



**STATE OF GEORGIA**  
**Division of Family and Children Services**  
**Community Programs Unit**  
**Educational Programming, Assessment and Consultation (EPAC)**

## **Educational Specialist Orientation**

### **Assessment Best Practices**

- ✓ The assessment is done online – access to the internet is **necessary** for the assessment. If the home is not equipped with internet access or a computer you will need to make other arrangements (library, school, or other public place with internet connection).
- ✓ i-Ready Student ID and password will be provided to you in an email along with the student's name, grade, age, school and contact information.
- ✓ Set up appointment for assessment with foster parent(s)/ group home staff immediately upon receipt of assignment (ESM will have already made contact with placement prior to assignment – an ES call should be expected).
- ✓ Inform your ESM via email of scheduled assessment date, place and time.
- ✓ Be on time for assessment (foster families have a lot of people in and out of their doors, and they need people to be on time in order to keep their schedules flowing smoothly).
- ✓ Insist on a quiet place for the student to complete the assessment.
- ✓ Login to: **<https://login.i-ready.com/>**

*Note: Use information given in assignment email to login the student.*

- Click "Log in Now!" on the **Welcome to i-Ready** Page
- Enter Student Username: ex. JW123456
- Enter Password: Georgia
- Choose State: Georgia
- Click on **Go!**
- You should now be at the beginning screen of the diagnostic and test questions.
- ✓ Show the beginning screens of the diagnostic and test questions to the student.
  - Explain that they will select a Study Buddy, Theme and Subject. Allow them to do so.
  - Point out speaker icon.
  - Review how to repeat audio (hold mouse over speaker icon).
  - Remind the students that the test is not timed and that they can start and stop by clicking on the **X** in the top right corner of each test question.
  - Point out how an answer is selected and how to change the selection.
  - Stress that answers cannot be changed after students clicks **Done**.
  
  - Tell students to scroll through the reading passages that are longer than one page (use yellow triangles at the bottom of the passages to go forward and backward within the passage).
  - Begin the assessment!

- ✓ Contact your ESM immediately with issues or concerns regarding the assessment process.
- ✓ Note your observations regarding student's behavior, attitude, frustration level, length of time required completing assessment, ability to set up math problems on scratch paper and any other relevant observations that you think may assist in setting up an Education Action Plan for the student.