PRETEST

The purpose of the Pretest (PT) is to <u>determine</u> if your student needs explicit instruction with a skill. Mastery of a PT shows that your student doesn't need further instruction and is ready to move ahead to the next skill. Accurate scoring of the PT ensures that your student receives appropriate skills in his/her progression.

The PT is *not* an opportunity for you to provide your student with instruction or guidance. Keep an eye on any student completing a PT and stop the LO if your student becomes frustrated or has been working for more than ten minutes. Encourage your student to try his/her best, but assure him/her that you will teach the content if he/she does not know it. Whenever possible, do not assign a new PT (for another skill) until you have taught the GP that follows the PT your student just completed, should you determine he/she needs instruction.

Delivery

- Because a student completes a PT independently, with no coaching from you, a PT can be delivered to a student while you are working one-on-one with or coaching another student.

Scoring

- If your student scores 80% or higher on a PT, but you think he/she would benefit from additional practice or instruction of the content, you can indicate this by selecting 'Yes' when you see the pop-up window asking, "Does the student need additional practice with this skill?" SylvanSync will then bring up the related lesson content to teach.

Key Notes

- Students should work independently on PTs.
- PT Override: If you feel the student would benefit from additional instruction in the skill, you can override a passing PT score. When a student scores 80% or higher, you will see a window open where you can select yes to prescribe additional LOs for the student. Selecting NO sets the ILO to mastered. You might use override:
    - If you feel the student needs additional confidence with the skill.
    - To ensure the student can independently practice and apply the skill.
    - To reinforce basic skills that are pre-requisites to higher-level skills.
    - To address student comments that were made during completion of the pretest (for example, "this is too hard," or "I guessed on a few questions").
- When selecting PT Override, always include a note indicating the specific reason for choosing additional practice on this skill.

GUIDED PRACTICE

The aim of the Guided Practice (GP) is to provide <u>explicit, scaffolded instruction</u> to your student. You will guide your student through each step of skill learning, connect the skill to your student's prior knowledge, and ensure that your student grasps the concepts so that he/she will be able to meet the ILO objectives independently.

Every student should receive at least one GP LO per session.

Delivery

- This LO is highly interactive and requires the most attention on your part. Students should never work independently on a GP.
- You will still need to monitor the other students at your table while you are delivering GP instruction, so have flash cards, wrap-ups, or other materials available at the table for students who complete their work while you are still engaged in GP instruction.

Scoring

- GP LOs are scored using the EGO scale (Excellent, Good, or Okay):
    - Excellent = Student demonstrates very strong command of the skill and is ready for independent practice. Selecting Excellent moves the student to an IP.
    - Good = Student demonstrates a strong command of the skill and is ready for independent practice. Selecting Good moves the student to an IP.
    - Okay = needs extensive coaching and help before moving on to the next step. Selecting Okay results in another GP being delivered.

Key Notes

- The GP is the time for you to help your student make the connection to a concept, practice the skill, and check his/her understanding.
- You should spend 15 to 20 minutes on a GP.
- The iPad does not replace your instruction; it is merely a tool, like a textbook, to make the delivery of content more efficient. Table Tools, manipulatives, and materials may be used during instruction to facilitate learning.
- After scoring, include appropriate teacher notes such as:
    - Review Introduction before starting IP.
    - Allow the student to use manipulatives for GP.
    - Remind student to carefully read all directions.
    - Remind student that _____.

INDEPENDENT PRACTICE

In the Independent Practice (IP), your student will demonstrate his/her ability to independently answer questions that address and require the application of the target skill. Once your student has completed the GP with a score of Excellent or Good, he/she will move on to an IP.

Even though the IP provides the opportunity to independently practice and apply a skill, it does require some involvement. If the GP was completed during a previous session, review the teacher notes and score from instruction. You should introduce the IP to your student by reminding them to review the Objectives and Introduction before beginning the Exercise section. If the GP was completed on a previous day, remind your student of the concepts that he/she learned or quickly review areas that may need special attention. For example, if the student typically forgets to read directions, ask him/her to read all directions out loud. Periodically check students completing IPs to make sure the skills are understood and clarify any instructions. However, you should not help the student get the correct answers.

Delivery

- Because the IP is completed independently by the student, this LO type can be assigned to students when the teacher is delivering a GP or Homework Support lesson to another student.

Scoring

- You should accurately score the IP to ensure that, when needed, your student receives necessary practice. Likewise, after scoring, go back and review incorrect answers with your student to ensure that he/she understands which answers were wrong and how to correct the error.
- Score each question individually to obtain a percentage score. You mark each question as correct, incorrect, or not assigned. If the student struggled with a particular aspect of the skill, enter a lesson note for the next teacher to review, and tap submit to submit the score/notes.

Key Notes

- After scoring, include appropriate teacher notes such as:
  o Difficulty reading directions.
  o Made calculation errors.
  o Used incorrect operation.
  o Forgets to include units.
  o Needs to refer back to the passage.

APPLIED PRACTICE (MATH ONLY)

In the Applied Practice (AP), your student will demonstrate the next level of content understanding by <u>independently solving problems</u> that address the target skill described in the objectives. Once your student has successfully completed the IP, he/she will move on to the AP.

However, like an IP, an AP does require some involvement. If the IP was completed on a previous day, review any teacher notes and provide reminders as needed. Common errors on APs include misreading the question, making calculation errors, and not including the appropriate units on answers. You should check-in with your student to make sure he/she understood the skill. You should also answer clarifying questions as needed, but you should not help the student get the correct answers.

Delivery

- Because the AP is completed independently by the student, this LO can be assigned to students when the teacher is delivering a GP or Homework Support lesson to another student.
- If the skill requires a specific formula that the student does not recall, do not tell him/her the formula. Encourage the student to use the formula sheet from the Table Tools to look up the information and record the formula on an index card to be used as a study aid.

Scoring

- You should review incorrect answers with your student to ensure that he/she understands which answers were wrong and how to correct the error.
- Score each question individually to obtain a percent score. You mark each question as correct, incorrect, or not assigned. Enter a note regarding this skill and tap submit to submit the score/notes.
- If the student scores 80% or more, an MT will be assigned. If the student scores less than 80%, an additional AP will be assigned.

Key Notes

- If your student completes his/her AP before you are ready to score it, ask him/her to review the work. You might say:
    - "Reread each problem and make sure that you have answered the question and that the answer is reasonable."
    - "Check that you have written your answer with any required units."
    - "Did you need to answer in a complete sentence?"

MASTERY TEST (MATH ONLY)

In the Mastery Test (MT), your student will <u>demonstrate his/her ability to independently solve</u> problems that address the target skills defined by the objectives. This LO type is delivered on a different day than the AP to determine whether your student has truly mastered the content over time.

Once your student has satisfactorily completed the AP, he/she will move on to the MT.

Delivery

- This LO can be delivered to one student while a teacher is delivering a GP or Homework Support lesson to another student.
- Since your student completes an MT independently, there should be no coaching on your part. However, before the student begins the MT, read all available teacher notes for the skill and remind the student of errors they made in the past so that they can avoid making similar errors. It is acceptable to review one or two problems from the IP or AP before beginning the MT.

Scoring

- Score each question individually to obtain a percent score. You mark each question as correct, incorrect, or not assigned. Enter a note regarding this skill and tap submit to submit the score/notes.
- A skill is considered mastered if the student scores 1 @ 100% or 2 @ 80%.
- If the student scores 70-79%, an additional MT will be assigned.
- If the student scores 2 MTs at less than 70%, the lesson will be retaught.

Key Notes

- An MT demonstrates that a student has mastered and retained information over time.
- The ILO will be mastered with a score of 100% on one MT or scores of 80% or greater on two MTs.

MATH FACTS (MATH ONLY)

If via the Insight Assessment Suite it is determined that your student has not yet achieved automaticity with basic and/or integer math facts, he/she may be assigned one or more of the Math Facts (MF) LOs. Math Facts can also be assigned to the Learning Plan manually by a Director or may be added as a prerequisite skill for another lesson.

Math Facts include:

- Addition
- Subtraction
- Multiplication
- Division
- Integer operations (Addition, Subtraction, Multiplication, and Division)

The goal of these activities is to achieve 100% accuracy on the problem set in two minutes or less. The Math Facts LO is a test, like the MT.

Delivery

- This LO is <u>not</u> designed to teach math facts so you will need to devote some time to helping the student develop automaticity before beginning an MF LO.
- Use the MF practice mode to allow your student to practice Math Facts before delivering the test.
- Your student will complete the Math Facts LO independently, so you may assign this LO to your student while working with a student on a GP or other LO that requires more attention.

Scoring

- Scoring takes place within the activity itself and the score is recorded in the student binder.

Key Notes

- Make use of available manipulatives before assigning the MF LO. You may also run MFs in practice mode before completing the test.
- After your student completes the MF LO, be sure to have them create flashcards for any fact they answered incorrectly or took longer than three seconds to answer.

ONGOING SKILLS TRACKING (STUDY SKILLS ONLY)

The aim of Ongoing Skills Tracking (OST) is to track, document, and offer support with student usage of his/her academic planner, organization of school materials, and whether or not school materials are brought to the center for context-based application of skills learned at Sylvan. In an OST LO, you will review student materials before the session begins in order to reinforce the importance of these critical skills to support the development of study habits mandatory for success in school and in life.

After recording scores, if your student needs to address issues, he/she can do so independently, with coaching from you. You will work with your student to document these areas and offer support, as necessary. The Ongoing Skills Tracking LO must be completed at the beginning of the session. The OST LO is mandatory – you will not be able to close the session until it has been completed.

Delivery

- While you will work directly with the student to complete the Ongoing Skills Tracking, it is possible that you can work with multiple students in this area simultaneously. You can deliver a Skills Search review or GP while other students work independently.

Scoring

- To score the OST LO, you check and document whether the student has brought his/her daily/academic planner, as well as applicable school materials. You will score both areas using the following options:
    o Well maintained
    o Improvement needed
    o Not Prepared
    o Not Applicable

Key Notes:

- All of the data from Ongoing Skills Tracking is posted on the parent view of mySylvan to help parents track their child's performance in these areas.

SKILLS APPLICATION (STUDY SKILLS ONLY)

In the Skills Application LO (SA) your student will demonstrate his/her ability to apply the related skill to real life, schoolwork, or both, via questions and activities that address and prompt your student to apply the target skill. Once a student has satisfactorily completed the GP or IP, depending on the skill, he/she will move to an SA, when applicable.

An SA does require some instructor involvement. The instructor should check in with the student to ensure that the skills are understood and should answer any student questions as needed. However, the teacher does not coach the student. You will score the activity and review incorrect responses or applications with the student to make sure he/she understands what was done incorrectly and why.

Delivery

- Because the SA is completed independently by the student, this LO type can be assigned to students when the instructor is conducting Ongoing Skills Tracking or delivering a Skills Search review, GP, or Homework Support lesson to another student.

Scoring

- Scoring of the SA is highly qualitative. For that reason, the SA is scored using the following process:
  - o Success: Student has a very strong command of the skills/concepts and is able to apply the skill to a real-world situation or schoolwork. Skill is considered mastered.
  - o Practice: Student has a strong command of the skills and is expected to achieve mastery with additional practice and/or activation or prior knowledge. The student will receive an additional SA for this ILO.
  - o Review: Student will need coaching and help before moving onto the next skill. This will result in the student being retaught the lesson.

Key Notes

- In the first two courses, Study Skills and Goal-Setting Essentials and Organization and Time Management, the SAs primarily focus on applying the related skills and concepts to the student's own life or schoolwork via writing a statement of purpose, setting personal expectations, setting goals, organizing schoolwork, etc.
- In other courses, such as Note-Taking Strategies and Reading Strategies for Every Subject, your student will be prompted to apply the skills to schoolwork.

HOMEWORK SUPPORT

While Homework Support is not actually an LO, it may be built into the instructional hour at the request of the parent. The goal for Homework Support is to support and review homework-related skills, not for the student to complete his/her homework during the session. A Director will notify you when Homework Support is part of the student's Daily Learning Plan by using a Student Flag on the student's Daily Learning Plan.

Key Notes

- Use the Skills Search feature to identify appropriate content to review/teach when students need help with related homework.
- When working with a Study Skills student, Skills Search will only search for skills of strands that were inserted in the program. If a student's plan didn't include test-taking, you will not be able to find a test-taking skill to review. Notify a director if necessary.
- You will track the time spent working on Homework Support via the Homework Support tracker in the LE.

LEARNING LOGS

Learning Logs are also not LOs, but are an activity started at the beginning and completed at the end of every session. When starting the session, you will review a learning log prompt with your students so that the prompt is kept in mind during the session. When the opportunity presents itself, you should prompt students to think about how a concept or activity relates to their Learning Log prompt for the session. By writing about their learning, students are using metacognition and are more likely to retain the information and use it appropriately in the future.

Delivery

- Ten minutes before the session ends, you will wrap up any LOs your student is working on and then ask them to complete their Learning Log response in the appropriate place.

Key Notes

- Some Centers keep student responses in a folder or a binder. In the case of Study Skills, they are kept in the Study Skills Portfolio. Be sure to ask where Learning Log responses are stored in your Center.

HANDWRITING INSTRUCTION

Handwriting is also not an LO, but you may see this on your student's Daily Learning Plan as an activity to complete.

Delivery

- Handwriting practice is completed using Handwriting Without Tears, a paper-based handwriting program.

Scoring

- You will track the time spent on handwriting in the LE. You will input the pages completed from the HWT student book, the letters/numbers covered, and then check one of the following ratings:
  - Significant Support Needed (score 1)
  - Progressing (score 2)
  - Proficient (score 3)
- You can also input additional notes you feel might be helpful for your director or another teacher.
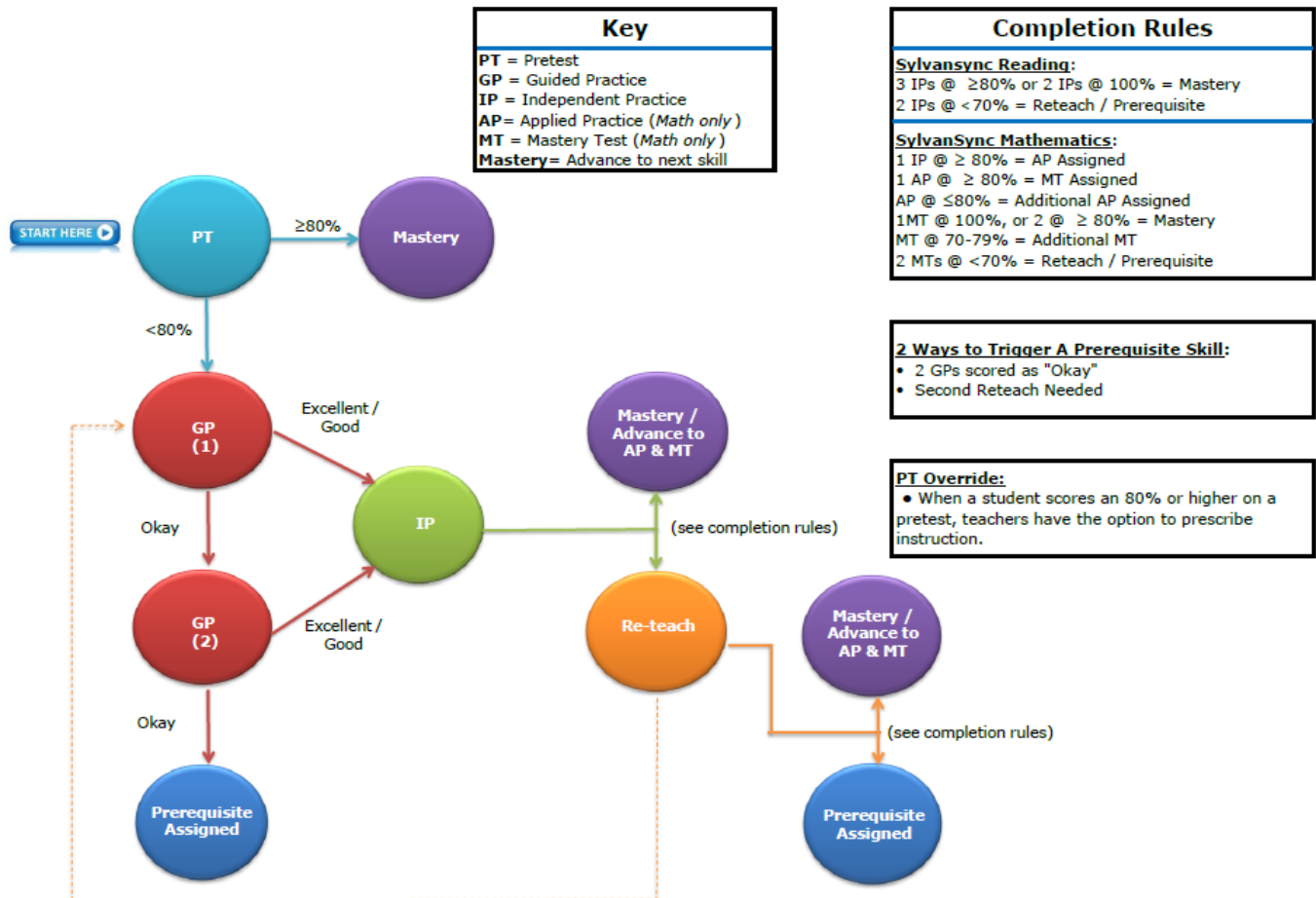
Key Notes:

- Speak with a director or lead teacher in your center to learn more about how to deliver the paper-based Handwriting Without Tears program.
- Focus on letter formation, grip, and the wet-dry-try method when using the Instructor's Guide.
- Online resources are available with additional information about how to use the Handwriting Without Tears program with your students.

COMPLETION RULES – READING/MATH

Key
PT = Pretest
GP = Guided Practice
IP = Independent Practice
AP= Applied Practice (*Math only*)
MT = Mastery Test (*Math only*)
Mastery= Advance to next skill

Completion Rules

Sylvansync Reading:
3 IPs @ ≥80% or 2 IPs @ 100% = Mastery
2 IPs @ <70% = Reteach / Prerequisite

SylvanSync Mathematics:
1 IP @ ≥ 80% = AP Assigned
1 AP @ ≥ 80% = MT Assigned
AP @ ≤80% = Additional AP Assigned
1MT @ 100%, or 2 @ ≥ 80% = Mastery
MT @ 70-79% = Additional MT
2 MTs @ <70% = Reteach / Prerequisite

2 Ways to Trigger A Prerequisite Skill:
- 2 GPs scored as "Okay"
- Second Reteach Needed

PT Override:
- When a student scores an 80% or higher on a pretest, teachers have the option to prescribe instruction.

START HERE ►

PT
≥80% → Mastery
<80%

GP (1)
Okay
Excellent / Good → IP

GP (2)
Okay
Excellent / Good → IP

IP → Mastery / Advance to AP & MT
(see completion rules)

Prerequisite Assigned

Re-teach → Mastery / Advance to AP & MT
(see completion rules)

Prerequisite Assigned

*Vocabulary Development and Fluency, are exempt from the standard completion rules. They are referred to as an "exposure only" skill type. Students will complete a set number of GPs and IPs, but no minimum score is required. These skills will be labeled as Completed (not Mastered).

COMPLETION RULES – ADVANCED STUDY SKILLS

Completion Rules

GP Only Skills
1 GP @ Excellent/Good = Mastery
1 GP @ Okay = Additional GP, then mastery

GP > IP Skills
1 GP @ Excellent/Good = IP Assigned
1 GP @ Okay = Additional GP
1 IP @ ≥80% = Mastery
IPs @ <80% = Additional IP
2 IPs @ <70% = Additional GP

GP > SA Skills
1 GP @ Excellent/Good = SA Assigned
1 GP @ Okay = Additional GP
1 SA @ Success = Mastery
1 SA @ Practice = Additional SA
1 SA @ Review = Reteach

GP > IP > SA Skills
1 GP @ Excellent/Good = IP Assigned
1 GP @ Okay = Additional GP
1 IP @ ≥80% = SA Assigned

2 IPs @ <70% = Additional GP
1 SA @ Success = Mastery
1 SA @ Practice = Additional SA
1 SA @ Review = Reteach

KEY

GP = Guided Practice
IP - Independent Practice
SA = Skills Application
Mastery = Next Skill Assigned