



# PAT Spelling

Test administration instructions



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# Test administration instructions – PAT Spelling

This document is a guide for teachers and staff administering ACER’s online assessments with students. The instructions below relate specifically to the process of administering the tests and supervising students on the day of testing.

Also included is a ‘Prior to testing’ checklist, which should be completed ahead of time. For instructions on how to complete the steps listed in the checklist, refer to the **Help** menu within your school’s online assessment account, or speak to the person responsible for these tasks at your school.

For troubleshooting instructions, refer to the final page of this document.

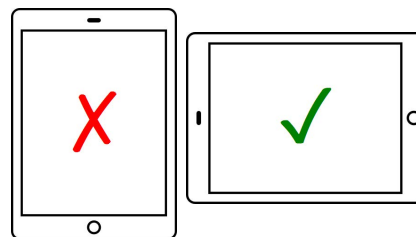
## PRIOR TO TESTING

- ❑ Ensure that all students are listed within your school’s online assessment account and have been assigned the necessary tests. If you do not have access to the account, check with the staff responsible for this at your school.
- ❑ Schedule your testing date and time. ACER recommends that tests are administered in the morning and not immediately before or after an exciting school event.
- ❑ Run the browser exam from a student computer or device to check whether your school’s set up meets the minimum technical requirements. Alternatively, send the technical requirements to your school’s IT technician.

Browser exam: <https://oars.acer.edu.au/browserexam/>

### Technical requirements

- Minimum screen resolution: 1024 width × 768 height
- Minimum DSL or cable internet connection: 56 kbps
- Compatible computers and devices: PC or laptop, Apple Mac, iPad (not iPad Mini), other tablet devices
- Compatible web browsers (latest versions): Google Chrome, Mozilla Firefox, Safari, Microsoft Edge



*Tablets must be held in **landscape** orientation.*

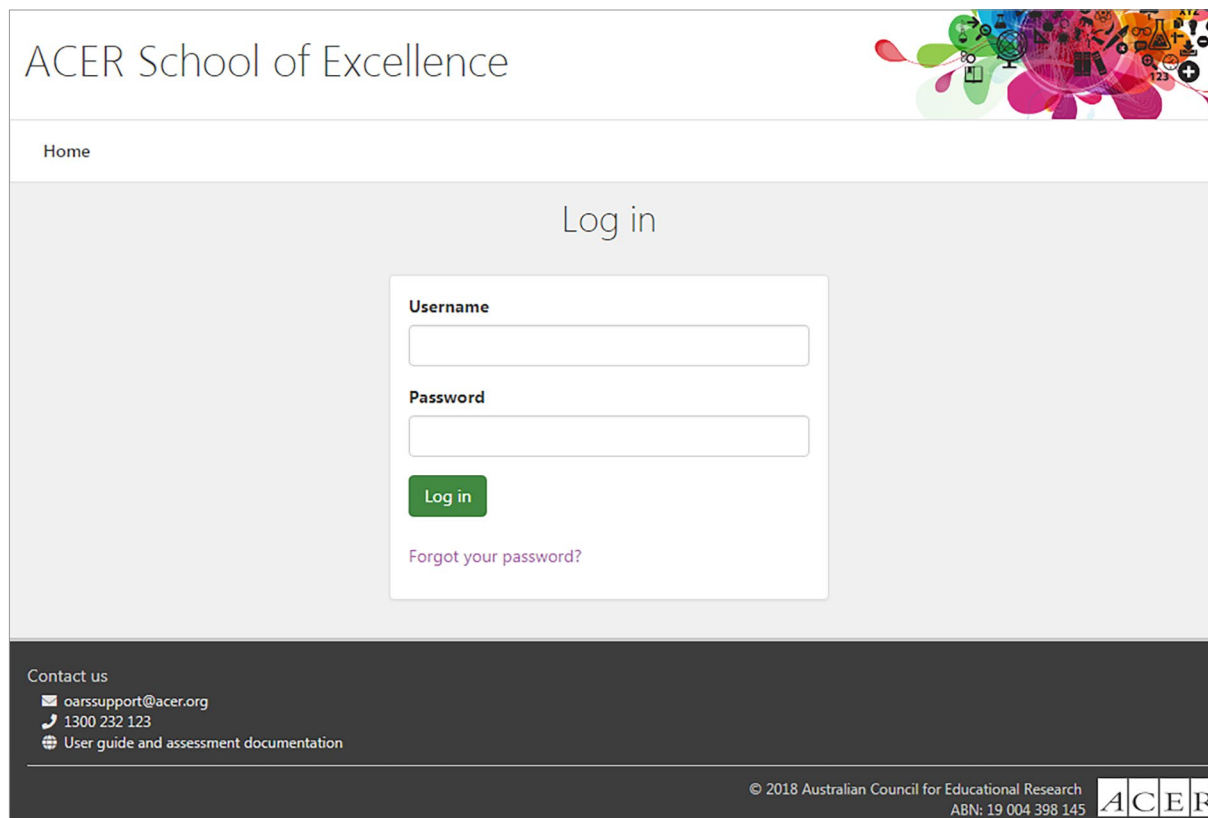
- ❑ Make note of your school’s online assessment login page, or make sure that the page URL is saved on student devices, or available as a link from your school’s intranet. The web address will be similar to <https://oars.acer.edu.au/your-school-name>.
- ❑ Download or print a list of your students’ login details. This is completed from the **Students** page within your school’s online assessment account.
- ❑ You may determine that some students require changed testing provisions due to specific learning needs. Any special testing conditions (for example, additional time, breaks or a scribe) should be recorded for future reference and consideration when looking at test results.
- ❑ Students’ screens should be monitored as part of test invigilation. The online assessment and reporting system does not ‘lock’ the browser or restrict access to other websites. If you have concerns about students using screen reader websites, browser extensions or other applications while completing tests, contact your school’s IT staff to determine how best to manage/restrict this across the school.

## ON TESTING DAYS

### Notes

- Check for and turn off any automatic spell checker settings on student devices and browsers.
- ACER's online assessments should be administered under standard testing conditions with invigilation.
- Students will not be automatically locked out of the tests after the allowed time passes. You must monitor and manage the time, including accommodating toilet breaks or other interruptions that may occur.
- Student responses are automatically saved each time they navigate to another question.
- If technical problems cause the need to postpone the completion of the tests, students may close the browser without losing their progress.
- Students are permitted to use pen/pencil and paper to make notes during the test. No other materials are permitted.
- Questions should not be read aloud to students.
- If you determine that some students require changed testing conditions (for example, the provision of additional time, breaks, or a scribe) due to specific learning needs, these changes should be recorded for future reference and consideration when looking at test results.
- iPads and tablet devices must be held in **landscape** orientation.

Once students are seated at their computers or devices, instruct them to load your school's online assessment login page:



ACER School of Excellence

Home

Log in

Username

Password


Log in

[Forgot your password?](#)

Contact us

- ✉ [oaarsupport@acer.org](mailto:oaarsupport@acer.org)
- ☎ 1300 232 123
- 🌐 [User guide and assessment documentation](#)

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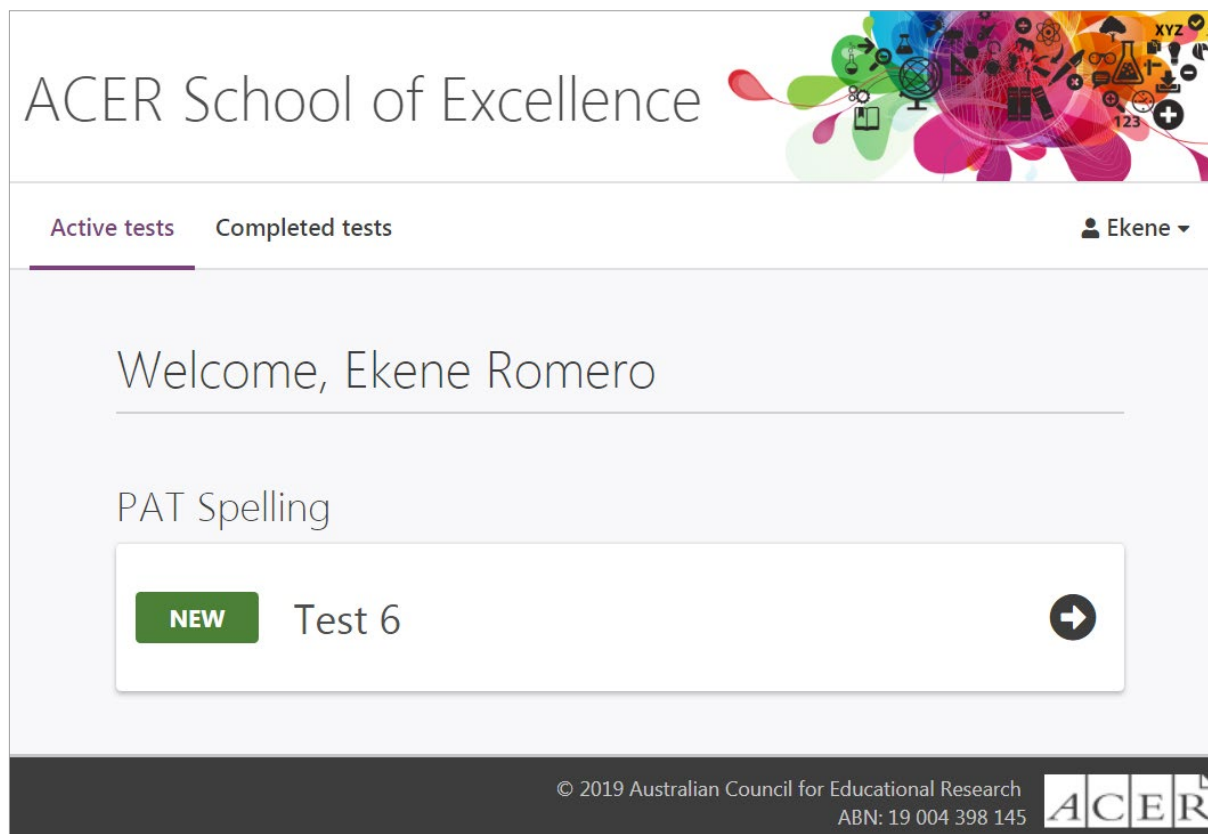
Each student should be given their username and password. Students should enter their usernames and passwords and then click **Log in**.

**Note:** Usernames and passwords are case sensitive.

Say:

Please follow my instructions and do not click through the screens unless you are told to do so. Please enter the username and password given to you and then click **Log in**.

Students will see a screen listing all assessments currently assigned to them:



ACER School of Excellence

Active tests Completed tests Ekene ▾

Welcome, Ekene Romero

PAT Spelling

**NEW** Test 6 →

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Each student's name will be displayed at the top of the welcome page.

Check that all students are logged in with the correct details.

Say:

Please raise your hand if the name at the top of the page is not your own.

Once you have ensured all students are logged in, they may open the test.

Say:

Please click **PAT Spelling**.

The following screen will be shown:

## PAT Spelling Test 6

This is a test of your spelling skills.

### Directions

- You will have 20 minutes to complete the test.
- Carefully read each question in the test.
- There are two kinds of questions.
- For the first kind, type the correct answer in the answer box provided. Please remember:
  - Type a single word only. Do not type a sentence.
  - Do not use spaces, punctuation marks or any other symbols in your answer.
- For the second kind, there are five possible answers for each question. Choose the answer you think is correct.
- When you have answered a question, the question number in the navigation bar at the top of the screen will become shaded.
- You can return to a question by clicking on the question number in the navigation bar at the top of the screen.
- If you want to change your answer, simply select a different option or change the spelling of your typed word.
- Once you have attempted all of the questions, click **Finish**.

Click **Start Test** once you are instructed to begin.

[Start test](#)

Say:

I will read through the directions shown on your screen. Please listen carefully and read silently along with me so you understand the instructions. Please do not begin the test until you are told to do so. (Dictate directions above).

Then say:

Work as carefully as you can. Do not spend too long on one question, even if it is hard. After you complete the last question, review your work and check that you have answered all of the previous questions. Once you have completed your test, click **Finish** on the last page. Are there any questions?

Check that the instructions have been understood. Answer any questions about the test but not the test content and make sure that students are ready to begin.

Say:

Click **Start test** to begin. After 15 minutes, say: You have five more minutes to finish your work.

After a further five minutes, say:

Please click **End** in the navigation bar and then click **Finish**. Please click **Finish** again to log out.

## TROUBLESHOOTING

If you encounter any problems when administering the tests, contact ACER for support:

Phone: 1300 232 123      Email: oarssupport@acer.org

### Why can't my student log in?

There are several possible causes:

- Logins are case sensitive. Check that the student is entering their username and password correctly.
- Some devices and browsers will automatically capitalise some words, or automatically fill login fields with saved details. The student should be able to overwrite these automatic suggestions by typing their complete details. If the problem persists, check the browser or device settings, or use another web browser.
- Check that the student is on the correct login page.
- If you have a staff login, check that the student's login details are correct by logging in to the account with your staff login details and clicking the student's name on the **Students** page.

### Why is the test not appearing for my student?

The test is not currently assigned to the student. If you have a staff login, follow the steps below:

1. Log in to your school's account using your staff login.
2. Click **Students** and locate the student's name in your list.
3. Click the check box next to the student's name.
4. Click **Tests > Assign**.

### Can I re-open a student's test if they submit it before they are finished?

Yes. If you have a staff login, follow the steps below to re-open a student's test to allow them to continue:

1. Log in to your school's account using your staff login.
2. Click **Students** and locate the student's name in your list.
3. Click the student's name to view their profile and then click the **Tests** tab.
4. Click the drop-down menu next to the test you need to re-open and then click **Re-open test**.

### Can I close a student's test if they forget to submit it?

Yes. If you have a staff login, follow the steps below to close a student's test:

1. Log in to your school's account using your staff login.
2. Click **Students** and locate the student's name in your list. (You will see the unfinished test listed in the **Active tests** column and marked with a pencil icon).
3. Click the check box next to the student's name and then click **Tests > Close unfinished tests**.
4. Select the test you need to close and then click **Close test**.