Houghton Mifflin Harcourt™

Guidelines for Administering
the *Reading Inventory* & *Phonics Inventory* Outside of School
FOR CAREGIVERS

What is the *Reading Inventory* and *Phonics Inventory*?

The *Reading Inventory* is a universal screener and growth monitoring assessment that measures reading growth on the Lexile Framework® for students in Grades K to 12 who have shown a mastery of foundational literacy skills.

The *Phonics Inventory* is a software-based assessment for foundational literacy skills including phonological awareness, sight word recognition, and decoding skills for older students in Grades 3 to 12.

Preparing Students

- Ensure that students are well rested prior to taking the *Reading Inventory* and/or the *Phonics Inventory*.
- Encourage students to stay relaxed and focused throughout the assessment. This is just one way to assess their reading knowledge.

Environment

- Choose an area with minimal distractions and noise before they begin.
- Students are not allowed to use a dictionary, thesaurus, or other online or computer-based tools.

General Instructions

- Please do not help your student during their assessment.
  - o If students receive help on this assessment it will provide teachers and administrators with a false score.
  - o If the false score is higher than the student would achieve on their own, it will indicate to the teacher that that student is ready for more difficult content than they actually are.
    - ▪ As a result, the student will not be provided accurate instruction that will meet their needs.
- Students are expected to read all test content materials on their own, without assistance. If they ask for help, encourage them to do their best.
- Do not read any portion of the assessment to or for the student.
- Make sure students work independently throughout the test.

Phonics Inventory Instructions

- In addition to the **General Instructions** above, *Phonics Inventory* students need to have a computer with working speakers or headphones, as they will need to listen to and identify sounds and nonsense words.

- The test consists of three subtests. Each subtest requires students to correctly respond to practice items.

Reading Inventory Tips
- Students can use up to three "skips" without penalty. If your student is struggling with a question, you can remind them they can skip it. This will not affect their score.
- The assessment generally takes about 30 minutes to complete. If students need to exit before completing the Reading Inventory, they can press the Escape (esc) key. Their progress will be saved, so they can pick up exactly where they left off the next time they log in.

Phonics Inventory Tips
- Encourage your student to answer as quickly and as accurately as possible.
- Remind your student that the test uses some nonsense words which have no real meaning.
- The **Pause** button may be used once during each subtest. The student will then need to push the **Play** button to resume the test.

Accessing the *Reading Inventory* or the *Phonics Inventory*

Students enrolled in *Reading Inventory* access their personalized assessment on HMH Central through the HMH Gateway Access Page or through HMH Student Central. An internet connection is required to access.

Students may log in to HMH Central on a student workstation or mobile device. Please see **SAM System Requirements – Workstation Requirements** for additional information.

Initial log in steps to HMH Central may vary depending on school or district setup. Please contact the district for any additional information regarding specific instructions.
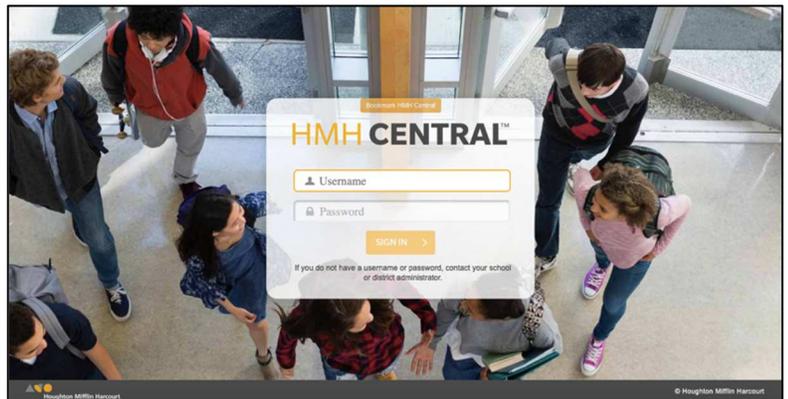
Your district's HMH Central site can be accessed: [District Insert Site Here].

If you do not have access to your district's site, you can look it up by accessing: https://www.hmhco.com/studentaccess, then enter the zip code and select the district.

Logging In

Log into HMH Central with a SAM username and password and click **Sign In** to go to the HMH Gateway screen.
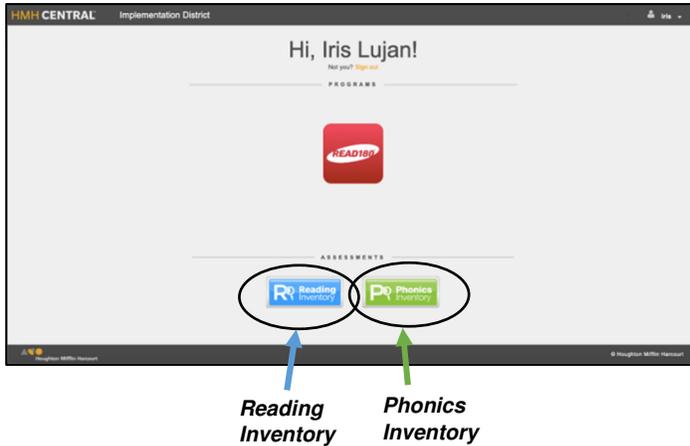
If you need assistance with your username or password, please contact your district.
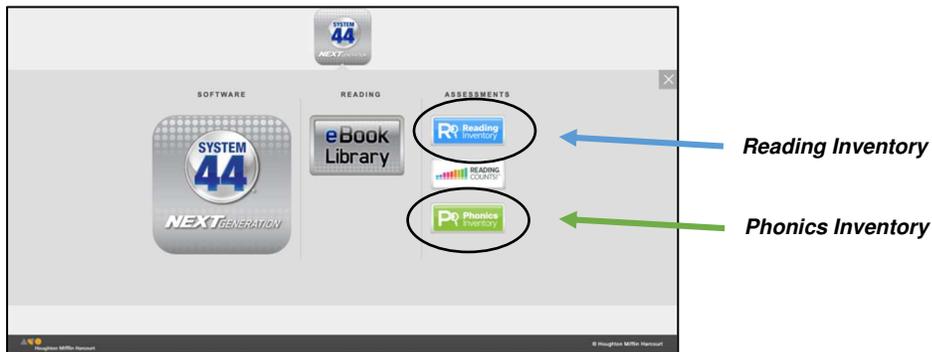
At the HMH Gateway, click the *Reading Inventory* or the *Phonics Inventory* icon.

Reading
Inventory

Phonics
Inventory

For students accessing *Reading Inventory* or the *Phonics Inventory* from the student access screen, they would select it here:

Reading Inventory

Phonics Inventory

All students will be guided through a practice portion of the test, to assess their understanding of audio instructions. The practice portion is not scored.
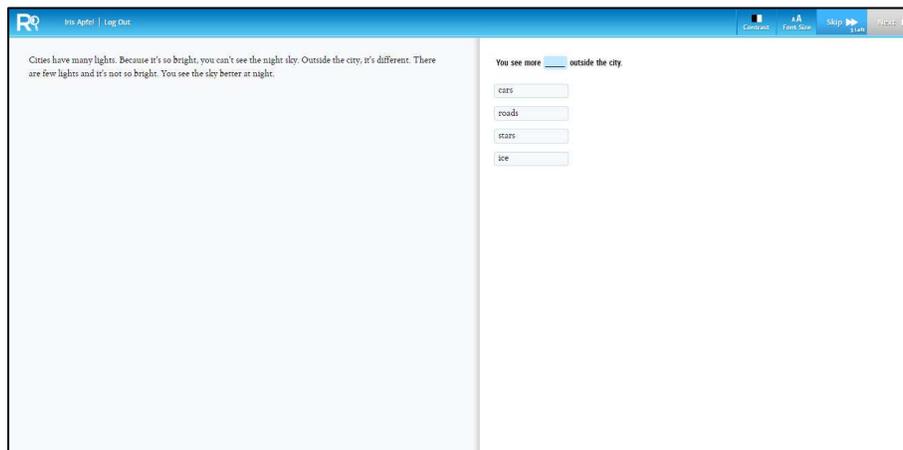
Reading Inventory

For students in grade 3 – 12 taking their first *Reading Inventory* test, they will be asked to choose three topics they're interested in, as shown below. These preferences will be used to recommend books within their Lexile level at the end of the test:
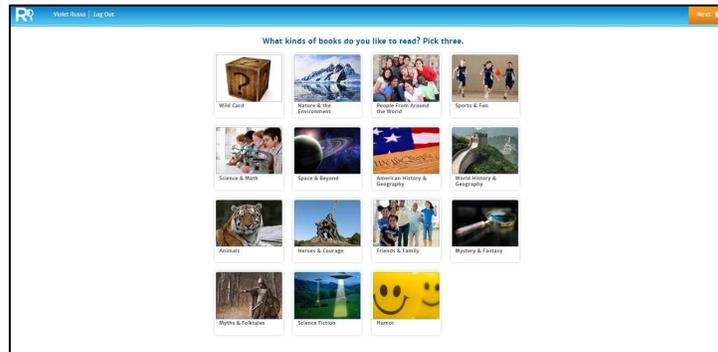
The assessment consists of multiple-choice questions based on reading passages. It is an adaptive assessment, unique to each student based on their answer choices. Most students will complete the assessment in 30 – 45 minutes.


After completing the assessment, students in grades 3 – 12 receive a Lexile score that reflects their reading level, as well as a recommended reading list based on their score.

Phonics Inventory

The *Phonics Inventory* assessment typically takes students 8-12 minutes to complete. *Phonics Inventory* consists of 11 practice items, followed by 78 items spread over three subtests.
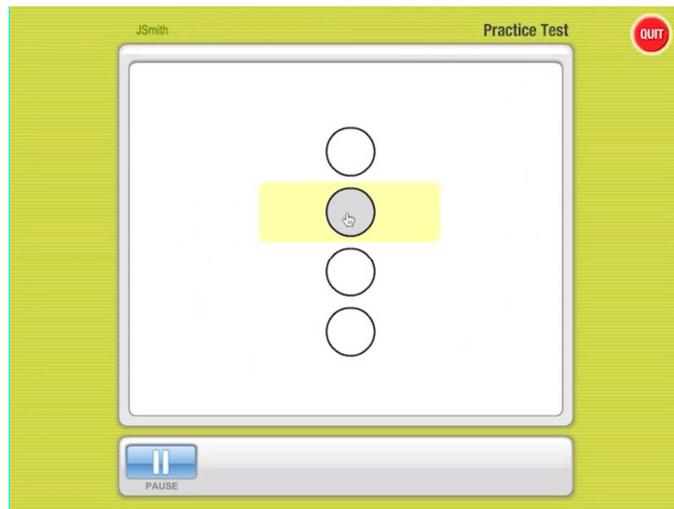
Students may use the Pause button once per subtest. To restart the test, they will have to click the Play button. If a student needs a word or sound repeated, they can click the Replay button.

Students will see a "Thank You" screen when they are finished. They should then click the Quit button to exit the assessment.

Additional Resources

- [SAM System Requirements](#)
- [*Reading Inventory* Student Video Tutorial – (Reading Comprehension Assessment)](#)
- [*Phonics Inventory* Student Video Tutorial](#)

For More Information

For more information, contact HMH Product Support at 1-800-283-5974 or click [here](#). You can also see more at the HMH Product Support site, [hmhco.com/product-support](#).