

MOBY.READ

Moby.Read Administration Guide

Supporting Moby.Read v1.9

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Introduction

Moby.Read is a self-administered oral reading fluency (ORF) benchmark assessment in English that runs in a Chrome browser or on an iPad and is automatically scored. The test is designed for students in grades K through 5. Tasks are presented at various degrees of difficulty depending on the form for a specific grade and time of year.

In grades 1 through 5, students read a list of words, a sentence, and four short passages out loud. They are prompted to retell what they read in their own words and answer short content questions about the passage. In kindergarten, students read a list of words, a short phrase or sentence, and four short passages broken into three parts. They are then asked to answer questions about the passage.

Moby.Read uses automatic speech recognition (ASR) and natural language processing (NLP) technologies to score the tests. Test results are available online shortly after the assessment is complete. Test scores and student recordings provide educators with immediate, accurate data that can support effective strategies for improving student performance.

The *Moby.Read Administration Guide* describes test preparations and protocols for administering the Moby.Read test in a manner that promotes valid score interpretation and fairness. Procedures and guidelines align with the most recent edition of the *Standards of Psychological and Educational Testing* (AERA, APA & NCME, 2014).

Target Audience

The *Moby.Read Administration Guide* is intended for educational professionals, such as teachers or administrators, who are responsible for evaluating the oral reading ability of students in grades K through 5. Because the Moby.Read test is self-administered, no specialized educational qualifications are needed to administer the test aside from an adherence to the recommended testing protocol.

Moby.Read Assessment Suite Overview

The Moby.Read Assessment Suite consists of three applications (Table 1).

You can use all three applications together if you choose to administer tests on both computers and iPads. Or you can use computers only, or iPads only, to manage your class roster and deliver tests.

Access to Moby.Read applications and associated features depend on the user's account type and associated role. Moby.Read supports three user roles: School Administrator, Teacher, and Reading Specialist.

The following table summarizes the features supported by each application and the users authorized to access those features.

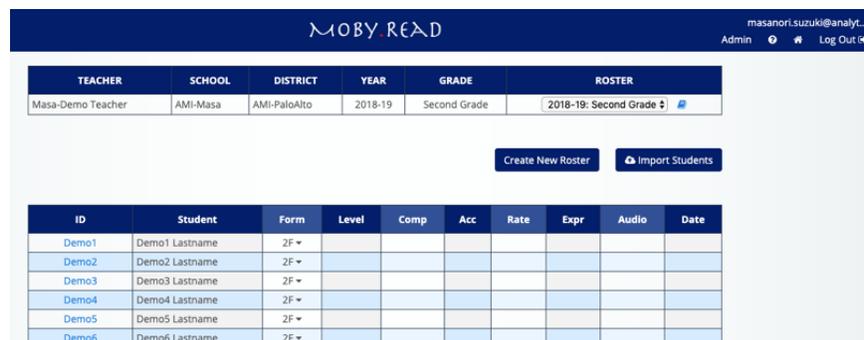
Table 1: Moby.Read Assessment Suite

Application	Intended Use	User Access
www.amiteacher.com	<ul style="list-style-type: none"> User account management Create and modify class rosters Review test scores 	<ul style="list-style-type: none"> School Administrator Teacher, School Administrator All Users*
www.amiread.com	<ul style="list-style-type: none"> Administer tests in a Google Chrome browser 	<ul style="list-style-type: none"> Teacher
Moby.Read iOS app	<ul style="list-style-type: none"> Administer tests on an iPad Limited rostering and score review 	<ul style="list-style-type: none"> Teacher

*Teachers and School Administrators have full read and write-access to rosters. Readings Specialists can review and download rosters of selected Teachers to which they have been granted access. They cannot edit student information.

Working with Class Rosters

Moby.Read uses grade-level class rosters to associate a student with a Moby.Read Teacher account. A unique alphanumeric student ID, an optional alias ID, and the student's name identify a student record within a given school's Moby.Read administration domain.



TEACHER	SCHOOL	DISTRICT	YEAR	GRADE	ROSTER
Masa-Demo Teacher	AMI-Masa	AMI-PaloAlto	2018-19	Second Grade	2018-19: Second Grade

ID	Student	Form	Level	Comp	Acc	Rate	Expr	Audio	Date
Demo1	Demo1 Lastname	2F							
Demo2	Demo2 Lastname	2F							
Demo3	Demo3 Lastname	2F							
Demo4	Demo4 Lastname	2F							
Demo5	Demo5 Lastname	2F							
Demo6	Demo6 Lastname	2F							

Figure 1: Class roster view for a 2nd grade Teacher account

As a Teacher or School Administrator, you can perform the following rostering tasks:

- Manually add student entries to the roster page (→ click **Add Students**).
- Change the default test form for a student to another grade or quarter (F=fall, W=winter, S=spring).
- Edit or delete a student entry; delete an entire roster.
- Import student information from a spreadsheet (→ click **Import Students**).
- Download a class roster into a spreadsheet and print it out before administering a test or after the test has completed to review scores (→ click **Export Roster**).
- Create additional class rosters (click → **Create Roster**).
- Select a roster for another grade from the drop-down menu.

Class rosters created on www.amiteacher.com for a given grade are downloaded to any device (iPad or laptop) used in a test administration when a Teacher logs in with that grade.

Class Roster Access

You must have a Teacher or a School Administrator account to perform roster data entry on www.amiteacher.com.

Using the integrated rostering functionality with the Moby.Read iOS app requires a Teacher account. School Administrators would have to install Chrome browser on their iPad and sign in at www.amiteacher.com.

A Reading Specialist can view rosters of Teachers for which they have been granted access by the School Administrator. They cannot edit student records. Reading Specialists can access selected rosters from their home page on www.amiteacher.com.

Creating a Class Roster

When you register as a Teacher, Moby.Read creates a class roster for the grade specified during the registration. You can create additional rosters as follows:

1. On the Class Roster page, click **Create New Roster**.

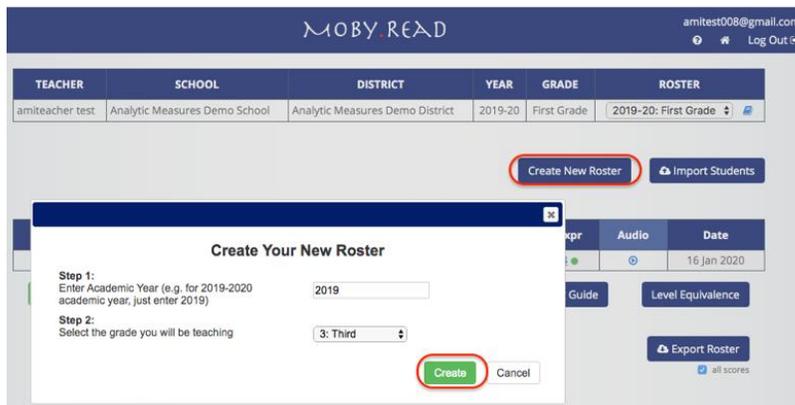


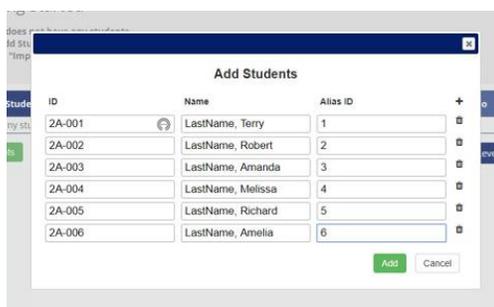
Figure 2: Roster creation widget

2. Enter a year and select a grade.
3. Click **Create**.

A new empty roster is created and added to the grade selection menu.

Adding a Student to a Class Roster

1. On the Class Roster page, click **Add Students**.
2. Enter an alphanumeric student ID and a name. The alias is optional.
3. To add more rows, click on the plus sign "+".
4. Click **Add**.



ID	Name	Alias ID
2A-001	LastName, Terry	1
2A-002	LastName, Robert	2
2A-003	LastName, Amanda	3
2A-004	LastName, Melissa	4
2A-005	LastName, Richard	5
2A-006	LastName, Amelia	6

Figure 3: Adding students to a new roster

The student information is added to the roster.

Unique Student IDs

The student ID for each student must be unique and can be any alphanumeric string. You may use a student's school or district-assigned ID. The unique ID requirement means that within any given Moby.Read administration domain (including all users registered through a single School Administrator), students must have a unique identifier.

Student Aliases

School IDs or district IDs can be lengthy and difficult to remember. A short alias is easier to recall when a student is prompted for an ID. An alias can be part of a numerical sequence (1,2,3...) or the student's initials. Unlike student IDs, which must be unique within a school's entire administration domain, Moby.Read student aliases are specific to a Teacher's grade roster. This means that the same alias can be used for different students across multiple grade rosters or in the rosters of other Teachers.

Selecting a Form

A form defines the test content and grade-level difficulty of an assessment. For grades 1 through 5, class rosters display default fall quarter forms for the respective grades, but forms are not tied to a grade. You can change the form for any student based on past performance. For example, a grade 5 Teacher can administer a 4th grade fall form (4F) to a 5th grade student in winter.

Kindergarten assessment forms (KF, KW, and KS) are available only from within kindergarten rosters. Similarly, from within kindergarten rosters, 1st through 5th grade forms cannot be accessed.

To change a student's form, select another form for a specific grade and quarter (F=fall, W=winter, S=spring) from the roster form selection menu (Figure 4).

ID	Student	Form	Level	Comp
01-333567-20	Jelly Bean	1F	mH	7.5
1-7893485-85	Paul B.	<input checked="" type="checkbox"/> 1F <input type="checkbox"/> 1W <input type="checkbox"/> 1S <input type="checkbox"/> 2F <input type="checkbox"/> 2W <input type="checkbox"/> 2S		

Add Students

Figure 4: Roster form selection

Editing a Student Entry

You can make changes to a student's name, student ID, or alias.

1. Click on a student ID on the Class Roster page to load the **Update Student** widget.

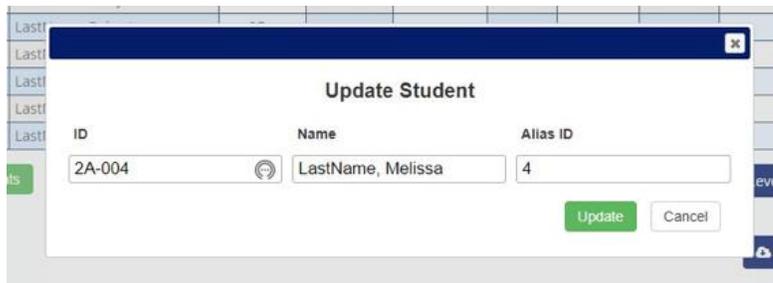


Figure 5: Updating student information

2. Correct the information and click **Update**.
3. The change is propagated to all rosters that reference that student.

Note: Once a student has taken a test in Moby.Read, you can no longer edit the student information.

Deleting a Student Entry

You can delete an entire student entry (without leaving an empty row). The action removes the student from the current grade roster, but the student is retained in the system. If the student ID is added to another roster, that student's information, including test records, is retrieved from the database.

1. Click the Book Icon next to the grade selection drop-down menu.



Figure 6: Editing a Class Roster

An editable version of the Class Roster is loaded.

2. Click the Trash icon next to a student entry (Figure 7).
The system prompts for confirmation.

3. Click **Remove** to confirm and remove the entry from your roster.
4. Click **Back to Roster** to exit the editable roster.

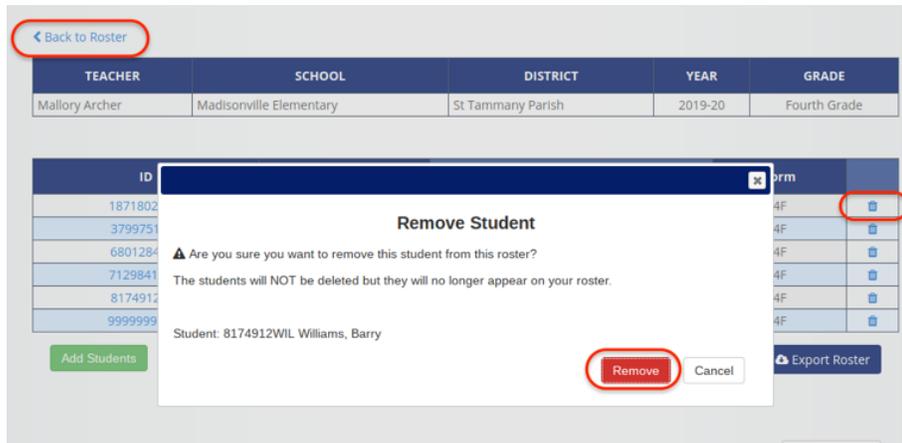


Figure 7: Deleting a student from a roster

Deleting a Class Roster

You can delete an entire class roster. The action removes the roster from the Teacher's grade selection menu, but student information is retained in the system. If one of the student IDs is added to another roster, that student's information, including test results, is retrieved from the database.

1. Click the Book Icon next to the grade selection drop-down menu.



Figure 8: Editing a Class Roster

An editable version of the Class Roster is loaded (Figure 9).

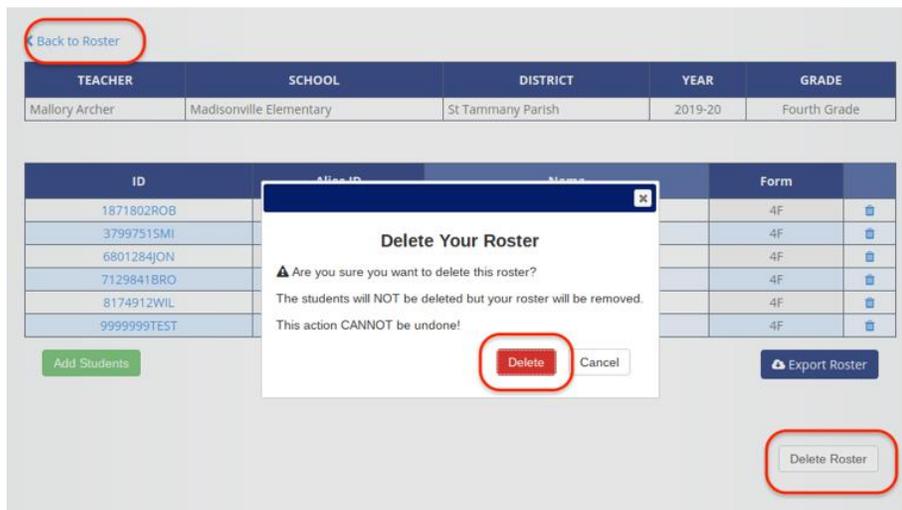


Figure 9: Deleting a class roster

2. Click **Delete Roster** in the lower right corner of the screen
3. When prompted for confirmation, click **Delete**.

The roster is deleted, and the Teacher's registered grade roster displays.

Importing Student Data

As an alternative to manual rostering, Teachers and School Administrators can upload student data from a spreadsheet (CSV, XLS, or XLSX file) to a class roster. Acceptable file formats and templates are provided when you click Import Students on the class roster page. Follow instructions on the screen to upload the data.

Note: *Importing students is not supported in the Moby.Read iOS app.*

Exporting a Class Roster

Any user who has access to a Teacher's class roster can export the roster to a spreadsheet that can then be saved or printed out for a test administration.

Note: *Exporting class rosters is not supported in the Moby.Read iOS app.*

1. Click **Export Roster** at the bottom right corner of the class roster page.



Figure 10: Export roster

The roster opens with a generic name, roster.csv.

2. Rename the file and click **Save** to download the file or print it out as needed.

By default, all scores associated with a student are included in the download. Uncheck **all scores** to download only the most recent test results.

Preparing for a Test Administration

Preparing for a Moby.Read assessment includes selecting a suitable test environment, printing out the class roster, and taking a demo or practice test to ensure the device is working correctly. Devices used in the test administration should be set up ahead of time and verified for audio capture. Refer to the *Moby.Read Installation Guide* for your device.

Selecting a Suitable Testing Environment

Administer the test in a quiet, comfortable room so that students do not get distracted and can show their best reading performance. Keep background noise and distractions to a minimum. Examples of suitable testing locations include the following:

- A separate, quiet room that can hold a single student or small groups of students

- A dedicated location within the classroom for individual students (for example, a Moby.Read station), which can be used while class is in session (headsets recommended)
- A computer lab or school library for whole class assessments. If this option is used, students should be placed at least 10 feet apart from one another to ensure that they do not overhear each other's reading performances and answers to questions. Staggering start times can help prevent students from hearing other's responses. Headsets are required for this scenario to ensure valid results.

Using a Headset

Use a headset when you test more than one student in a room or while class is in session. AMI recommends using circumaural or sound isolating headphones and a noise-canceling microphone. Note that circumaural headphones have large pads that surround the outer ear, rather than press against it (Figure 11). Also note that, for headphones, "sound-isolating" does not mean "active noise-canceling". System-compatible gaming headsets are a suitable option, if they meet these requirements.



Figure 11: Circumaural headphone with pads covering the ears

Taking a Demo or Practice Test

Moby.Read provides the following demo and practice options:

- A *demo test* using a 2nd grade form is available for both Chrome delivery and on the mobile app. Log in as a Guest and use the student ID "2-1001" to run the demo test.
- A *Quick Demo* is available for Chrome delivery only and presents a short version of the full-length assessment demo. The test includes all task types but for only a single passage. Log in as a Guest on <http://www.amiread.com> and use the student ID "9-9999".
- A *full-length practice test* uses the actual test form of a specified grade for which you assign a fictitious ID and name. A full practice test is useful if you want to understand the material and difficulty of a specific test form.

Teachers and aides who will be administering Moby.Read should take a demo or practice test as part of preparing for test administration. Taking a demo or practice test allows you to:

- Familiarize yourself with the Moby.Read assessment and help you to understand what students will experience during testing (including the task types and ordering of tasks).
- Get comfortable with the technology. Experience with the delivery device will help you answer questions that may arise during the test and assist students with problems.
- Demo the test in front of your class to introduce students to Moby.Read. Note that the demo uses a 2nd grade form and the content may not be aligned to your students.

Test Administration

The Moby.Read assessment takes 10-12 minutes to complete, depending on grade, form, and student performance. For planning purposes, allocate approximately 20 minutes per assessment to allow ample time for student transition to the test location, headset placement, and entering of a student ID.

Administering a Test

The following instructions are for Chrome-delivered Moby.Read assessments. The process for iOS delivery is essentially the same. Differences are pointed out where appropriate.

Before you begin to test students, make sure that:

- The microphone headset is connected to the device. Be sure the lead is pushed all the way in. If the headset is not connected properly, the test will not detect the student's speech.
- For iPad users, you may consider using a stand.
- You have signed in to www.amiread.com or the Moby.Read iOS app with a selected grade, and the device displays the Enter Test ID screen as shown in Figure 12.



MOBY.READ		
amitest008@ logout of grade 1		
<i>Be in a QUIET place</i>		
ID : <input type="text" value="Input your ID here..."/>		
Cancel	Enter	
1	2	3
4	5	6
7	8	9
	0	<X>

Figure 12: Enter Test ID screen

1. Explain the test to the student.

Invite the student to sit in a chair. Explain that he or she will be using an electronic device (a computer or an iPad) to read out loud. Encourage the student to speak clearly and loud enough so that the device can “hear” the student’s voice.

2. Fit the student with the microphone headset as shown in Figure 13.



Figure 13: Correct microphone position

Some headsets have an on/off button; verify that the microphone is turned on. Adjust the earphones so that the headset fits comfortably and does not slip off. Position the microphone between 1 and 3 inches to the side of the speaker’s mouth. Remind the student not to move the microphone or touch it.

3. Enter the student ID or alias.
4. Press **Enter**.

You are prompted to confirm the student’s identity, as shown in Figure 14.

5. Ask for the student’s name and check it against the class roster.

The confirmation displays the student’s name exactly as it was entered in the roster **Student** field.



Figure 14: Student identity confirmation

6. Click **YES** to confirm the student’s identity.

If the name is incorrect click **NO** to re-enter the student ID. Check your roster printout. You may need to go back to the online roster page and correct the assignment if needed.

After you confirm the student’s name, the test begins. The test is administered automatically; students follow instructions and proceed at their own pace. No further action is needed aside from ensuring that the student is attending to the test and is reading the responses out loud.

- Make sure that the student can hear the audio and the device is capturing the student's speech (through the voice activation bar).
- If the student is not speaking, or is whispering, remind the student to speak out loud.

When the test is complete, Moby.Read returns to the Enter Test ID screen and is ready for the next student.

Changing the Grade While Administering Tests

The grade you specified during login selects the class roster grade for all subsequent assessments. Any student ID not included in the selected grade roster is rejected by the system.

You can switch to another grade and associated class roster as follows:

- On www.amiread.com, log out and then log back in with a different grade selection.
- In the iOS app, tap **Back > Class Roster** and then select another grade from the drop-down menu.

Guidelines for Proctoring the Test

The following guidelines address potential issues that may arise during the test and how to respond them. Issues range from student questions to unforeseen interruptions. Accommodation guidelines are provided in [Accommodating Students with Special Needs](#). For technical issues, refer to the troubleshooting sections in the *Moby.Read Installation Guide*.

Responding to Students' Questions During the Test

Use the suggestions provided in Table 2 to respond to questions that students may ask during the test.

Table 2: Frequent questions during testing

Student Comment	Suggested Response
"I can't hear it."	Help the student adjust the volume or try reconnecting the microphone headset.
"I don't remember."	During a retell: "What was the passage about? You can use your own words." During a question: "Do the best you can."
"The app cut me off."	"Just keep going." Explain that the test moves on after a certain amount of time has passed.
"I don't know this word." or "What is this word?"	"Go ahead and skip it."
[Student should be reading but is not speaking.]	"Read it out loud."

Student Comment	Suggested Response
[Student should be retelling but is not speaking.]	“What was the passage about? You can use your own words.”
“I’m done.”	If the test is still running, help the student press “Next.” If the test is finished, say, “Thank you!” and dismiss the student.

Responding to Test Interruptions

Unexpected interruptions can potentially interfere with test results. Examples include: a fire alarm going off during a test session, the recess bell sounding, or the arrival of the principal or a parent. Cheating is rare but possible; for example, a student who does not know the answer to a question may try to overhear another student’s response.

Document any incident that might adversely affect test results. Record the student’s name and test ID, the nature of the incident, and the date and time it occurred. This information will help you determine whether retesting is warranted.

Accommodating Students with Special Needs

For some students, a standard Moby.Read test administration may not measure oral reading fluency ability appropriately, and the student may be eligible for a test accommodation.¹

An accommodation modifies the standard test protocol in ways that makes the test equally accessible to a student’s unique circumstances, without impacting the validity of test scores. Modifications must be considered carefully, because any procedural change potentially affects the validity of score interpretation.

Table 3 lists some common issues that may require accommodation. Document any approved accommodations you are providing in your spreadsheet.

Table 3: Approved accommodations for common issues

Issue	Approved Accommodation
Visual	<ul style="list-style-type: none"> • Screen magnifier (unless its use affects timing) • Room with enhanced or specialized lighting • Human administration* with materials printed in enlarged and/or different font
Hearing	<ul style="list-style-type: none"> • Amplifier • Printed instructions from the video and other prompts not already displayed on the screen
Speech	<ul style="list-style-type: none"> • If the speech issue is systematic, for example, the pronunciation of /w/ in place of /r/, no accommodation may be necessary. • Human administration* if articulation difficulties are severe. A trained speech-language pathologist or a person familiar with the student’s speech should hand-administer the test.

¹ American Educational Research Association, American Psychological Association, National Council on Measurement in Education. (2014). Standards for educational and psychological testing. Washington, DC: AERA.

Issue	Approved Accommodation
	<ul style="list-style-type: none"> Human administration* if speech includes severe stuttering or other disfluencies that will affect timing
Language	<ul style="list-style-type: none"> Human administration* in which comprehension of test instructions is verified by having the student repeat or summarize the test instructions
Limited English Understanding	<ul style="list-style-type: none"> Printed translation of test instructions are read to the student by an interpreter. (Text passages and questions should remain in English.) Administration aided by an interpreter (only for instructions)
Learning and/or ADHD	<ul style="list-style-type: none"> Human administration*—verify comprehension of test instructions by having the student repeat or summarize test instructions. Test in a dedicated room where no other students are present.
Anxiety	<ul style="list-style-type: none"> Administer the test while a person that the student is familiar with is close by. Human administration* by a person that the student is familiar with

*Human administration requires administrators to undergo training on administering and hand-scoring the test.

No special accommodations are needed for students who speak with an accent or a mild speech impairment. Moby.Read system is designed to handle accented or non-native speech, as well as speech with a mild, systematic speech impairment. Language learners or students speaking regional dialects do not need accommodation unless the accent is severe, or a limited understanding of English prevents the student from understanding the prompts in the test.

Caution: *Some modifications to the standard test administration protocol may adversely affect the interpretation of test scores. Examples include: untimed administrations (which affect reading level estimates and accurate reading rate estimates), passages translated into other languages (including sign language and Braille) or allowing students to respond in other languages. When other languages are involved (aside from translations of instructions), the construct of oral reading fluency in English is compromised.*

For questions or concerns regarding accommodations, contact Analytic Measures Inc. at support@analyticmeasures.com.

For more information

Visit us at www.analyticmeasures.com/moby-read. Download related documentation [here](#).

Analytic Measures Inc.
 Palo Alto, California
 Contact: support@analyticmeasures.com

