

AMIRA BENCHMARK GUIDE

For Administrators

Before the Assessment

Get Set Up	
☐	Check Assessment Configurations If you've already set up your Assessment Configuration for BOY testing, double check to make sure they're set correctly. If you have not yet set configurations, do so in the Assessment Configurations tile.
☐	Check Screening Windows If you've already set up your Screening Windows, double check to make sure they're set correctly. If you have not yet set windows, do so in the Screening Windows tile.
☐	Communicate with Teachers Communicate your assessment dates with teachers. Send all teachers the Benchmark Guide to ensure they follow steps for adjusting settings and administering the assessment.
☐	Prepare Devices If you haven't already done so, check Amira's technical requirements and share them with your IT team. Before assessing, teachers should restart devices for optimal testing conditions. For additional tech support, follow these troubleshooting tips.
☐	Prepare Accommodations Prepare for assessment accommodations based on student needs using the Guidance for Assessment Accommodations.

During the Assessment

Support Your Students	
☐	Provide Encouragement Support teachers and students to try their best and ensure 100% of students complete their benchmark assessments.
☐	Track Completion

Monitor completion in the [Assessment Completion Report](#).

Get Live Support if Needed

If you encounter an issue you can't resolve, click Amira in the bottom-left corner of your dashboard during business hours and ask to speak with a live support agent. You can also email support@amiralearning.com.

After the Assessment

Review Results

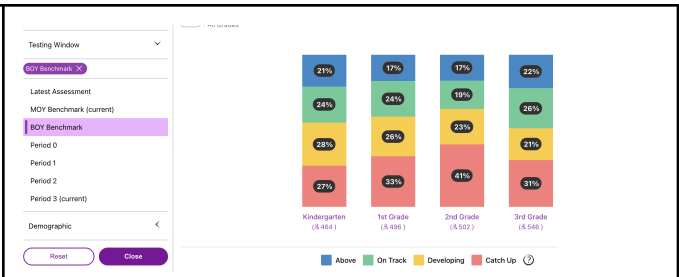


Assessment Classification

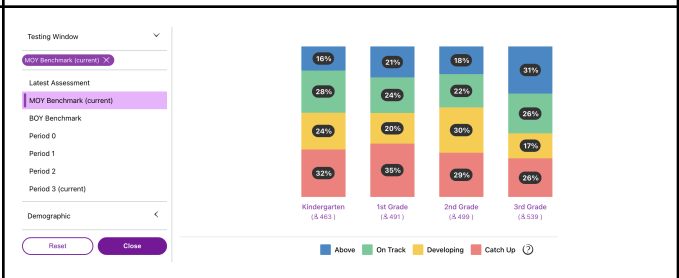
View classification results across the district, by school, grade, class, and student in the [Assessment Classification Report](#).

View growth between Benchmark Assessments:

1. Filter for BOY Benchmark Assessments.



2. Filter for BOY/MOY/EOY Benchmark Assessments. Look at movement between tiers.



Reading Risk

View reading risk results across the district in the [Reading Risk Report](#).



Additional Administrator Reports

View your district-wide and school-wide data in additional administrator reports using the [Admin Dashboard Guide](#).



Teacher Data Dive Training

Support your teachers with understanding their reports and data with a Data Dive training. Teachers can complete the [asynchronous Data Dive course](#), [sign up for a webinar](#), or districts can schedule a 75-minute virtual training by connecting with their Success Manager.