



Free Trial Screener Testing Instructions  
In-person Testing

# Requirements

- 2 iPads or 2 Chromebooks
  - Device one (teacher) is used for scoring and recording student responses
  - Device two (student) is used to display words for the student to read aloud

# Step 1: Teacher Set Up

Go to <https://app.keyphonics.org/> and select “Teacher Login”  
Login using email and password



New to KeyPhonics - Learn More

Already a user – Follow Step # 1 and # 2 below

**Step # 1**




Teacher Login 

**Step # 2**



Student Login 



Email

Please provide Email

Password

Please provide password

LOGIN

Forgot your Password?

# Step 2: Teacher Set Up

Select “Screeener Testing”

The screenshot displays the KeyPhonics website interface. At the top left is the logo for KeyPhonics, with the tagline "Screen Diagnose Teach". To the right of the logo is a navigation menu with the following items: Home, Screener, Diagnostic, Reports, Help, and Logout. Below the navigation menu are three large, square buttons. The first button, on the left, is titled "Screener Testing" and features a background image of a young child writing at a desk; this button is circled in red. The second button, in the middle, is titled "Diagnostic Testing" and features a background image of a stack of books. The third button, on the right, is titled "Reports" and features a background image of a pencil holder containing several pencils.

# Step 3: Teacher Set Up

Select options for Screener Testing, then click “NEXT”

**KeyPhonics**  
Screen Diagnose Teach

Home Screener Diagnostic Reports Help Logout

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## Select options for Screener Testing

**Time of Year**  
Select Screener ▼

**Sort By**  
Select ▼

**Student**  
Select Student ▼

**ⓘ DIRECTIONS:**  
Please select the appropriate time of year and student to begin testing.

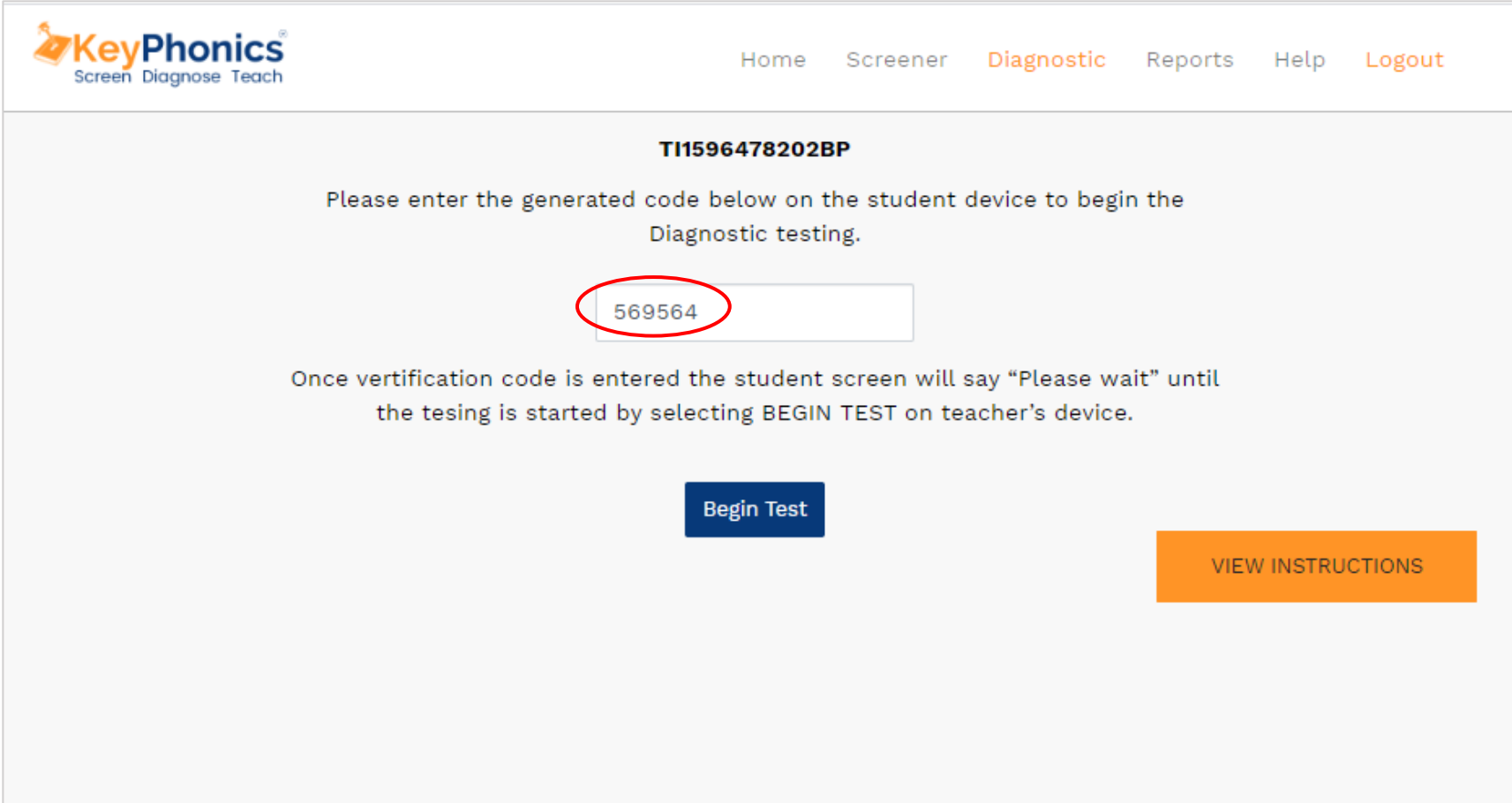
If you are a **specialist**, choose the appropriate Grade Level and Teacher.

Off-Cycle is always available to test students who transfer in or require additional screening.

**NEXT**

# Step 3: Teacher Set Up Cont.

The teacher device will now show the code for the student device. The code MUST be entered on the student device before selecting “Begin Test”



The screenshot shows the KeyPhonics diagnostic testing interface. At the top left is the KeyPhonics logo with the tagline "Screen Diagnose Teach". To the right are navigation links: Home, Screener, Diagnostic, Reports, Help, and Logout. The main content area displays a generated code "TI1596478202BP" and instructions: "Please enter the generated code below on the student device to begin the Diagnostic testing." Below this is a text input field containing the code "569564", which is circled in red. Further instructions state: "Once verification code is entered the student screen will say 'Please wait' until the testing is started by selecting BEGIN TEST on teacher's device." At the bottom, there are two buttons: a blue "Begin Test" button and an orange "VIEW INSTRUCTIONS" button.

**TI1596478202BP**

Please enter the generated code below on the student device to begin the Diagnostic testing.

569564

Once verification code is entered the student screen will say “Please wait” until the testing is started by selecting BEGIN TEST on teacher’s device.

[Begin Test](#)

[VIEW INSTRUCTIONS](#)

# Step 4: Student Set Up

On the student device, go to <https://app.keyphonics.org/> and select “Student Login”



New to KeyPhonics - Learn More

Already a user – Follow Step # 1 and # 2 below

Step # 1



Teacher Login




Step # 2



Student Login



# Step 5: Enter code on student device

 **KeyPhonics**  
Screen Diagnose Teach

**Please enter the test code to start the test for the student**



# Step 6: Teacher Set Up

Select “Begin Test” to start the test immediately

KeyPhonics  
Screen Diagnose Teach

Home Screener Diagnostic Reports Help Logout

**BOY-TI1596479441WD**

Please enter the generated code below on the student device to begin the Screener testing.

Once verification code is entered the student screen will say “Please wait” until the testing is started by selecting BEGIN TEST on teacher’s device.

**Begin Test**

VIEW INSTRUCTIONS

Or select “VIEW INSTRUCTIONS” to view Screener Instructions before selecting “Begin Test”

KeyPhonics  
Screen Diagnose Teach

Home Screener Diagnostic Reports Help Logout

**Screener Instructions:**

**SCREENER DIRECTIONS:**  
Read the following paragraph to your student before selecting **Begin Test** on your device.  
“I want you to read some words to me. These are not real words, except for the last screen. The rest are ALL made-up words. I want you to try your best to read each made-up word. You will see a set of words on each screen. Start with the first word and read down the list. Be sure to do your best reading. Any questions? Look at your screen to see the first list. Please begin.”

**Scoring:**  
SCORE ONLY THE FIRST RESPONSE (NO SELF CORRECTIONS). MUST BE READ AS WHOLE WORD. CAN BE SCORED AT THE WORD OR LETTER(S) LEVEL.

**Begin Test**

# Step 6: Teacher Set Up Cont.

The teacher device will now look like this

The screenshot shows the KeyPhonics teacher interface. At the top, there is a navigation bar with the logo and links for Home, Screener, Diagnostic, Reports, Help, and Logout. Below the navigation bar, the test ID is displayed as "MOY-TI1596479715IK". A "Notes" section is visible on the left. The main content area displays three phonics words: "deg", "thod", and "vur". Each word is presented with its individual letters in boxes, followed by a green box, a red box, and a yellow "Skip" button. Below each word, there is a small label: "(beg)" for "deg", "(rod)" for "thod", and "(bur)" for "vur". At the bottom right, there is a "1 of 12" indicator and a "NEXT" button.

The student device will now look like this

The screenshot shows the KeyPhonics student interface. At the top, there is a navigation bar with the logo and a user icon. The main content area displays the phonics words "deg", "thod", and "vur" in a large, clear font, arranged vertically.

# Step 7: Administering the Test

- Students are given 3 seconds to read each word
  - The orange blinking dot is a visual cue that blinks in one second increments
- As the student reads the words, mark the words according to the instruction box
  - The instruction box can be closed by clicking the “x”

The screenshot displays a test interface for word recognition. At the top right, the text "Test Id: MOY-TI1593201914HS" is visible. Below this is a "Notes" section with a text input field. The main area shows three words: "deg", "thod", and "vur". Each word is presented with its letters in individual boxes, a speaker icon, and a set of colored boxes (green, red, yellow) for marking. The word "deg" has a green box under 'e' and a red box under 'g'. The word "thod" has a green box under 'o', a red box under 'd', and a yellow "Skip" button. The word "vur" has a green box under 'u', a red box under 'r', and a yellow "Skip" button. An instruction box is overlaid on the right side, containing the following options: a slash icon for "SELECT INCORRECT LETTER, A '/' WILL APPEAR", a red 'X' icon for "SELECT RED BOX (INCORRECT WORD)", a green checkmark icon for "SELECT GREEN BOX (CORRECT WORD)", and a yellow circle icon for "SKIP (SKIP WORD)". A red circle with an 'X' is positioned at the top right of the instruction box, indicating the close button. An orange dot in the top left corner of the interface is circled in red. Arrows from the text on the left point to these two elements.

Notes

Test Id: MOY-TI1593201914HS

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR

X SELECT RED BOX (INCORRECT WORD)

✓ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

deg d e g (beg)

thod th o d (rod)

vur v ur (bur)

1 of 12 NEXT

# Step 7: Administering the Test Cont.

- To help with the correct pronunciation, there is a rhyming word below each nonsense word
- To hear the correct pronunciation, click the microphone icon
  - Please wear a headset so the student does not hear the word

The screenshot shows a test interface with the following elements:

- Test Id:** MOY-TI1590690616ZL
- Notes:** A text input field.
- Word 1:** "deg" (nonsense word) with a microphone icon, a green square, a red square, and a "Skip" button. Below it is the rhyming word "(beg)" circled in red.
- Word 2:** "thod" (nonsense word) with a microphone icon, a green square, a red square, and a "Skip" button. Below it is the rhyming word "(rod)".
- Word 3:** "vur" (nonsense word) with a microphone icon, a green square, a red square, and a "Skip" button. Below it is the rhyming word "(bur)".
- Page Info:** "1 of 12" and a "NEXT" button.

Arrows from the text on the left point to the microphone icons and the rhyming words in the interface.

# Step 7: Administering the Test

## SELECT INCORRECT LETTER

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR

✘ SELECT RED BOX (INCORRECT WORD)

✔ SELECT GREEN BOX (CORRECT WORD)

SKIP YELLOW CIRCLE (SKIP WORD)

- The instruction box can be reopened at any time by clicking the “i”

Test Id: MOY-TI1593201914HS

Notes

deg

deg (beg)

thod (rod)

vur (bur)

1 of 12 NEXT

# Step 7: Administering the Test

SELECT RED BOX (INCORRECT WORD)

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR

**X** SELECT RED BOX (INCORRECT WORD)

**✓** SELECT GREEN BOX (CORRECT WORD)

**SKIP** YELLOW CIRCLE (SKIP WORD)

Test Id: MOY-TI1593201914HS

Notes

deg

deg d e g **✓** **X** Skip

(beg)

thod th o d **✓** **✓** Skip

(rod)





vur v ur **✓** **✓** Skip

(bur)

1 of 12 **NEXT**


# Step 7: Administering the Test





SELECT GREEN BOX (CORRECT WORD)





-  SELECT INCORRECT LETTER, A '/' WILL APPEAR ✕
-  SELECT RED BOX (INCORRECT WORD)
-  SELECT GREEN BOX (CORRECT WORD)
-  SKIP YELLOW CIRCLE (SKIP WORD)





Test Id: MOY-TI1593201914HS


Notes

deg 

 deg d e g     
(beg)

 thod th o d     
(rod)

 vur v ur     
(bur)

1 of 12 

# Step 7: Administering the Test

## YELLOW CIRCLE (SKIP WORD)

/ SELECT INCORRECT LETTER, A '/' WILL APPEAR

✗ SELECT RED BOX (INCORRECT WORD)

✓ SELECT GREEN BOX (CORRECT WORD)

⊙ SELECT YELLOW CIRCLE (SKIP WORD)

- All skipped words will appear at the end giving the student a second chance

Test Id: MOY-TI1593201914HS

Notes

deg

deg d e g [Green Box] [Red Box] [Skip]

(beg)

thod th o d [Green Box] [Red Box] [Skip]

(rod)

vur v ur [Green Box] [Red Box] [Skip]

(bur)

1 of 12 NEXT



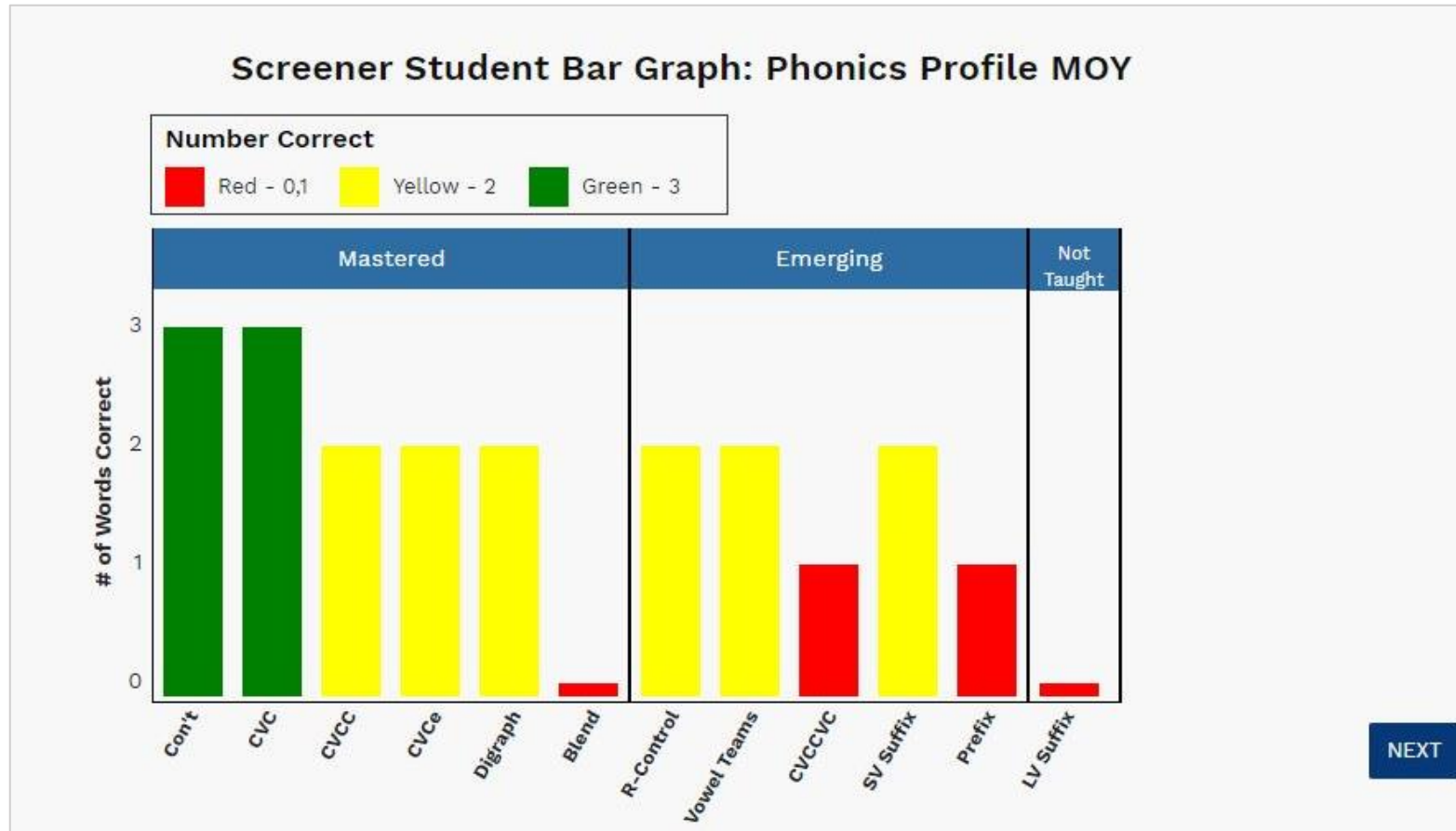
# Step 7: Administering the Test Cont.

- Notes can be added by clicking the orange box, selecting the word, and typing the note
- Once you are done marking the words, click “NEXT” to advance to the next set of words
  - This will also advance the student’s screen
- Repeat step 7 until the test is complete

The screenshot displays a test interface for 'Test Id: MOY-TI1593201914HS'. At the top, there is a 'Notes' section with a text input field containing 'a instead of e' and an orange box labeled 'deg' with an information icon. Below this, three word cards are shown: 'deg' (with a slash over the 'e'), 'thod', and 'vur'. Each card includes a speaker icon, the word, its phonetic transcription, and a set of colored buttons (green, red, yellow) for interaction. At the bottom right, the text '1 of 12' is followed by a blue 'NEXT' button.

# Step 8 : Viewing Reports

Once the Screener Test is complete, the following report is automatically generated



# Conclusion

- For any questions, please contact us at <https://keyphonics.org/contact/support-ticket/>