

Letter Naming Fluency

(LNF)

Place the student test page in front of the student. Then, say:

“Here are some letters. Begin here, (point to first letter) and tell me the names of as many letters as you can. Put your finger under the first letter. Ready, begin.”

Start Rule: Click ***Begin*** on the Digital Record Form (DRF) ***when the student says the first letter.***

End Rule: At 1-minute, say: **“Stop.”**
Follow the directions on the DRF screen to click on the last letter named by the student and score student responses.

Hesitation: **3 seconds**
~provide correct letter & mark as incorrect
~point to next letter & say: **“What letter?”**
~prompt may be provided ***multiple times***
~if a student self-corrects within 3 seconds, record the response as correct

If the student makes the letter **sound** instead of saying its name, the first time say:
“Tell me the letter name.”

~prompt may be provided ***one time only***
~if the student makes a letter sound again, mark the item as incorrect

Skipped Rows: If a student skips an entire row of letters, redirect by pointing to the first letter of the skipped row and say, if needed: **“This one is next.”**

Discontinue: If a student incorrectly names **10 consecutive letters without self-correcting**, discontinue administration of this form. Click on the pause icon (■) and select ***Discontinue Form*** from the pop-up menu.

Scoring: Students receive one point for each correctly named letter.

Note: Very occasionally, a student will finish in less than one minute. If this occurs, click on the pause icon (■) and select ***Student Finished Form*** from the pop-up menu. Then, follow the directions on the DRF screen to score student responses.

Letter Word Sounds Fluency

(LWSF)

Place the student practice page in front of the student. Then, say:

“**Tell me what sound this makes.**” Then follow administration directions on DRF instruction screens, teaching the task to the student. Next, place the student test pages in front of the student in order and so that only the first page is visible. Then, say:

“**Let’s do some more. Start with this box** *(point to first box of three letters)* **and then this box** *(point to next box)* **and go across. Then go on to these boxes** *(point to second row)*. **Keep going until I tell you to stop. Ready? Begin.**”

The arrow at the bottom of page 1 and page 2 indicate a page turn. If the student finishes a test page before the 1-minute time limit, say: “**Turn the page and keep going.**”

Start Rule: Click *Begin* on the Digital Record Form (DRF) *when the student says the first letter sound.*

End Rule: At 1-minute, say: “**Stop.**”
Follow the directions on the DRF screen to click on the last letter or word sound made by the student and score student responses.

Hesitation: **3 seconds**
~Say: “**Try the next one.**”
~prompt may be provided *multiple times*
~if a student self-corrects within 3 seconds, record the response as correct

If the student says the letter **name** instead of the sound, the first time say:
“**Tell me the sound the letter makes.**”
~prompt may be provided *one time only*
~if the student says a letter name again, mark the item as incorrect

Skipped Rows: If a student skips an entire row of letters, redirect by pointing to the first letter of the skipped row and say, if needed: “**This one is next.**”

Discontinue: If a student incorrectly produces sounds for **10 consecutive letters without self-correcting**, discontinue administration of this form. Click on the pause icon (■) and select *Discontinue Form* from the pop-up menu.

Scoring: Students receive one point for each correctly made sound or word.

Note: Very occasionally, a student will finish in less than one minute. If this occurs, click on the pause icon (■) and select *Student Finished Form* from the pop-up menu. Then, follow the directions on the DRF screen to score student responses.

Phoneme Segmentation

(PS)


No printed materials are required for the student.


“I am going to say a word. After I say it, I want you to tell me all the sounds in the word. So, if I say Sam, you would say /s/ /a/ /m/. Let’s try one. Tell me the sounds in dog.”

Pause and wait for the student’s response.

CORRECT RESPONSE	INCORRECT RESPONSE
“Good. Let’s do some more.”	“The sounds in dog are /d/ /o/ /g/. Try again. Tell me the sounds in dog.”

“Ready?”


As soon as the student finishes saying the sounds of a word, say the next test word. Record the student’s response by clicking on any incorrect or skipped sounds. If the student repeats the whole word instead of saying sounds, click on the  to mark all sounds as incorrect.

After the student has answered all the Phoneme Segmentation questions, click on the pause icon  and select *Discontinue Form* from the pop-up menu. Then click OK to confirm discontinuation of the form and follow the directions on the DRF screen to select the last segment attempted and to score student responses.

Start Rule: Click *Begin* on the Digital Record Form (DRF).

End Rule: Phoneme Segmentation is untimed, so there is no end rule.

Hesitation: Allow about **3-5 seconds** after each sound for the student to respond. If the student does not make the first or next sound segment of the test word within 3-5 seconds, mark the segment(s) not produced as incorrect and give the next test word.

Discontinue: If a student does not make **any correct segmentations on 5 consecutive words**, discontinue administration of this form. Click on the pause icon  and select *Discontinue Form* from the pop-up menu.

Scoring: Students receive one point for each correctly sounded phoneme (sound segment). Each phoneme must be made *separately, correctly*, and in the *proper order* to receive credit.

Oral Reading Fluency

(ORF)

Place the student test page in front of the student. Then, say:

“When I say begin, start reading aloud at the top of this page. Read across the page (demonstrate by moving finger across the page). Try to read each word. Ready? Begin.”

When conducting benchmark test sessions, have the student turn to the second story page and say: **“Let’s try another one. Be sure to do your best reading. Ready? Begin.”**

Start Rule: Click *Begin* on the Digital Record Form (DRF) *when the student says or begins to sound out the first word.*

End Rule: At 1-minute, say: **“Stop.”**
Follow the directions on the DRF screen to click on the last word read by the student and score student responses.

Hesitation: **3 seconds**
~provide correct word & mark as incorrect
~if a student self-corrects within 3 seconds, record the response as correct

Sub-vocalization: Allow about **10 seconds** for the student to sound out or to subvocalize before saying the word and marking it incorrect.

Skipped Rows: If a student skips a line, do not redirect or give any corrective feedback.

Discontinue: If a student reads **10 or fewer words** on the first story, do not administer the second story. Click on the pause icon (■) and select *Discontinue Form* from the pop-up menu.

Scoring: Students receive one point for each correctly read word.

Note: Very occasionally, a student will finish in less than one minute. If this occurs, click on the pause icon (■) and select *Student Finished Form* from the pop-up menu. Then, follow the directions on the DRF screen to score student responses.