

ALC

Assessment of Languages Competence

Test administration instructions

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Test administration instructions – ALC

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.

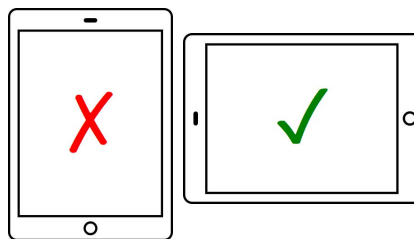
PRIOR TO TESTING

- 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 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: 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).



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

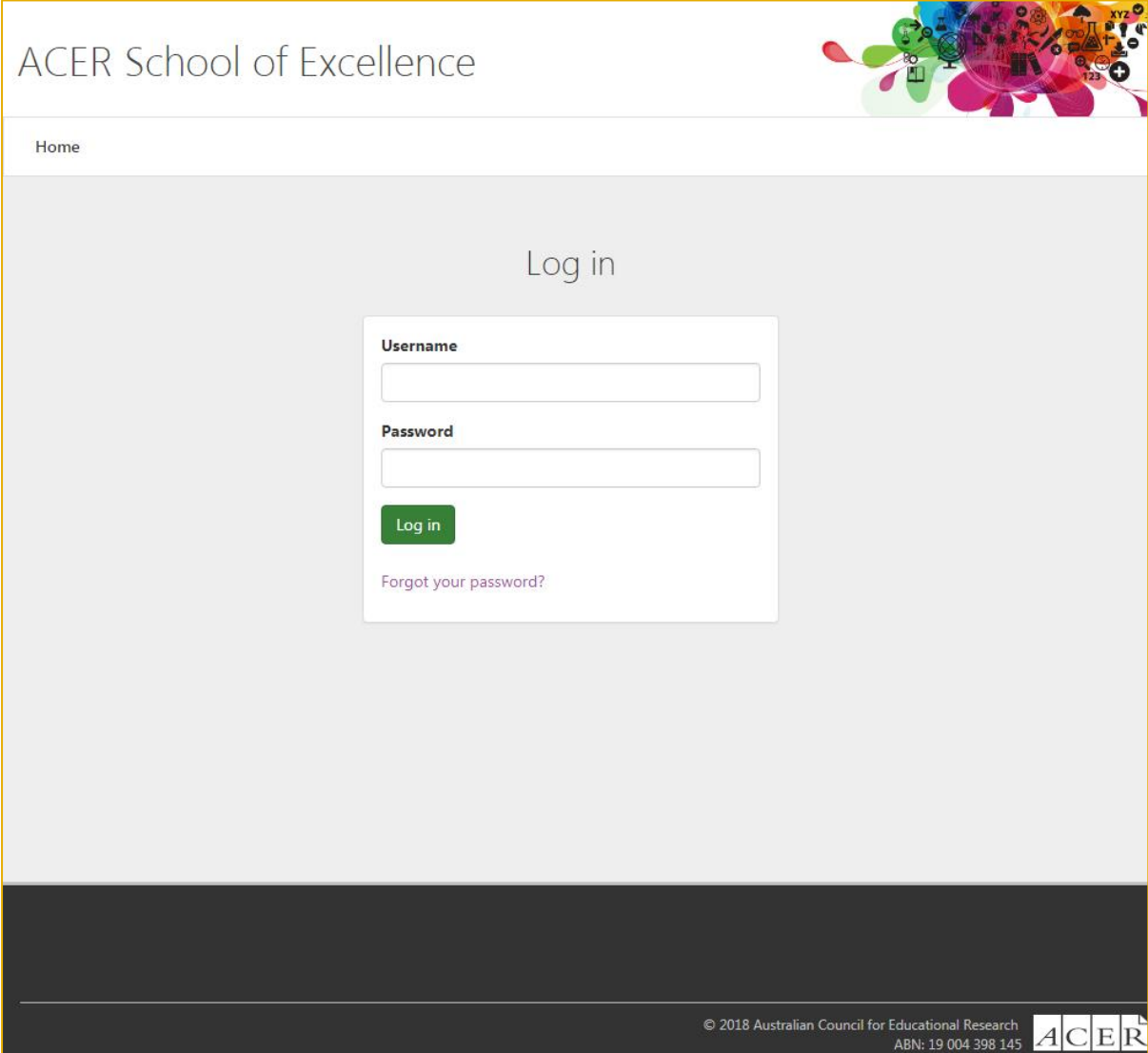
- Make note of your school’s online assessment login page, or make sure that the page URL is saved on student devices, or available as a link from your school’s intranet. The web address will be similar to <https://oars.acer.edu.au/your-school-name>.
- Download or print a list of your students’ login 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

- Students completing ALC Listening tests will each require a pair of headphones.
- 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.
- 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?](#)

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ACER

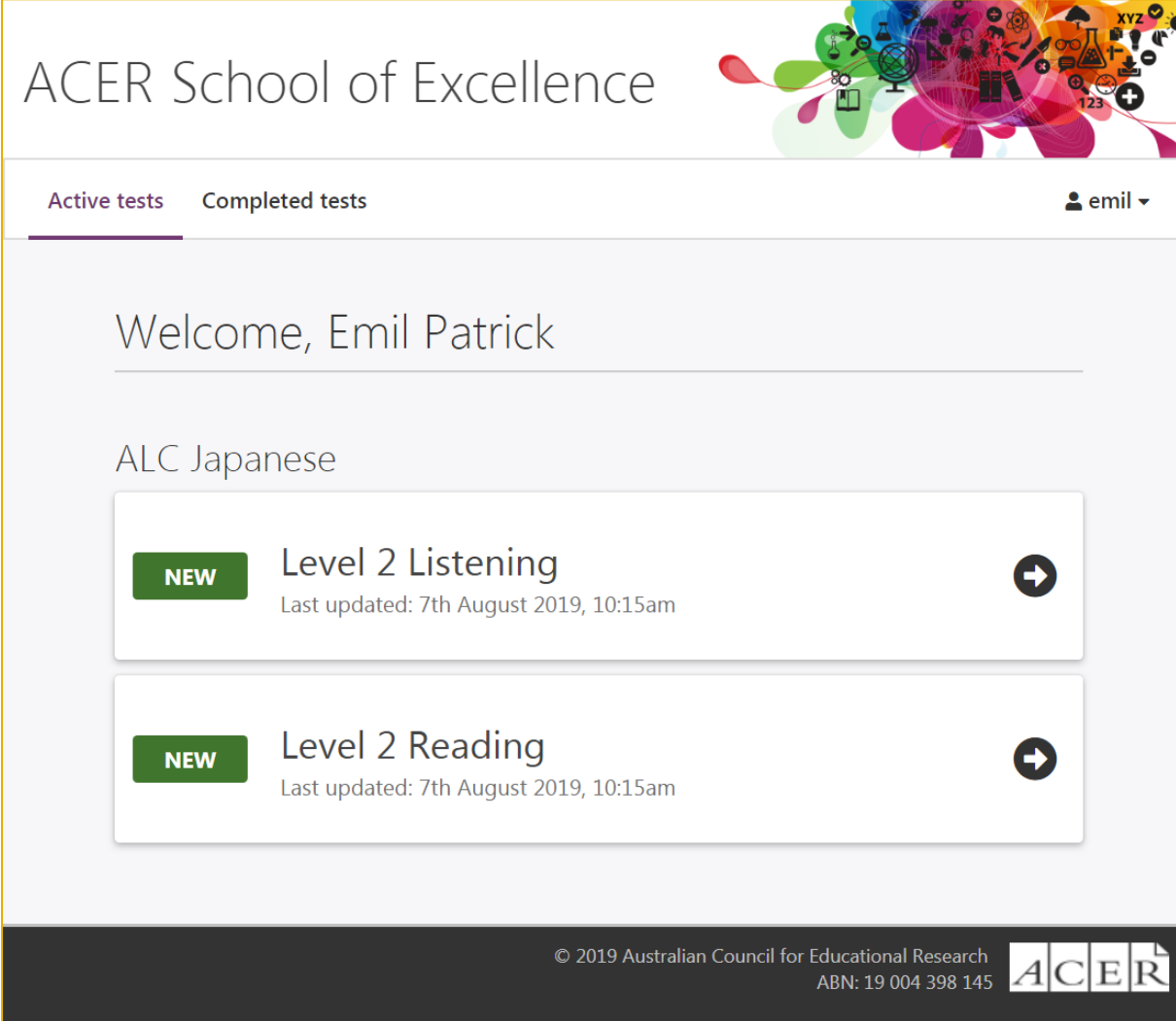
Each student should be given their username and password. Students should enter their usernames and passwords and then click **Log in**.

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:



The screenshot shows the ACER School of Excellence user interface. At the top, there is a header with the text "ACER School of Excellence" and a colorful graphic of various educational icons. Below the header, there are two tabs: "Active tests" (selected) and "Completed tests". On the right side of the header, there is a user profile icon labeled "emil". The main content area displays a welcome message: "Welcome, Emil Patrick". Below this, there is a section titled "ALC Japanese" which contains two assessment cards. Each card has a green "NEW" badge, the title of the assessment, and the text "Last updated: 7th August 2019, 10:15am". The first card is for "Level 2 Listening" and the second is for "Level 2 Reading". Both cards have a right-pointing arrow icon. At the bottom of the page, there is a footer with the text "© 2019 Australian Council for Educational Research ABN: 19 004 398 145" and 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.

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. The directions below relate specifically to ALC Reading Tests. Directions for ALC Listening tests follow on page 5.

ALC Reading

Say:

Please click **ALC Reading** and then click **Next**.

The following screen will be shown. (Note that the directions for all languages are the same):

ALC Japanese Level 2 Reading

Reading instructions

Recommended testing time: 40 minutes

- Please note that no dictionaries or other reference materials are permitted.
- You will see text and related questions on each page. If there are multiple questions to one text, the text is repeated on each page.
- There are four answer choices for each question: there is only one correct answer for each question.
- Select the circle next to your chosen answer; you can change your answer by selecting a different option.
- You can skip questions and return to them later.
- It is not necessary to understand every detail in order to answer the questions correctly.
- Do not waste too much time on any one question - all questions are of equal value.
- You can go back and forward through the questions by selecting the [Back] and [Next] button at the bottom of the page. Alternatively, you can click on the [navigation bar] at the top of the page.
- Once you have attempted all of the questions, click **Finish**.

[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).

ALC Listening

Say:

Please click **ALC Listening**.

The following screen will be shown:

ALC Japanese Level 1 Listening

Practice Question (Sound Check)

When you click **Start test** there will be a Practice Question. Please check the sound and let the teacher know if you have any issues with the sound.

Start test

Say:

Please click **Start test** and play the audio of the practice question. Please tell me if you are not able to hear the audio.

If any students have trouble hearing the audio, please check that their headphones are correctly inserted and connected to their device, and that the device's audio output is correctly configured.

Once you have confirmed that all students can hear the audio, say:

Please click **Next**.

The following screen will be shown:

ALC Japanese Level 2 Listening

1	i	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	End																			


Listening instructions

Recommended testing time: 40 minutes

Please note that no dictionaries or other reference materials are permitted.

Carefully listen to the audio and answer the questions.

You will hear each audio twice. The audio bar indicates '1 play remaining', after PLAY ► has been pressed, this will change to '0 play remaining' – although the audio will play a second time with a bell sound in between the first and the second play.



You have the option to PAUSE ||| at any time throughout the audio.

Once you have pressed PLAY ►, if you move out of that question and then return to it, you will not be able to hear the recording again.

You may have to scroll down to see multiple questions.

There are four answer choices for each question: there is only one correct answer.

Select the circle next to your chosen answer; you can change your answer by selecting a different option.

It is not necessary to understand every detail in order to answer the questions correctly.

Do not waste too much time on any one question - all questions are of equal value.

You can go back and forward through the questions by selecting the **Back** and **Next** button at the bottom of the page. Alternatively, you can click on the [navigation bar] at the top of the page.

Once you have attempted all of the questions, click **Finish**

Back Preview only **Next**

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 **Next** to begin.

After 35 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 006 577**

Email: school.support@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 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**.