

DORA Phonemic Awareness Administrative Guide

Essential Background Information:

Phonemic Awareness diagnostic testing, by its very nature, is a difficult skill to measure with complete validity. First of all, testing is usually done with younger students, which means that they are often unaccustomed to assessment, let alone online testing environments. Next, phonemic awareness tasks may be more difficult to perform, and a certain degree of concentration is required of the students. And finally, because of greater bandwidth requirements for this assessment, a better Internet connection is essential. **Therefore, it is imperative that you perform a full lab systems check as described in “Lab/Classroom Computer Check List and Hints” Document before beginning assessment.**

- 1) Perform the **high-band width** system check on all lab computers. See document referenced above.
- 2) Be sure headphones and audio are set up for your students prior to testing.
- 3) Read the "Administration Script" to prepare students for assessment.
- 4) **OPTIONAL:** Because Phonemic Awareness testing covers 8 different audio tasks, you may want to familiarize your students with each question type prior to the assessment (see below).

Administration Script:

Read the following aloud to students prior to beginning the DORA: Phonemic Awareness assessment:

“Today you are going to be doing some special listening activities on the computer. These activities are going to show us how much you know about different sounds, so it is very important that you pay very careful attention while you are doing these activities.

You are going to be wearing headphones while we do these listening activities. You will hear a voice giving you directions. Listen carefully to the question and to each of the choices. Then choose the best answer. If you need to hear the question again, click on the yellow REPEAT button at the bottom of the screen.

If you finish early, please raise your hand and sit quietly. And please do not speak to the person sitting next to you.”

Additional Notes to Administrator:

- Students can stop and restart the assessment at any point. Restarting will repeat the example question for the section in which the student stopped. Then the assessment will resume.
- Assessments should be completed within 2 weeks for best results.
- For younger students you may want to show them how the assessment will look. You can start any assessment but only do the first example question. Show them the repeat button and how you can roll your mouse over choices to hear them again. This can be done by gathering students around a single computer while sitting quietly. Do not proceed to real test items.

Optional Sample Questions:

Question examples in order that they appear on the DORA Phonemic Awareness assessment:

“We’re going to practice some listening activities together. Listen carefully and raise your hand if you know the answer.”

Note: Don’t let students blurt out the answer. Let all students try to formulate their own Answers independently.

- (Word Number) How many words are in this sentence, "Please stop."?

Answer: 2
- (Rhyming) What word rhymes with "log?"
lad fog gag

Answer: fog
- (Identity) What is the same sound in these three words?
cat car cow

Answer: /c/
- (Segmenting) How many sounds do you hear in the word “dog?”

Answer: 3 sounds, /d/, /o/, /g/.
- (Blending) Blend the sounds /r/, /a/, /t/ together. What word do they make?

Answer: rat
- (Addition) Say the word “ape.” Now tell me what word you get when you add the /t/
sound to the beginning of “ape.”

Answer: tape
- (Deletion) Say the word “cart.” Now tell me what word you get when you say it
without the /t/.

Answer: car
- (Substitution) Say the word “mat.” What do you get when you change the /t/ to a /p/?

Answer: map

LAB /CLASSROOM Computer Check List and Hints

Follow these instructions and hints for best results with Let's Go Learn products

Do this Step ONE TIME prior to doing simultaneous student testing. (e.g. full lab testing!)

Step One: Go to <http://www.letsgolearn.com>

Step Two: Click on the Teacher Login Button. Then click on the “System Check” link

Step Three:* Click on the green “Start Test Now” button. Leave the window open.

Step Four: Make sure each computer passes this test. You should see the spinning banana and hear audio.

Step Five: Leave all spinning banana windows open on ALL computers for 10 minutes.

Step Six: Two numbers will appear in each window as: “Attempted” and “Completed”. These should both go up in value equally. If the number of times completed is less than the number of attempts, your network is experiencing congestion which probably will cause the assessment to appear to freeze. Call our technical support team for help or advice: 1-888-618-7323. Or search for “support document 070” on our web site.

* If you are administering the DORA Phonemic Awareness (DORA PA) standalone assessment, you MUST hit the second “Start Harder Test Now” button. DORA PA needs double the Internet bandwidth of other assessments.

EACH TIME before you administer assessments:

Step One: Check the volume level of each computer. (You can use the “system check” link to do this).

Step Two: Distribute logins, passwords, and org. codes to students (Help younger children log in if necessary)


Hint 1: Enter logins, passwords, and org. codes EXACTLY. Our system is letter case sensitive.

Hint 2: Apostrophes and spaces are not valid characters in logins or passwords.

Step Three: Read the assessment administration script available for each assessment.

Step Four: **During the assessment, walk around and monitor students.** Keep them on track. **Encourage them** to keep going if it seems too hard. The assessment will quickly move on to easier items if it becomes too difficult.

Hint 1: Bookmark www.letsgolearn.com so students can easily get to the student login button.

Hint 2: If a student's assessment seems to stop and not respond, try clicking the “refresh” button . The assessment will resume where it left off. Don't let students keep clicking multiple times in a row. Click once and wait.

Hint 3: If the browser freezes and the “refresh” button does not work, close the browser, relaunch it, then log back in.

Hint 4: If your network is congested or slow, let students know to be patient. The phonemic awareness section (3 or 4 wiggling face-objects) and the vocabulary section (4 pictures loaded) are the most bandwidth sensitive.

Hint 5: Keep an eye on younger students. RIGHT MOUSE CLICKS may get students off track. You can right click to undo any zoom or other adjustment.

AFTER the assessments:

Students will see a rewards animation page when they are done with the assessment. If they hit the “Stop” or “Continue” button, it will send them back to the login page.

Hint 1: Have a “silent” activity ready for students when they are done. This is very important since we do not want students who are done to disturb other students who are still testing.

Differentiated Online Instruction...

If your school or organization licensed one of the optional instructional products, the online instruction will become available immediately following the completion of an assessment. Have students log back in and they will see a new instructional activity icon. If instructional icons do not show up, the master account holder may need to log in and activate instruction for the students in question.

Help Contacts:

For Immediate

Help Call:

1-888-618-7323

Email:

help@letsgolearn.com

Or log into your teacher account and view the **Virtual Tours** or **Support** links on the <Home> tab!