

# eWrite

Test administration instructions



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# Preparation

The following steps need to be completed ahead of time.

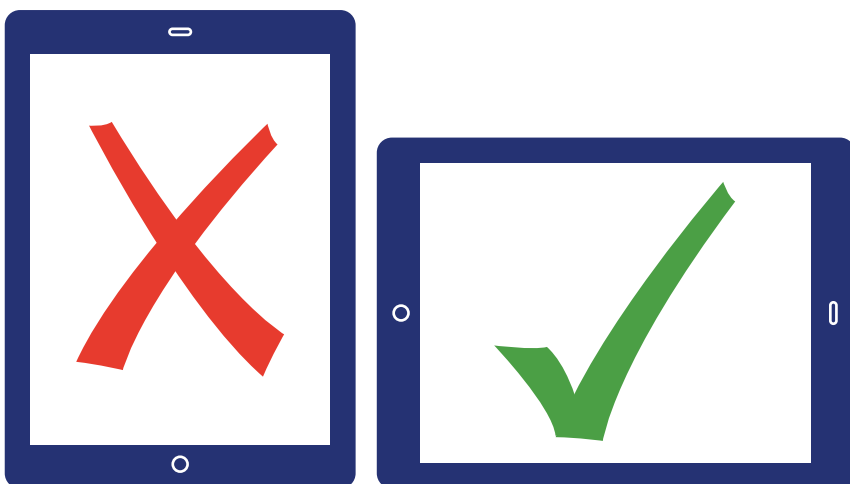
- Check the technical requirements and run the browser exam from a student device to identify any potential technical issues.
- Schedule your testing date and time. ACER recommends that tests are administered in the morning and not immediately before or after an exciting school event.
- Ensure that all students are listed within your school's online assessment account and have been assigned the necessary tests.
- Download or print a list of your students' login details from the Students page within your school's online assessment account.
- Make note of your school's online assessment login page, or make sure that the URL is saved on student devices, or available to your students as a link. The address will be similar to <https://oars.acer.edu.au/your-school-name>.

# Administration conditions

- Students are permitted 25 minutes to complete the test. This includes planning and editing time.
- eWrite should be administered under standard testing conditions with invigilation.
- Students' screens should be monitored as part of test invigilation.
- Students are permitted to use pen/pencil and paper to make notes during the test.

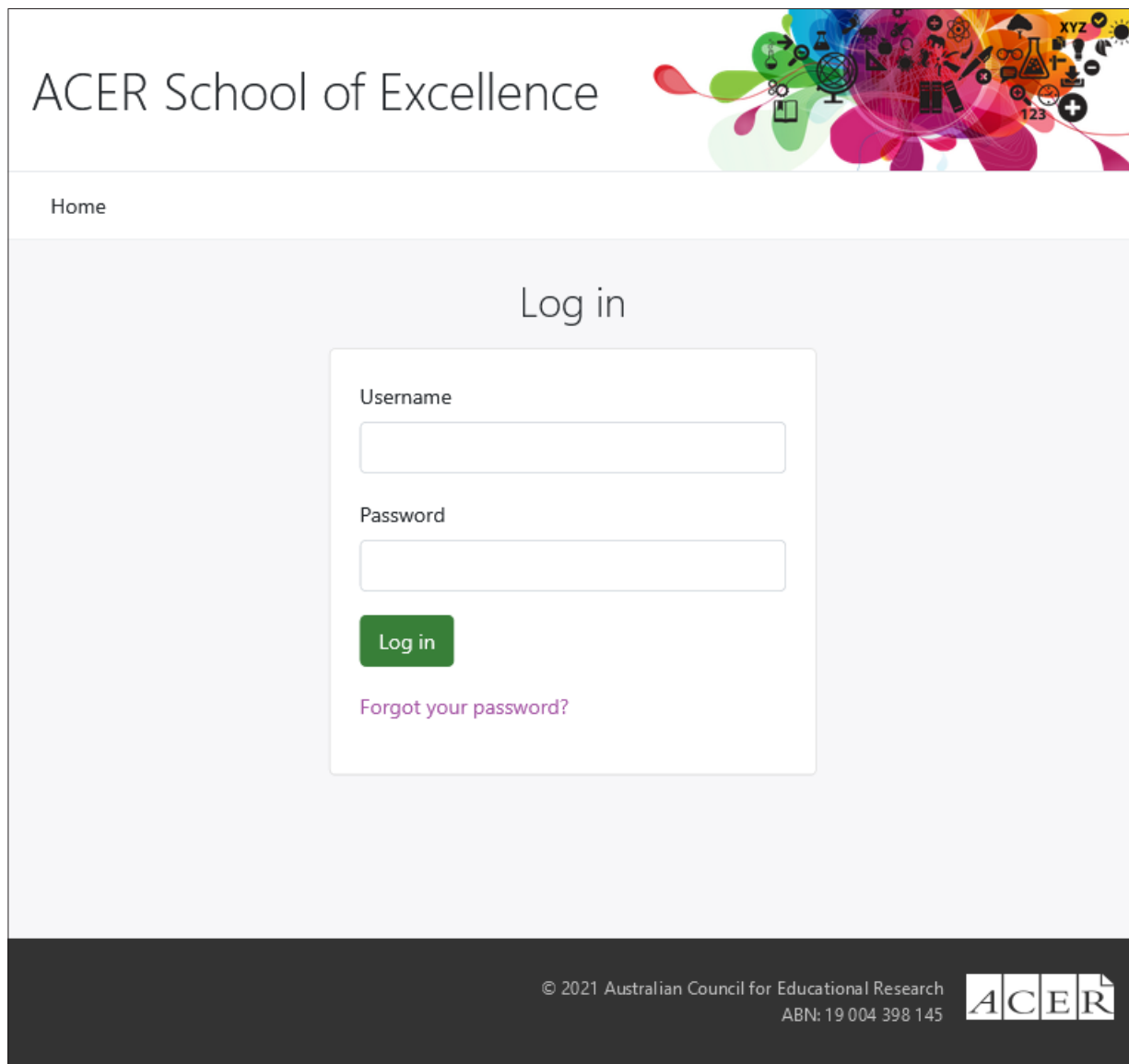
# Delivery

- 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 approximately every 60 seconds. Students can also click Save to save their progress.
- Students may return to the Information page at any time to review the tips and directions.
- If technical problems cause the need to postpone the completion of the tests, students may close the browser without losing their progress.
- iPads and tablet devices must be held in landscape orientation.



# Instructions

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?](#)

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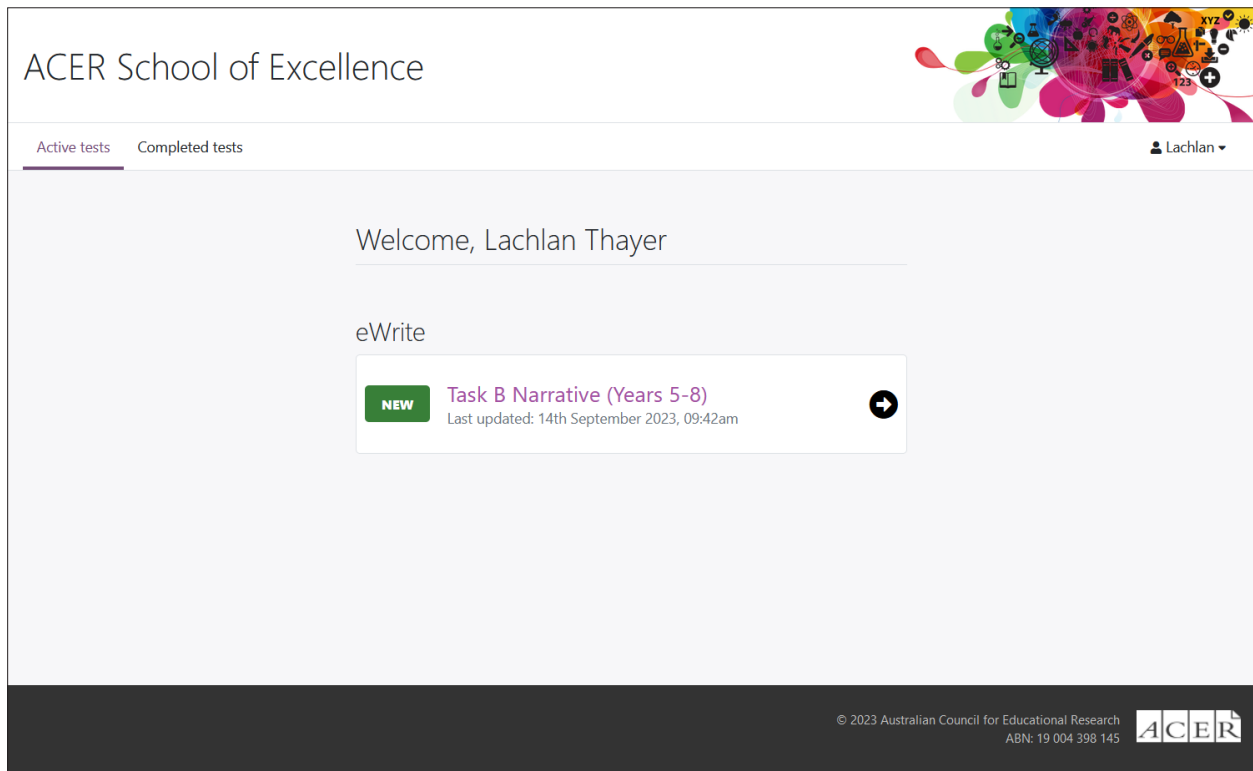
ACER

Instruct students to enter their usernames and passwords and then click **Log in**.

Note that usernames and passwords are case sensitive.

***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:



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

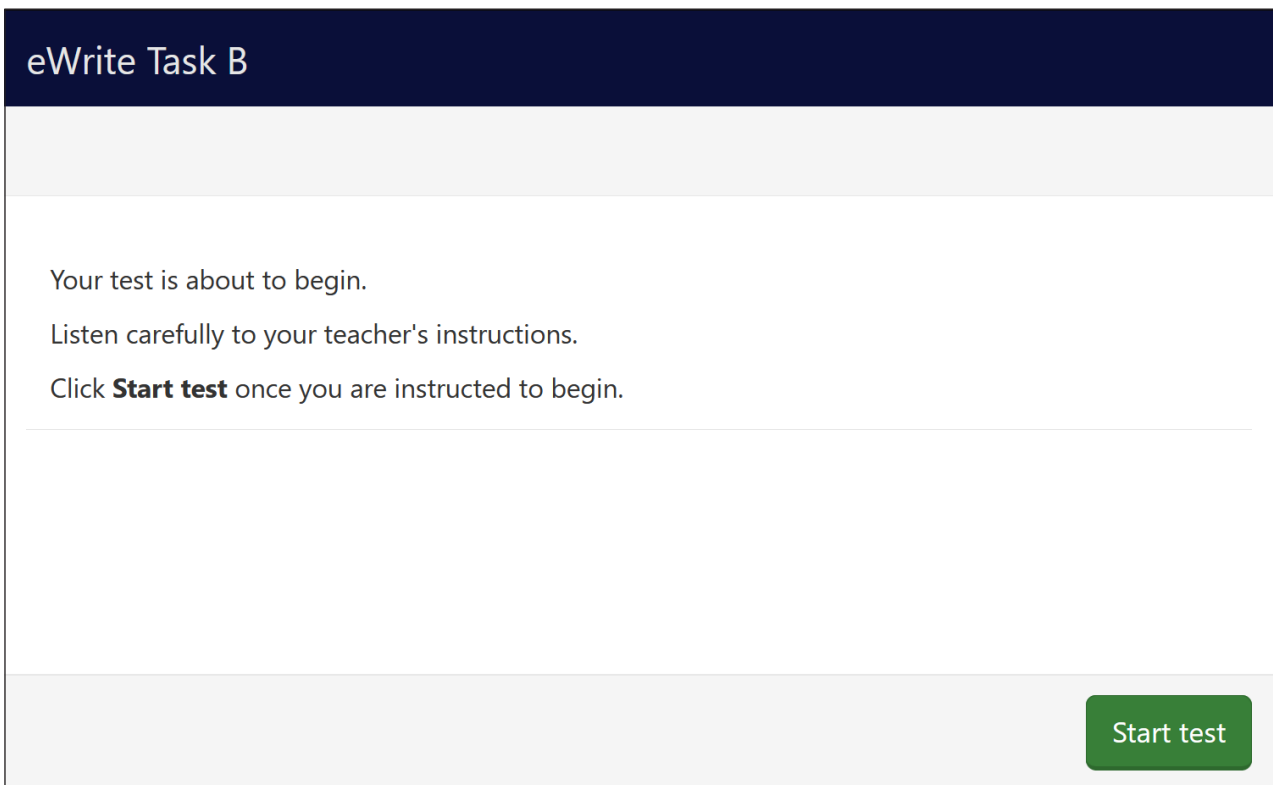
Check that all students are logged in with the correct details.

***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.

***Please click eWrite.***

A screen similar to this will be shown.



*I will read through the directions shown on your screen. Please listen carefully and read silently along with me so you understand the instructions.*

*Click **Start test** to see the instructions.*

Read the directions below. Begin with the general directions for all tasks.

*This is a test of your writing skills. You have 25 minutes to complete this test.*

*When you click **Next** you will see some text or a picture that you need to write about.*

*You can click the **Information** icon in the navigation bar at the top of the screen to return to this page at any time during the test.*

Then read out the relevant instructions for the eWrite task your students have been assigned.

### Tasks A, E, F and G

*Begin with an introduction that sets out what you want to write about. Explain your ideas by giving reasons and examples. Finish with a conclusion that sums up your key ideas.*

### Tasks B and H

*Who are the characters in my story? Where and when does the story take place? What is the problem or conflict in the story? Use an interesting way to start and finish the story.*

### Task C

*Introduction: Outline the topic and the ideas that will be covered. Body: Explain your ideas. Use a separate paragraph for each idea. Conclusion: Summarise your key ideas and actions to be taken.*

### Task D

*Who is he? What is he thinking and feeling? What details will you include?*

Finally, explain that the special characters should not be used when completing the task.

*Make your writing interesting and write clearly. Select your words carefully – think about vocabulary. Write your sentences correctly – word order and punctuation. Improve your work by editing – adding or changing some words or sentences.*

*The computer does not recognise some characters. Do not use:*

- equals sign (=)
- forward slash (/)
- curly brackets ({})
- squiggle (~)
- caret (^)
- underscore (\_)
- back-slanting apostrophe (')
- cents sign (¢)
- emoticons ( )

Check that the instructions have been understood.

**Click Start test to begin.**

After 20 minutes:

**You have five more minutes to finish your work.**

After a further five minutes:

**Please click Next and then click Finish to log out.**

# Technical requirements

Load the browser exam (<https://oars.acer.edu.au/browserexam/>) from a student computer or device to check whether your school's set up meets the minimum technical requirements.

Alternatively, send the following technical requirements to your school's IT technician.

- 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

Please note that students' screens should be monitored as part of test invigilation. The online assessment system does not 'lock' the students' browsers or restrict access to other websites.

If you have concerns about students using screen reading programs, browser extensions or other applications while completing tests, please contact your school's IT staff to determine how best to manage or restrict this across the school.

## Troubleshooting

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

<https://schoolsupport.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**.