



KeyPhonics Remote Testing Instructions for Screener & Diagnostic

- Teacher – Desktop or Laptop, iPad, or Chromebook
- Student – Smart Phone, Computer, iPad, or Chromebook

Tips: Use a quality headset to hear the student
Confirm student has internet (if using computer) or cellular (if using phone)
Print directions and scoring instructions ahead of time

Step 1: Teacher Set Up

- Go to <https://app.keyphonics.org/>
- Select “Teacher Login” and login using email and password
- Select “Screener Testing” or “Diagnostic Testing”
- Select options to test student and click “NEXT”
- See the **6 Digit Code** for the student device.
 - **The student MUST enter the code before the teacher clicks “Begin Test”**

Step 2: Student Set Up (NOTE: You will need to talk with the student using a phone or video)

- Email student/parent the link: <https://app.keyphonics.org/>
- Ask student/parent to open email and click on link
- Ask student/parent to select “Student Login”
- Provide student/parent with **6 Digit Code** and have them click “Enter”
 - The student device will say “Please Wait” until teacher clicks “Begin Test” on teacher device

Step 3: Administering the Test

BEFORE Testing Check Audio: ask the student to say their name and the letters in the alphabet.

- Depending on the quality, remind the student to:
 1. speak louder/softer,
 2. clearer,
 3. slower/faster,
 4. move closer/away from the microphone
- Read the instructions to the student by clicking “View Instructions” and then click “Begin Test” OR read from the printed instructions and then click “Begin Test”
 - Same three words will appear on teacher and student screen
- Student reads each word aloud
- Teacher scores each word
- Teacher clicks “Next” and next set of words show on both screens
 - Repeat until the student has finished
- When the student has finished Click “Submit” to end testing
 - The student device will display “Completed” and return to the Login screen

Administering Additional Tests to same student:

- Select “Screener Testing” or “Diagnostic Testing”
- Select options to test student and click “NEXT”
- See the **6 Digit Code** for the student device
- Provide student/parent with **6 Digit Code** and have them click “Enter”
- Read the directions to the student and click “Begin Test”
- When the student has finished Click “Submit” to end testing