

MOY BENCHMARK GUIDE

How to Use This Resource:

This guide outlines what to do before, during, and after the Amira Middle-of-Year Benchmark assessment. Follow the steps to prepare your classroom and students, support them during testing, and review and share results once the assessment is complete.

Contents

Before the Assessment	2
During the Assessment	4
After the Assessment	5

Before the Assessment

Get Set Up	
☐	Check Your Assessment Window Identify when your students are scheduled to take the assessment.
☐	Adjust Assessment Settings Before assigning an assessment or opening an assessment window, make sure all student settings are correct. • Set up any needed accommodations, such as Spanish assessment, Spanish proctoring, paper and pencil, braille, nonverbal, or extended time, in Assessment Settings ahead of time. • If you need to add or change an accommodation after an assessment has been assigned, unassign it first, update the settings, and then reassign the assessment. How to: Assessment Settings Teacher Resource: Guidance for Assessment Accommodations
☐	Check Your Dashboard and Assign if Needed • If your district is setting assessment windows: Look on your dashboard to see when the window begins. • If your district is <u>not</u> setting windows: Assign the assessment. How to: Assign an Assessment
☐	Plan Your Assessment Schedule <i>Best Practices:</i> • Use Amira flexibly (whole-group, small-group, individual) • Consider assessing in small groups so you can more closely monitor students, cut down on background noise, and quickly address any tech issues. • Display the schedule so students know when they'll test.
☐	Preview the Student Experience See what the assessment looks like from a student's perspective. Student Experience Walkthrough: ISIP Assess ▶ Example Video: 1st Grade Assessment ▶ Example Video: 5th Grade Assessment Amira ISIP Assess Task Examples
☐	Communicate with Families Let families know that benchmark testing is coming up soon and that they'll receive an update afterward to see how their child is growing as a reader. Teacher Resource: Family Update Packet
Prepare Your Classroom	

☐	Prepare Your Devices <i>Best Practices:</i> • Make sure all devices are fully charged. • Restart devices to refresh performance. • Close unused apps, tabs, and windows to free up memory and bandwidth. • Check microphone permissions and ensure the correct mic is selected. • If you are using headsets, test them to make sure they're working properly. • Keep extra devices and headsets available in case replacements are needed during the assessment. Teacher Resource: Troubleshooting Tips
☐	Set Up Your Space <i>Best Practices:</i> • Space devices apart to prevent microphones from picking up multiple voices. • Use testing dividers or headsets to reduce background noise (optional but helpful).
Prepare Your Students	
☐	Reintroduce Students to Amira <i>Best Practice:</i> • Review the Introducing Amira Video and slides. • Watch the example videos of students taking the assessment. • Prioritize the sections where your students are most likely to need additional support. Class Resource: Introducing Amira Slide Decks & Videos ▶ Example Video: 1st Grade Assessment ▶ Example Video: 5th Grade Assessment
☐	Review Testing Routines and Troubleshooting Steps <i>Best Practices:</i> • Revisit classroom routines for using, handling, and caring for devices. • Display and discuss Amira's Tips for Success poster as a final reminder before testing. Class Resource: Amira's Tips for Success Poster
☐	Encourage Confidence <i>Best Practices:</i> • Remind students to keep going and do their best, even if they make mistakes. • Praise effort and progress over perfection. • Use positive energy and encouragement to set the tone for success. • Go over individual goals with students and encourage them to reach for success. Class Resource: Amira Goal Setting Cards (p.2–3)
	Prepare Accommodations Prepare for assessment accommodations by planning any needed 1:1 administration for specific students. Be sure to print all required materials using the resources linked below. Teacher Resource: Guidance for Assessment Accommodations

During the Assessment

Support Your Students	
☐	Provide Encouragement • Use gentle, nonverbal reminders (like a smile or thumbs up) to help students stay engaged.
☐	Maintain a Focused Environment <i>Best Practices:</i> • Minimize movement and distractions. • Circulate the room to ensure students are on task and technology is working, without interrupting reading.
☐	For Students with Accommodations Follow the step-by-step instructions explained in the document below. Teacher Resource: Guidance for Assessment Accommodations
	Be Mindful About Breaks <i>Best Practices:</i> • Aim to have students complete the assessment in one ~20 minute session. • If a student needs a break, have them finish the task they are working on so progress saves. • Have the student log out rather than leaving the assessment idle. When they log back in, Amira will resume where they left off.
Monitor Assessment	
☐	Monitor Assessment Completion • Track student progress to ensure all assessments are completed. Amira automatically alerts you if a student has an incomplete assessment or needs to reassess. • Use the ISIP Assess Status widget in your Growth Dashboard to view completion details and identify students who may need additional time or support. How to: View Assessment Completion
Get Live Support if Needed	
If you encounter an issue you can't resolve, click Amira in the bottom-left corner of your dashboard and ask to speak with a live support agent.	

After the Assessment

Review Results	
☐	Get a Quick Overview • View results in the ISIP Assess Classification widget on your dashboard. • Check each student's ARM score and percentile ranking in the Class Progress Report. • Review each student's dyslexia risk indicator in the Reading Risk Report. • Results typically appear immediately, or within 48 hours if flagged for review. How to: View Assessment Results How to: Class Progress Report
☐	Dig Deeper Learn more about Amira Reports with the Amira Data Dive asynchronous training and with the Teacher Reports Reference Guide. Data Dive Training Teacher Reports Reference Guide
Review Results	
☐	Check in with Students Reflect on their assessment experience, celebrate their progress, recognize their strengths, and set new goals. Class Resource: Amira Goal Setting Class Resource: Conference Logs
☐	Communicate with Families Send home an update so that parents know how their child has progressed since the beginning of the year. Teacher Resource: Family Update Packet Family Resource: Parent Report One-Pager