

## Florida Assessments for Instruction in Reading Readiness Checklist

### Technology:

- ☐ Confirm that K-2 teachers administering the FAIR tasks through the use of the Electronic Scoring Tool have access to a laptop, mini laptop, or desktop computer meeting the minimum technology requirements from the attached document.
- ☐ District Completion of Florida Assessments for Instruction in Reading District Readiness Certification – utilize attached memo to confirm that the school will meet minimum technology requirements for implementation of the 3-12 FAIR tasks.
- ☐ Verify that training has occurred for tech support and a process is in place for troubleshooting technology issues with FAIR and completing technology tasks such as bookmarking the website on each computer, completing sound/animation checks, turning internet caching on, and gathering headphones.

### Materials:

- ☐ Confirm that FAIR kits received at the school site match the number ordered. Contact district if the order is not correct.
- ☐ Verify that the FAIR kits received include all components. See attached list of kit components. Contact district if the order is not complete.
- ☐ Distribute FAIR kits to all appropriate educators administering the assessments.

### Professional Development:

- ☐ Verify that professional development is provided for each School Level 1 (principal) and 2 (reading coach or lead educator in charge of PMRN operation) Users which includes:
  - ☐ PMRN school registration and PMRN management
- ☐ Verify that your school has at least one FAIR Master Trainer. If not, contact district for support.
- ☐ Verify that professional development is provided for each educator administering the assessments which includes:
  - ☐ How to administer FAIR including accommodations and demo practice for K-2 teachers and ACTIVE monitoring of students for 3-12 teachers
  - ☐ A plan for delivery of Instructional Implications/PMRN Reports

### Scheduling:

- ☐ Verify that a schedule plan exists for assessment implementation which may include:
  - K-2:
    - ☐ Consideration of length of time required for administration of specific tasks (Broad Screen – 1 – 5 minutes, Broad Diagnostic Inventory – 12 – 18 minutes, Targeted Diagnostic Inventory – 5 – 18 minutes.) Flexibility is provided so that tasks may be administered in more than one sitting.
    - ☐ Confirming that class rosters are complete and correct and that EST teachers have access to a student score booklet, particularly for tasks with lengthy rules (RC and Vocabulary)
    - ☐ Considering individual administration of the broad screen assessment task to every student before administering additional tasks
    - ☐ Consideration of staggering student assessments during the 35 instructional day assessment period
    - ☐ Hiring substitutes to cover while teachers are administering assessments as necessary
    - ☐ Dividing students in a classroom among other grade level teachers to allow one teacher to assess individual students as necessary
    - ☐ Utilization of assessment teams for the vocabulary task
  - 3-12:
    - ☐ Consideration of period length (50 minute, 60 minute, 90 minute, etc.) when scheduling specific student tasks (reading comprehension screen – 20 – 40 minutes, maze task – 10 minutes, word analysis – 5 - 15 minutes)
    - ☐ Confirming that class rosters are complete and correct including print versions with DOB
    - ☐ Considering the administration of only the reading comprehension broad screen assessment task to every student before administering additional tasks
    - ☐ Consideration of staggering student assessments during the 35 instructional day assessment period
    - ☐ Scheduling classes into the computer lab for group administration
    - ☐ Utilization of student workstations in classrooms
    - ☐ Scheduling laptop carts in classrooms

## Contact Information:

### FCRR

- PMRN Help Desk Phone: (850) 644-0931
- Email: [helpdesk@fcrr.org](mailto:helpdesk@fcrr.org)
- Web Site: <http://www.fcrr.org/fair/index.htm>

### Just Read, Florida!

- Phone: (850) 245-0503
- Questions: [http://www.justreadflorida.com/instrreading\\_email.asp](http://www.justreadflorida.com/instrreading_email.asp)
- Web Site: <http://www.justreadflorida.com/instrreading.asp>