

## LevelSet Pre-Test Frequently Asked Questions

With the COVID-19 pandemic requiring schools to implement blended learning models that have students working from home at least part of the time, special challenges are presented with respect to scheduling and administering the LevelSet Pre-Test. This document answers the most common questions about the LevelSet Pre-test.

### What is LevelSet?

LevelSet is a reading assessment that is taken by students when they first log into Achieve3000 Literacy. It measures a student's reading ability, then uses those results to precisely match the student to the just-right level of text. Students cannot interact with the lesson materials until they have completed the assessment.

### When will students take the LevelSet Pre-Test?

When students log in to Achieve3000 Literacy for the first time in the school year, they will be prompted to take the LevelSet assessment as long as the following conditions are true:

- 1) The Pre-Test start date has already passed
- 2) The student logs in within Supervised Student Work Time (SSWT)

The Achieve3000 Literacy platform cannot detect if the student is logging in from school or home.

### How can I check or change settings for the LevelSet Pre-Test date?

For teachers:

A district administrator must enable this feature. If enabled, here are the steps:

- 1) Log in at <https://portal.achieve3000.com>
- 2) From the top right of the screen, click the down arrow next to your name and select **Admin Settings**.
- 3) Scroll to the Class section and click **Edit Class Information**.
- 4) Click the class code for the class you wish to edit.
- 5) Expand the Class Settings section
- 6) Scroll down to review the assessment schedule table.

Make any needed changes and click **Submit** at the bottom of the page. *NOTE: Your changes are not saved until you click the Submit button and view the Confirmation screen.*

For school administrators:

- 1) Log in at <https://portal.achieve3000.com>
- 2) From the top right of the screen, click the down arrow next to your name and select **Admin Settings**.
- 3) Scroll to the School section and click **Edit School Information**.
- 4) Click the school code for the school you wish to edit.
- 5) Expand the School Settings section
- 6) Expand the Literacy ES/Literacy MS/Literacy HS section and review the assessment schedule table.

Make any needed changes and click **Submit** at the bottom of the page. *NOTE: Your changes are not saved until you click the Submit button and view the Confirmation screen.*

For district administrators:

- 1) Log in at <https://portal.achieve3000.com>
- 2) From the top right of the screen, click the down arrow next to your name and select **Admin Settings**.
- 3) Scroll to the School section and click **Edit District Information**.
- 4) Expand the District Settings section
- 5) Expand the Literacy ES/Literacy MS/Literacy HS section and review the assessment schedule table.

Make any needed changes and click **Submit** at the bottom of the page. *NOTE: Your changes are not saved until you click the Submit button and view the Confirmation screen.*

### **How can I check or change settings for Supervised Student Work Time (SSWT)?**

If you wish to change your Supervised Student Work Time settings for your entire district, please contact our Customer Support Team at the number below.

For teachers:

A district administrator must enable this feature. If enabled, here are the steps:

- 1) Log in at <https://portal.achieve3000.com>
- 2) From the top right of the screen, click the down arrow next to your name and select **Admin Settings**.
- 3) Scroll to the Class section and click **Edit Class Information**.
- 4) Click the class code for the class you wish to edit.
- 5) Expand the Class Settings section
- 6) Scroll down to review the Supervised Student Work Time settings.

Make any needed changes and click **Submit** at the bottom of the page. *NOTE: Your changes are not saved until you click the Submit button and view the Confirmation screen.*

For school administrators:

- 1) Log in at <https://portal.achieve3000.com>
- 2) From the top right of the screen, click the down arrow next to your name and select **Admin Settings**.
- 3) Scroll to the School section and click **Edit School Information**.
- 4) Click the school code for the school you wish to edit.
- 5) Expand the School Settings section and review the **Supervised Student Work** section and the **LevelSet Availability** section.

Make any needed changes and click **Submit** at the bottom of the page. *NOTE: Your changes are not saved until you click the Submit button and view the Confirmation screen.*

### **What are the ideal conditions for the LevelSet Pre-Test?**

LevelSet will produce the most reliable results when the test is taken in a school setting and proctored by an educational professional. Students should be well-rested and motivated to try their best. The test environment should be quiet, and computers should be ready and working. Achieve3000 provides several tools to help schools prepare for ideal LevelSet administration:

- [Student preparation guidelines](#)
- [Tutorial for students](#)
- [LevelSet Checklist](#)
- [LevelSet Assessment: Frequently Asked Questions](#)

### **Can LevelSet be taken at home?**

Yes, if necessary due to scheduling challenges related to the COVID-19 pandemic.

### **What are the ideal conditions for LevelSet when taken at home?**

The same as from school. Students should take the assessment without assistance from anyone, in a quiet environment with minimal distraction, using well-functioning computer equipment and a reliable internet connection.

We strongly encourage sending a letter home to parents ([English](#) or [Spanish](#)), asking parents to watch a video ([English](#) and [Spanish](#)) created for them, and encouraging students to watch the [student tutorial video](#).

We also encourage video proctoring using Zoom or another video-conferencing tool. To do this, a teacher would have students join a video conference – which could include the entire class or a subset of students – and ask students to take the assessment with their cameras on. While not foolproof, this method should help prevent overt cheating, such as getting assistance from another person.

### **Are LevelSet scores from assessments taken from home valid?**

Yes, provided the student did not receive any help from another person and took it in an environment with few distractions. To the extent that either of these conditions were not met, a student's Lexile could be a less accurate estimate of a student's ability.

### **How can I prevent students from taking LevelSet from home?**

The simplest way is to ask students not to log in to Achieve3000 Literacy until they have completed the LevelSet Pre-Test in school. This request should be communicated to both students and parents.

Another way is to set the Pre-Test date to the first day students will be in school and make sure students log in and take the LevelSet Pre-Test that day. The LevelSet Pre-Test date can be set at the district, school, or class level.

Finally, a school could set Supervised Student Work Time (SSWT) to a time when no students would log in – for example, 2-3 a.m. On the day students will be in school, change SSWT to the normal range (such as the school day) before asking students to log in and take LevelSet. SSWT can be set at the district, school, or class level.

### **What can I do if a student took the test in an un-proctored environment and I do not believe the result is an accurate estimate of their ability?**

Please contact Customer Support at [support@achieve3000.com](mailto:support@achieve3000.com) and ask for a reset, which will allow the student to take LevelSet again.

### **How do I access the LevelSet results for my class?**

Teachers can find the LevelSet results for their classes in the Data Center. Simply log into the Teacher's Edition, click the Data Center icon at the top of the page , and use the filters to select the desired class.

School and district Administrators can access aggregated LevelSet results by logging into the Leadership Edition.

### **What do I do if I have questions about LevelSet?**

Please feel free to reach out to Achieve3000's Customer Support Team with any questions or concerns. You can reach them at [support@achieve3000.com](mailto:support@achieve3000.com), by calling 877-235-2525, or by using our online chat service found on the bottom of the page at <https://www.achieve3000.com/>