

# Students On Hold during the InSight Assessment

## How to guide

Collecting valid and accurate data during an assessment is essential for correct student placement and reliable progress monitoring in Reading Plus. Always encourage students to remain attentive and respond to every assessment question to the best of their ability. If the programme detects that a student is disengaged or off-task during an assessment, they are automatically placed **On Hold** until an educator can intervene. A student is placed on a temporary **Hold** either immediately or after two warning messages based on the detected behaviour:

### 1. Immediate Hold: Excessive off-task behaviour

- Student is moving too quickly or too slowly through almost all comprehension passage screens; or
- Previous InSight Assessment (initial baseline) results indicate that the student is scoring unexpectedly low.

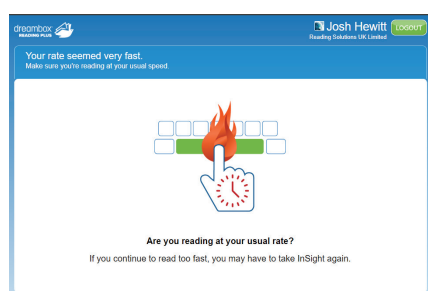
OR

### 2. Two warnings, then Hold: Intermittent off-task behaviour

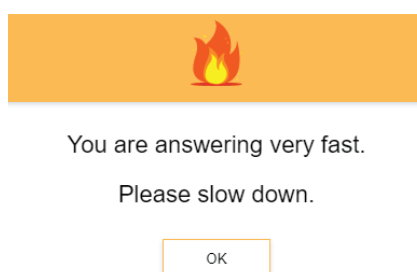
- Student periodically moves at inconsistent rates during questions or comprehension passage screens and receives an initial on-screen warning.
- The behaviour continues; the student receives a second warning.
- The behaviour continues; the student is placed **On Hold**.

### Warning messages: What a student may see

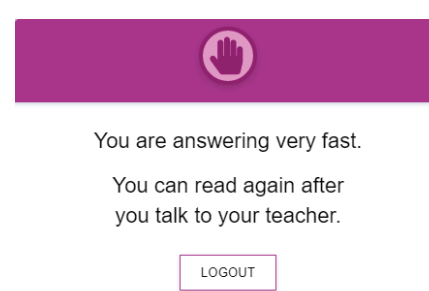
A student displaying intermittent off-task behaviour will see two warning messages before being placed **On Hold**. On-screen messaging will help clarify the concern to the student.



If intermittent off-task behaviour is detected, the student will receive a warning.



If the pattern of off-task behaviour continues, the student will receive a second warning.



The third time intermittent off-task behaviour is detected, the student will be placed **On Hold**. The student cannot continue the assessment until an educator releases the **Hold**.

## Multiple Holds

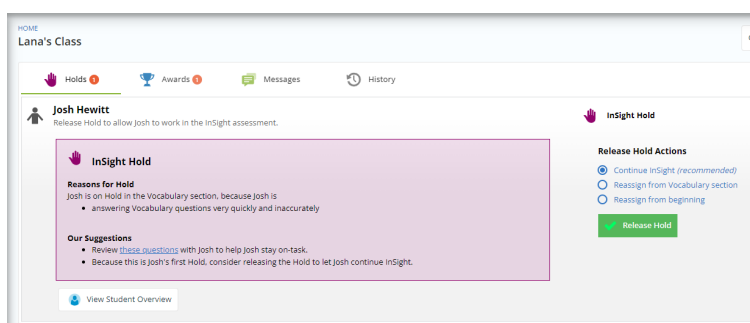
If a student has been placed **On Hold** multiple times, the programme will temporarily pause **Holds** so that the student can focus on finishing the assessment. In this case, we recommend carefully reviewing the student's assessment results on the **Student Assessment Report**.

## Releasing a Hold

When a student is placed **On Hold** during the **InSight Assessment**, the teacher will receive notification of the **Hold** in the **Management System**.

### To release an InSight Hold:

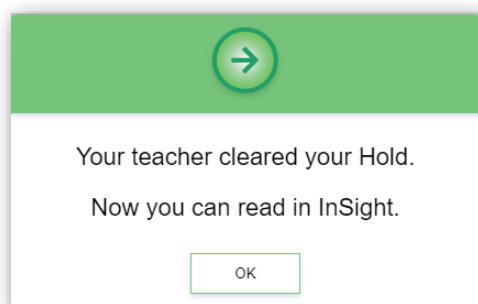
1. From the **Home** screen, click the **Alerts** tile.
2. Select either the **Recommended Action** or an **Alternative Action**. There is always the option to let a student:
  - Continue in the assessment from where they left off.
  - Start from the beginning of the current module.
  - Start from the beginning of the assessment.
  - Click **Release Hold**.



**Note:** It is recommended to let a student restart from the beginning of the current module if the student has been placed **On Hold** two or more times. It is always possible to let the student continue InSight from where they left off, but the results may not be a valid reflection of the student's ability. Also, if this is the initial assessment, this will likely result in improper placement in the instructional components.

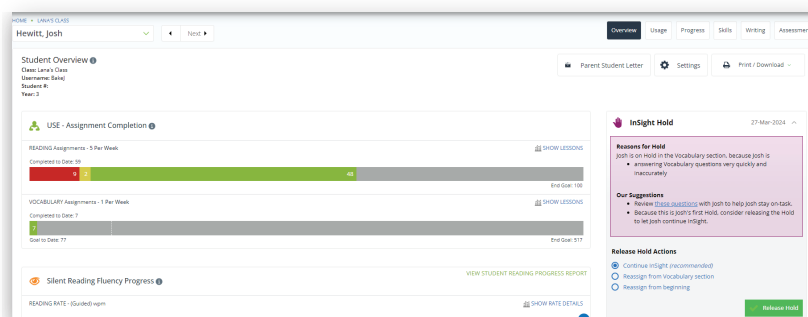
## After Hold Release

After the **Hold** is released, the student will be presented with an on-screen notice.



## Student Overview

**InSight Holds** can also be released from the **Student Overview** page.



## Alerts History

A record of the **InSight Hold** and response will be saved in the **Alerts History**.

A visual representation of the **Hold** will also be displayed on the **Real-Time Activity Dashboard**, located in the **Usage** section for a **Class**.

A record of released **InSight Holds** will also be available in the **Alerts History** section of the **Student Overview** page.

## Turning Holds back on

**Holds** are enabled by default. If you disabled **Site-Wide**, **Class** or **Student Holds** and need to turn them back on, follow the steps below.

### Site-Wide Holds:

1. From the Home screen, Administrators can click the **Manage** button.
2. Click the **Settings** link next to the site.
3. Click the **Alerts** tab.
4. Click **Enable site-wide student Holds in InSight assessments**.
5. Click **Save**.

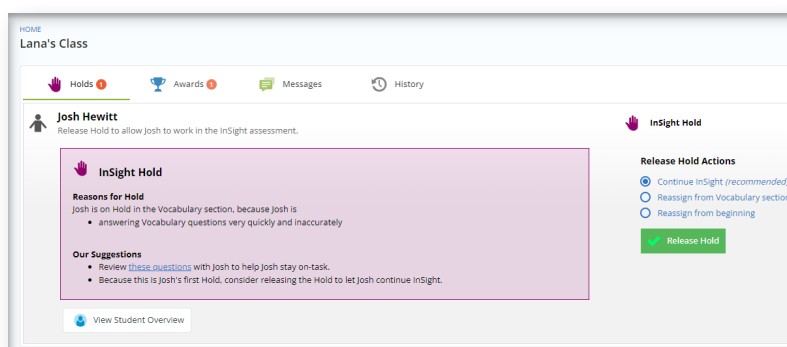
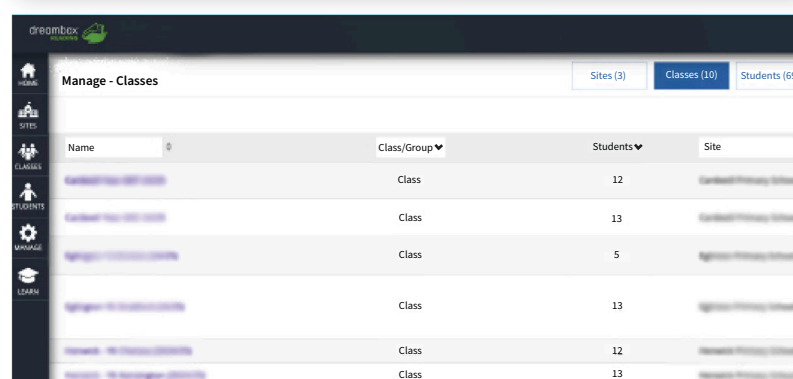
### Class Holds:

1. From the Home screen, teachers can click the **Manage** button.
2. Click the **Classes** tab then select **Settings** link next to the class you want.
3. Click the **Alerts** tab.
4. Click **Place struggling student(s) on Hold in InSight assessment**.
5. Click **Save**.

### Student Holds:

1. From the Home screen, click the **Students** button.
2. Type the student's name in the search field or scroll to find the student, then click on the student's name.
3. Click the **Settings** button on the **Student Overview** page.
4. Click the **Alerts** tab.
5. Click **Place struggling student on Hold in InSight assessment**.
6. Click **Save**.

*NOTE: Only students who are enrolled in a class can be placed On Hold during InSight.*

Name	Class/Group	Students	Site
Eastwood Prep (2017-2018)	Class	12	Eastwood Primary School
Eastwood Prep (2017-2018)	Class	13	Eastwood Primary School
Highgate Prep (2017-2018)	Class	5	Highgate Primary School
Highgate Prep (2017-2018)	Class	13	Highgate Primary School
Highgate Prep (2017-2018)	Class	12	Highgate Primary School
Highgate Prep (2017-2018)	Class	13	Highgate Primary School

