assessment will not meet the student's needs, the student should receive a NPS of "**Assessment Inappropriate.**"
- 2. Failed Practice-** For students who failed the practice items after three attempts. The Star Early Literacy Assessment Practice Items should be administered to all VPK students unless the student has been given a NPS of the Assessment Inappropriate, and students should be given at least three attempts to pass the items. If a student continues to fail the items, the student should receive a NPS of "**Failed Practice.**"
- 3. Non-English Speaker-** The Star Early Literacy Assessment is only administered in English. All students with a first language other than English should be given the opportunity to complete the practice items, if they pass, they continue and complete the assessment. They should be given two additional attempts to pass the practice items. For students with a first language other than English who are **unable to pass the practice items after three attempts**, would then receive a NPS of "**Non-English Speaker.**"
- 4. Not Present During Testing Window-** For students absent during the **entire** Progress Monitoring period. The Star Early Literacy Assessment dates should be provided to VPK student families, to ensure their child's attendance on testing days.

### **VPK FAST Star Early Literacy Test Administration Schedule for Progress Monitoring (PM)**

The Renaissance system has default screening windows or progress monitoring periods. The first assessment attempt in the progress monitoring period as the score reported to the state for FAST Star Early Literacy administrations. Any subsequent assessments taken within the PM period and any assessments taken outside of the PM period are not reported to the state for FAST Star Early Literacy administration. All attempts are recorded in the Renaissance system. Coalitions will give VPK programs their specific progress monitoring dates for each VPK class.

#### **Programs that have 83 or more instructional days follow the below test administration schedule:**

**PM1:** Is the first thirty (30) instructional days of the VPK class schedule beginning with the first VPK instructional day.

**PM2:** Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed.

**PM3:** Is the last thirty (30) instructional days of the VPK class schedule ending on the last VPK instructional day

#### **Programs (including Summer VPK) that have 82 or fewer instructional days follow the below test administration schedule:**

**PM1:** Is the first ten (10) instructional days of the VPK class schedule beginning with the first VPK instructional day.

**PM2:** Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed.

**PM3:** Is the last ten (10) instructional days of the VPK class schedule ending on the last VPK instructional day.