

PAT Spelling Skills

Test administration instructions

Sets A and B



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Preparation

The following steps need to be completed ahead of time. For more detailed instructions on how to complete each step, please refer to the **Help** pages within your school's online account or speak to the person responsible for managing your school's account.

- Check the technical requirements (page 8) 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

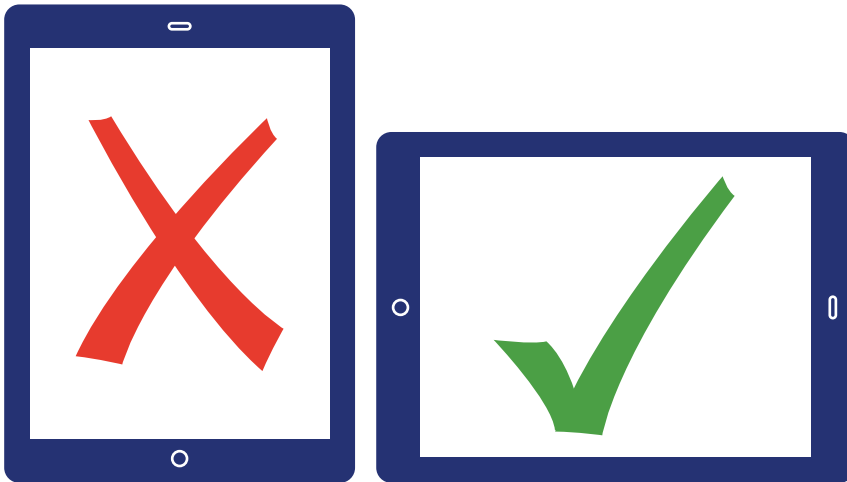
- Students require headphones to complete the test.
- Students are permitted to use pen/pencil and paper.
- Students' screens should be monitored as part of test invigilation.
- Once they have completed the practice questions, students are permitted 20 minutes to complete the test.

Changes to administration conditions

If you determine that some students require changed testing conditions (for example, provision of additional time or breaks) due to specific learning needs, these changes should be recorded for future reference. The process for determining and implementing any changes to test conditions should be consistent between classes and across the school.

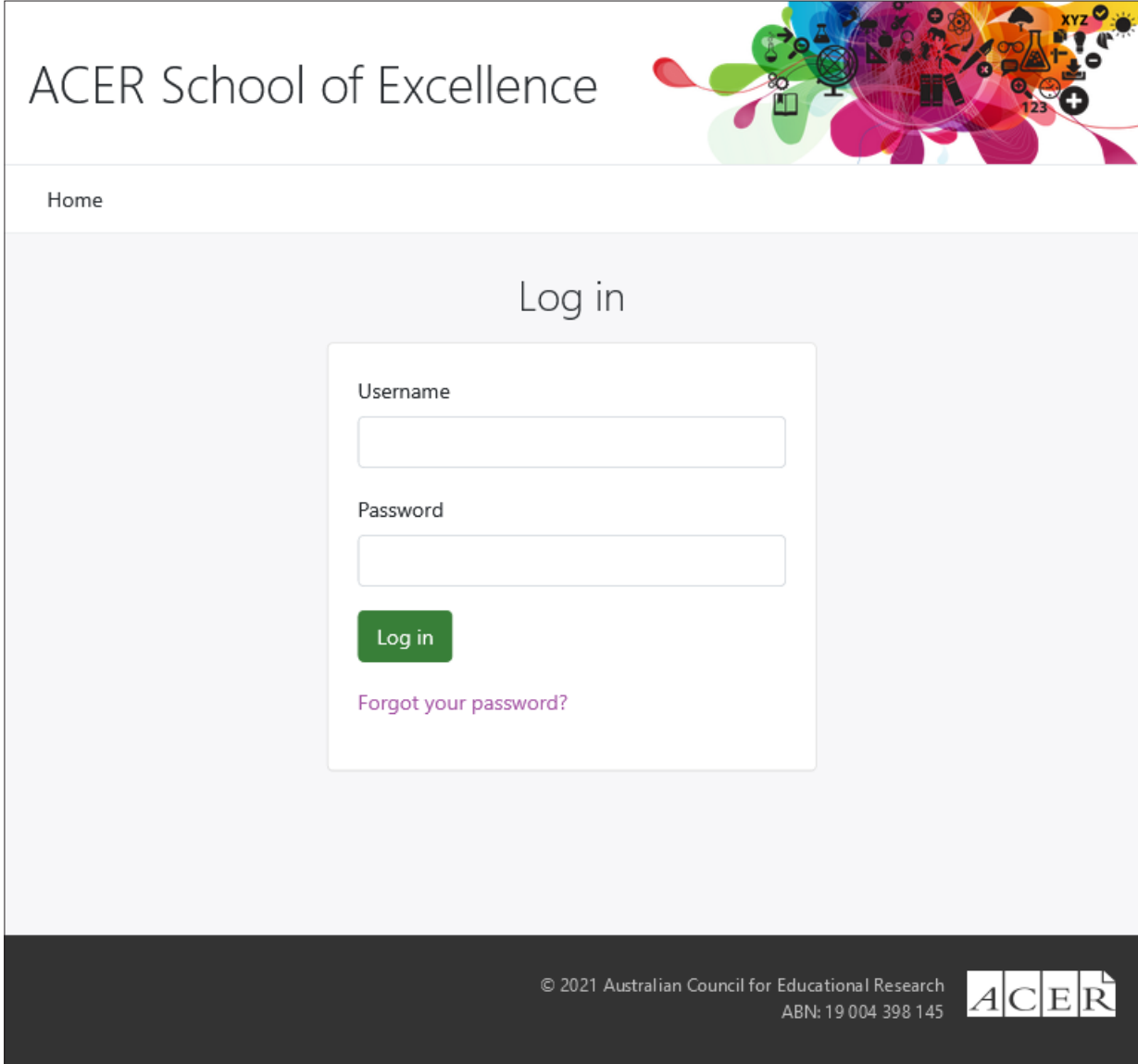
Delivery

- **Check for and turn off any automatic spell checker settings on student devices and browsers.**
- 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.
- 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.

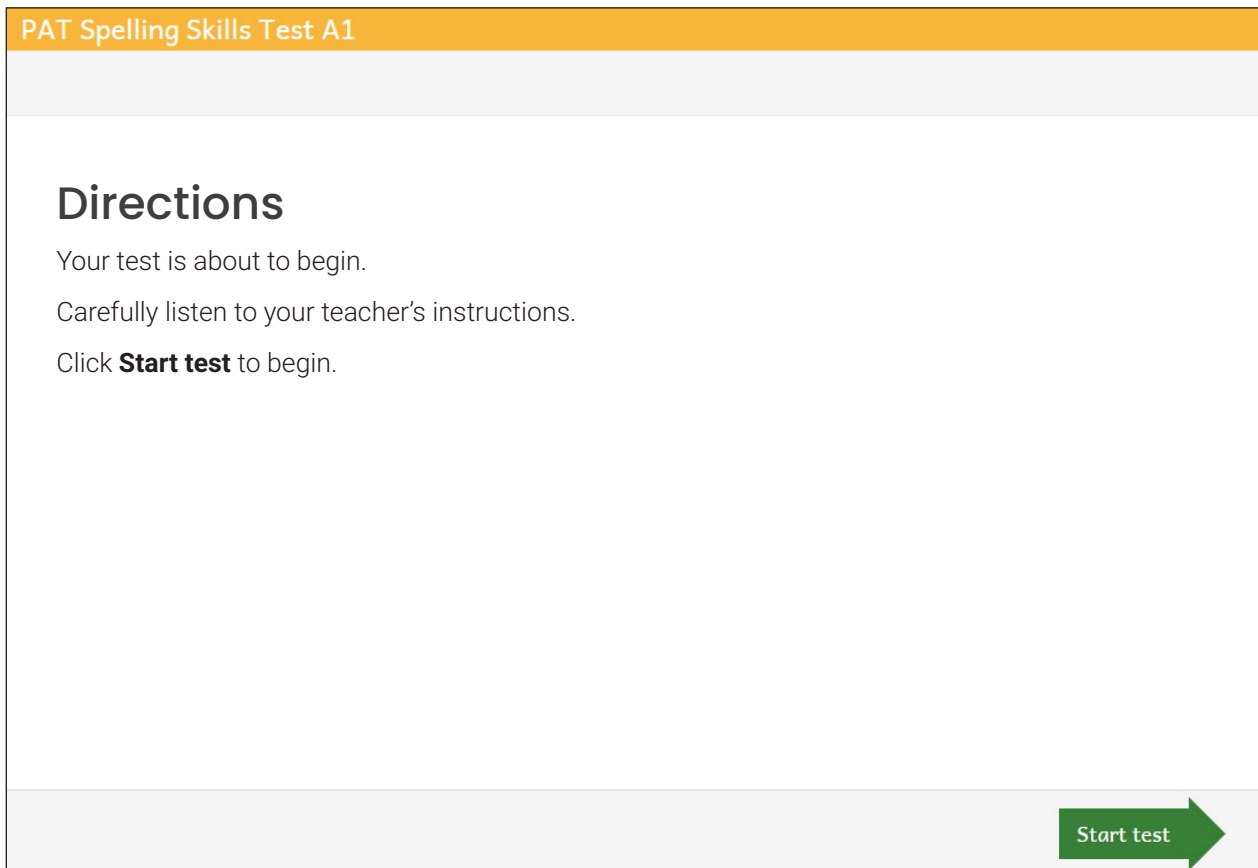
Please follow my instructions and do not click through the screens unless you are told to do so. Please enter the username and password given to you and then click Log in.

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

The screenshot shows the ACER School of Excellence user interface. At the top left, the text 'ACER School of Excellence' is displayed. To the right is a colorful graphic with various educational icons. Below the header, there are two tabs: 'Active tests' (selected) and 'Completed tests'. The user's name 'everett.young' is shown in the top right corner. The main content area features a welcome message 'Welcome, Everett Young' followed by the title 'PAT Spelling Skills'. Below this is a card for 'Test A1' with a green 'NEW' badge, the text 'Last updated: 21st January 2022, 11:30am', and a right-pointing arrow icon. The footer contains the copyright information '© 2022 Australian Council for Educational Research' and 'ABN: 19 004 398 145' along with the ACER logo.

- 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 PAT Spelling Skills.

The following screen will be shown:



PAT Spelling Skills Test A1

Directions

Your test is about to begin.

Carefully listen to your teacher's instructions.

Click **Start test** to begin.

Start test

Please do not begin the test until I tell you.

There are practice questions at the start, to show you what to do. We will go through them together.

After we have completed the practice questions, you will have 20 minutes to complete the test.

- When students are ready:

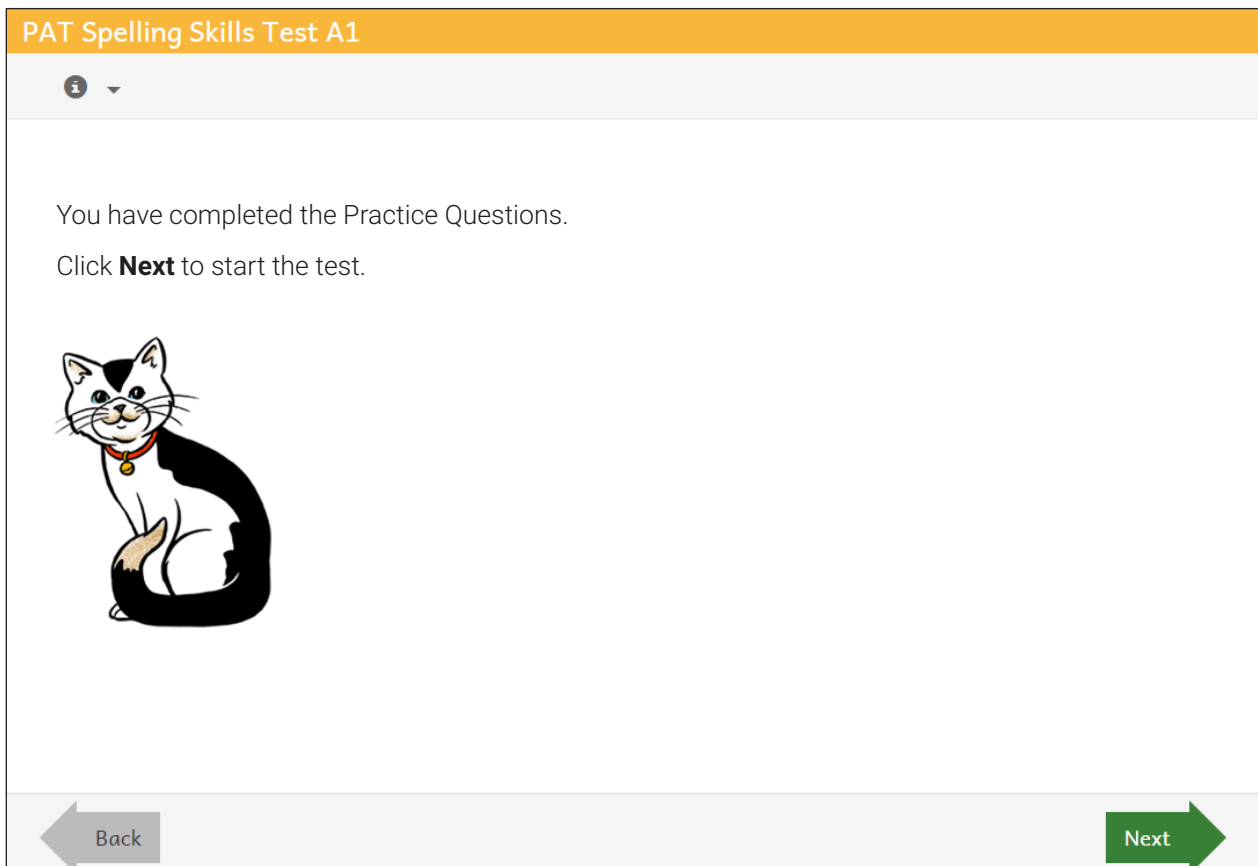
*Please insert your headphones and click **Start test** to begin the practice questions.*

Practice

Move through the practice program with students, demonstrating the features listed below and ensuring that students feel confident in navigating between items using the **Next** and **Back** buttons, using the audio feature, and submitting responses to the different item types.

Important features to model to students

- Tapping or clicking on the 'play' icon to hear instructions.
Click the 'play' button – the triangle – to listen to the question. You can listen to a question more than once.
- Responding to different item types:
 - Dragging the missing letters to complete the correct spelling of a given word (Set A tests only)
 - Selecting the correct spelling of a word from four options
 - Typing the correct spelling of a given word
When typing your answers, enter a single word without spaces or symbols.
- Tapping or clicking on the **Next** and **Back** buttons to move between the items.
*Once you have answered a question, click **Next** to view the next question. Click **Back** if you want to see the question you just answered. You can change your answers if you need to.*



Assessment

- Once all students have completed their practice questions:
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 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.
- When students are ready:
*Please click **Next** to begin the test.*
- After 15 minutes:
You have five more minutes to finish your work.
- After a further five minutes:
*Please click the question number at the top of the screen and click **End** in the navigation bar.*
*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: Google Chrome (latest version), Mozilla Firefox (latest version), Safari (Version 10 or above), 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:

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

Why can't my student hear the audio in their test?

- Check that their headphones are connected to their device and that the device audio is correctly configured to play through the headphones and not another output device, such as external speakers or Bluetooth.
- Check that audio is working correctly for other websites in a second browser tab.
- Refresh the page.
- Close the web browser and have the student log back in and re-open their test.

Why can't my student log in?

There are several possible causes:

- Check that the student is on the correct login page.
- 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 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.
- If the problem persists, check the browser or device settings, or use another web browser.

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:

5. Log in to your school's account using your staff login.
6. 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).
7. Click the check box next to the student's name and then click **Tests > Close unfinished tests**.
8. Select the test you need to close and then click **Close test**.