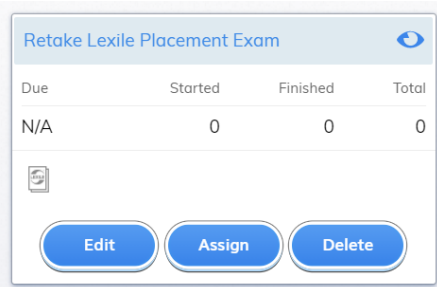


How to Manually Assign a Lexile® Placement Exam

If you find that the myON Lexile® assessment levels assigned to your students based on Grade Level are much too difficult for their actual reading levels, you have the option to manually override these results and have your students retake the exam. Detailed instructions on how to do this are available in the myON Customer Support.

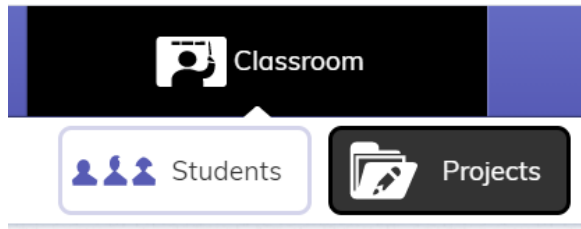
<https://help2.renaissance.com/myON/how-manually-assign-lexile-benchmark-exam-or-placement-exam>

Note: To simplify the process, a project has already been created and can be copied to your project files

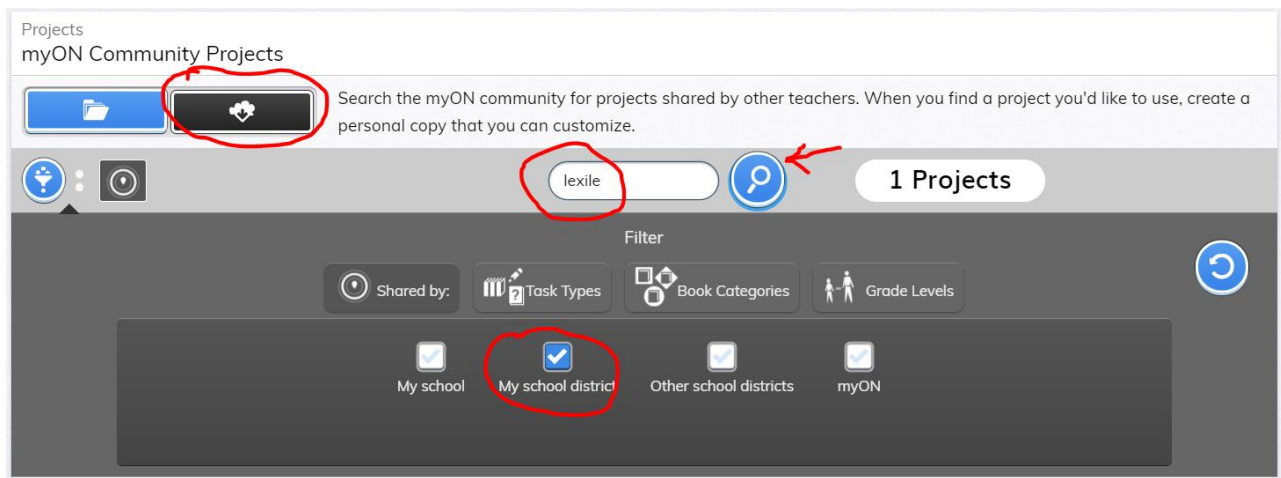


As a quick reference, here are the basic steps to follow:

1. Go to your class roster and edit the student accounts to reassign grade levels that are better suited to the students' reading proficiencies. For students who have little to no reading ability, set the level at Kindergarten. Subsequent levels can be adjusted with Benchmark exams as the students' reading skills improve.
2. Select Classroom and Projects on your account menu.




3. Click on the Cloud Icon, use search term "lexile", and choose My school district. Click on the search magnifying glass icon.



This project will appear in the project list available. (Note for interest sake... If you leave the search term box blank, a list of all projects created and shared in the School District will result).

Retake Lexile Placement Exam 👁

The purpose of this project is to enable students to retake their Lexile placement exam. Useful if the initial assessment results reflect a level above what the student is capable of reading. Teachers must edit the student's grade level within their profile prior to assigning a placement exam retake.



lexile-placement-exam , lci-smc

2 projects like this - [Click to view](#)




Click on the title bar of the project to get more information and a prompt to

4. Make any amendments you may require and click Save. This project is now located in your class project file and can be assigned to students

Retake Lexile Placement Exam 👁

Due	Started	Finished	Total
N/A	0	0	0



Edit Assign Delete

Assign students to: Retake Lexile Placement Exam

Search


Grade

Rosters/Groups

<input type="checkbox"/>	First	Last	Grade	User Name
<input checked="" type="checkbox"/>	Stu	Dent	2nd Grade	LCISMC


Cancel Apply

This is what your student will see

Projects	Due	Teacher	Status
Retake Lexile Placement Exam NEW	-	[Redacted]	

Retake Lexile Placement Test

Exam Type: Placement

 Start Exam

Click on the Status icon and they will be prompted to Start the Exam

NOTE: If a student has not yet taken the original placement assessment, there is no need to assign the retake if you have adjusted their reading level prior to the exam. The initial exam will be based on that reassigned level. Projects that have been assigned to students in error can easily be removed by going back to your project and unassigning the students affected.