SIFE Screener – Administration Tips

Before Administering Test

1. Apply for school login information 3-4 days in advance.
2. Keep in mind, that the master password never changes and is not case sensitive.
3. To login you must use Firefox or Chrome.
4. Allow an ample amount of time to administer the test. Create a schedule that you will follow until all SIFE students are tested.
5. Select a qualified pedagogue to administer test to SIFE students.
6. Designate a quiet area or room with working computers.
7. In advance of administering the test, read the one-page hand-out which is the abbreviated roadmap, collect the identifying information you will need, and follow the prompts exactly.

During the Administration

1. Students must finish test in one sitting.
2. Students must keep browser open until the test is completed.
3. Pay attention to students as they take the test. Make certain they are engaged.
4. A student may take a break if needed, however make certain he/she does not close the browser.
5. If a student feels challenged and cannot finish the test, he/she can simply close the browser.
6. When the student has completed the test, a green bar will appear signaling that it is saving. Close browser only when it has completed saving.

After Administering the Test

1. Results are sent to the server at the end of the test.
2. Please note: It is expected that the test results collected are strategically used to plan academic intervention programs and services to support SIFE students.

E. Berardinelli @ Fordham RBE-RN
ROADMAP FOR MULTILINGUAL SCREENER

1. Go to mls.gc.cuny.edu
2. Password: mlsnysed
3. Teacher Name: _____________
4. Login (BEDS Code): ___________________________
5. School Password: ______________
6. Choose your home language
7. Student ID#: (Check ID card): ________________
8. Student First Name: _________________________
9. Student Last Name: _________________________
10. Parent’s Name: _____________________________
11. Home Address: (number and street) __________
12. Date of birth (use MM/DD/YYYY) ____________
13. Home Language _________________
14. District #: ______________
15. Current grade: ______________
16. Date of entry into NYS school system: _______
17. True
18. True
19. Submit
20. Put on your HEADPHONES!
21. Choose “Reading Comprehension”