Attitudes and Values Questionnaire

Administration instructions

ACER

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Administration instructions – Attitudes and Values Questionnaire

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 assessments and supervising students.

Also included is a 'Prior to administration' 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 ADMINISTRATION

☐ Ensure that all students are listed within your school's online assessment account and have been assigned the necessary assessments. If you do not have access to the account, check with the staff responsible for this at your school.

☐ Schedule your assessment date and time.

☐ Run the browser exam from a student computer or device to check whether your school's setup meets the minimum technical requirements. Alternatively, send the technical requirements to your school's IT technician.

Browser exam: https://oars.acer.edu.au/browserexam/
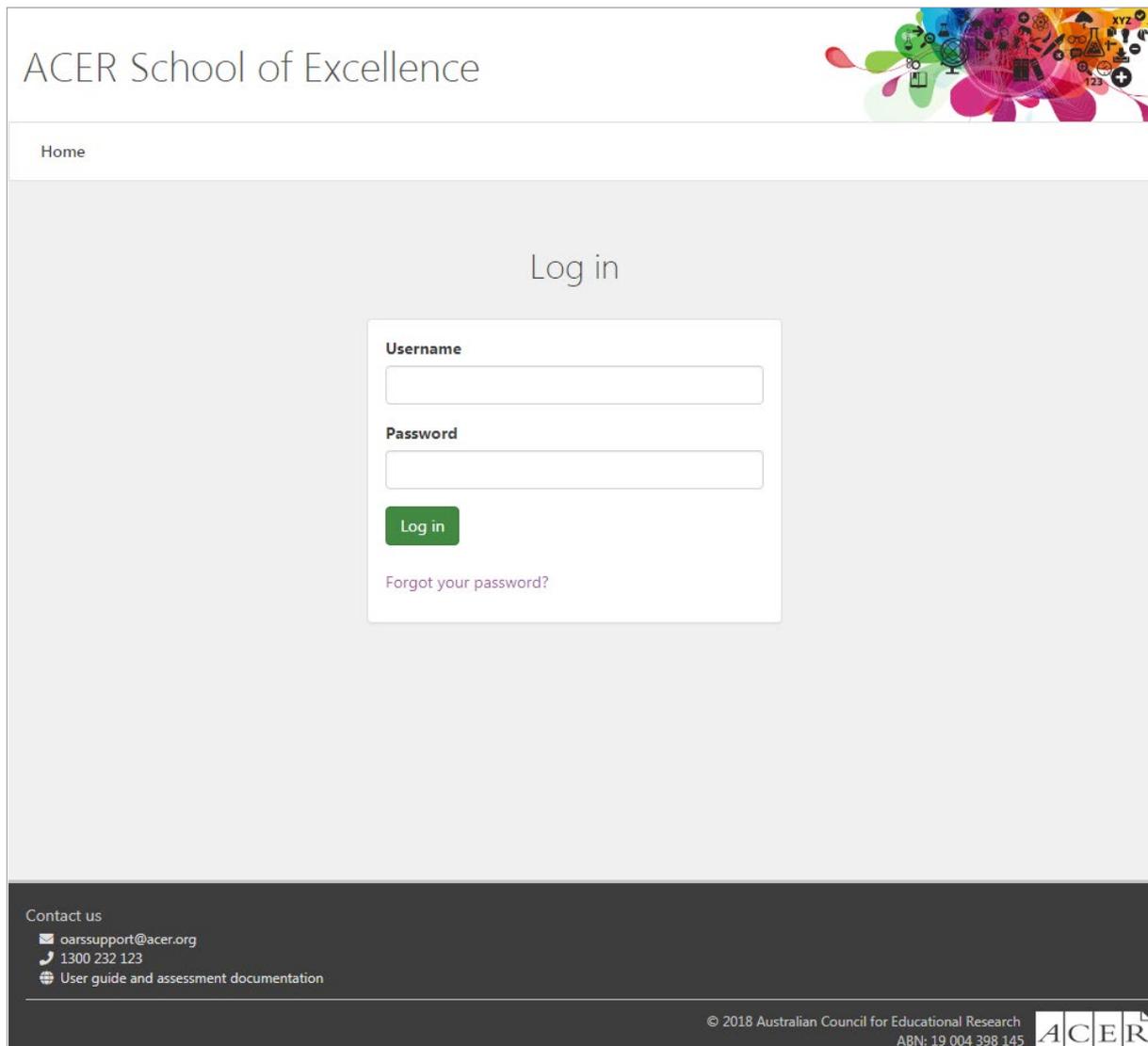
Technical requirements

- Minimum screen resolution: 1024w × 768h
- 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

☐ 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.

ADMINISTRATION

Notes

- Student responses are automatically saved each time they navigate to another question.

- If technical problems cause the need to postpone the completion of the assessment, students may close the browser without losing their progress.

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

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:
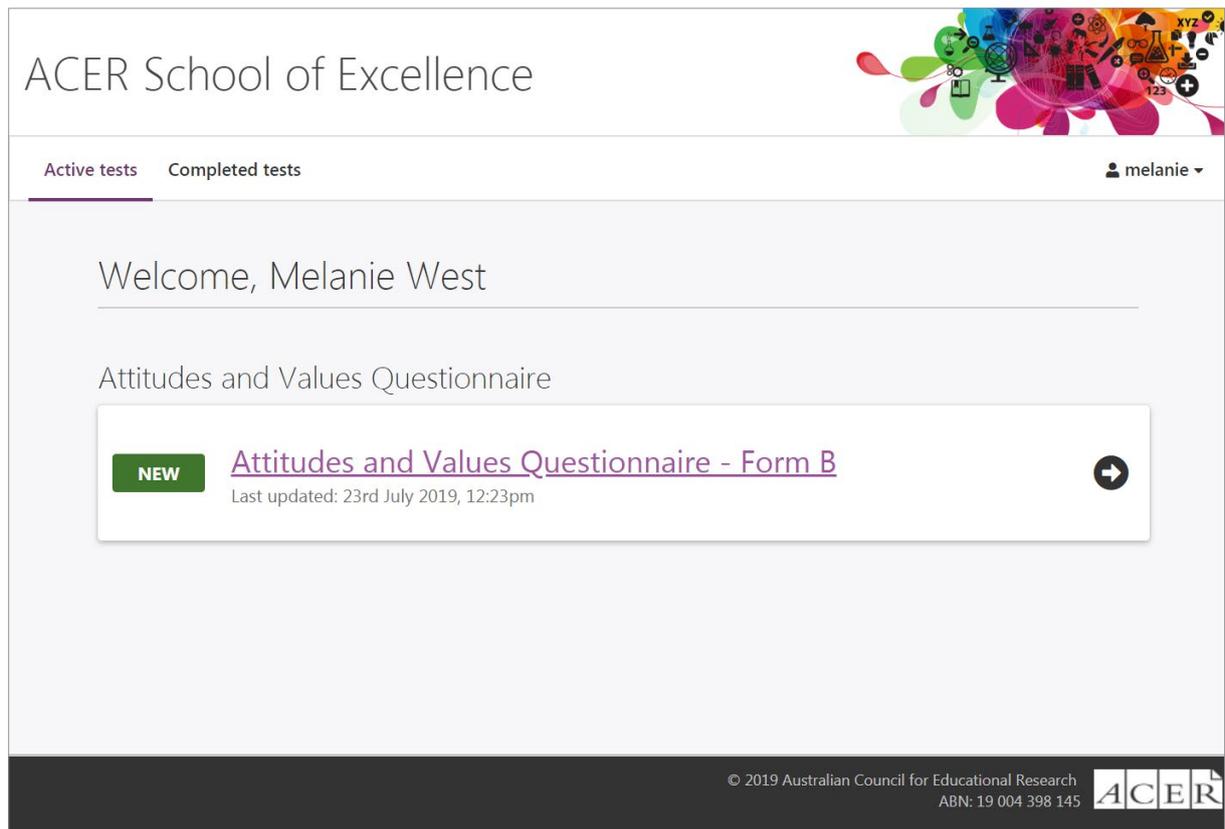
ACER School of Excellence

Active tests   Completed tests   👤 melanie ▾

Welcome, Melanie West

Attitudes and Values Questionnaire

| NEW | Attitudes and Values Questionnaire - Form B | ➡ |
| | Last updated: 23rd July 2019, 12:23pm | |

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 questionnaire.

Say:

> Please click **Attitudes and Values Questionnaire**.

The following screen will be shown:

Attitudes and Values Questionnaire - Form B

Hello,
The purpose of this questionnaire is to ask you about your thoughts and opinions on a range of situations in everyday life. There are no right or wrong answers.
The questionnaire is a list of 33 statements with the following response options:

Strongly Disagree	Disagree	Agree	Strongly Agree
○	○	○	○

For each statement, please choose the answer you think is best for you. If you are unsure, choose the answer you feel most comfortable with and move on to the next statement. You must answer each statement on a page before you can click Next to continue.

This is an anonymous questionnaire, your name is not recorded so your school will not know how you responded. The questionnaire should take about 15 minutes to complete.

Thank you for participating.

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 questionnaire until you are told to do so. (Dictate directions above).

Check that these instructions have been understood. Answer any questions about the questionnaire and make sure that students are ready to progress through the questionnaire.

Say:

> Click **Start test** to begin.

Allow about 10–15 minutes for students to complete the questionnaire, depending on which form they are completing (approximately 10 minutes for Form A, 15 minutes for Forms B and C).

Say:

> When you have finished the questionnaire please click on **Finish** to submit your questionnaire and exit the system.
>
> If you have gone back to change any answers, you can click on **Next** on each page to go to the last page of the questionnaire to finish.
>
> Remember, you will not be able to finish if you have not entered an answer for each question.

TROUBLESHOOTING

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

Phone: **1300 232 123**   Email: <u>oarssupport@acer.org</u>

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 dropdown 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**.