

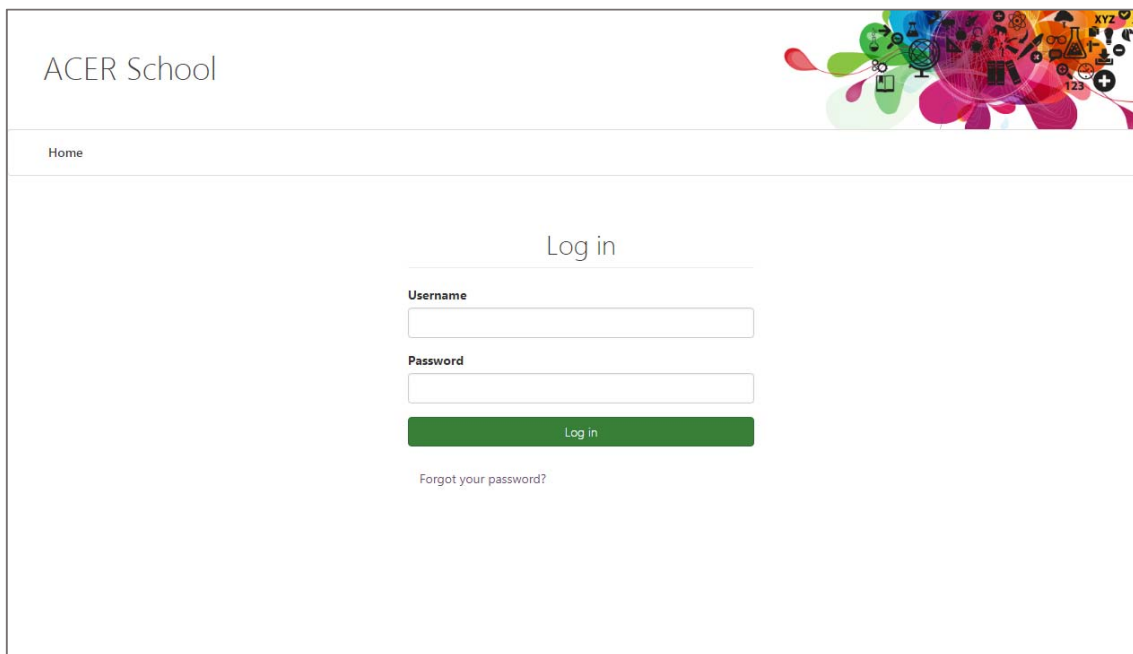
Test Administration Instructions – VCAA Language Assessments Reading tests

Online tests can be conducted individually or in groups.

Prior to testing

Check the technical requirements of the test. These can be found in the **User Guide** under your account **Help** menu.

Set up computers or devices with internet access for each student in the test session. Each computer should have your school's unique test web address showing on the screen when students enter the room. (For example: <https://oars.acer.edu.au/your-school-name>). Alternatively, ensure that the web address is bookmarked in the students' internet browsers or saved as a link on your school's intranet.



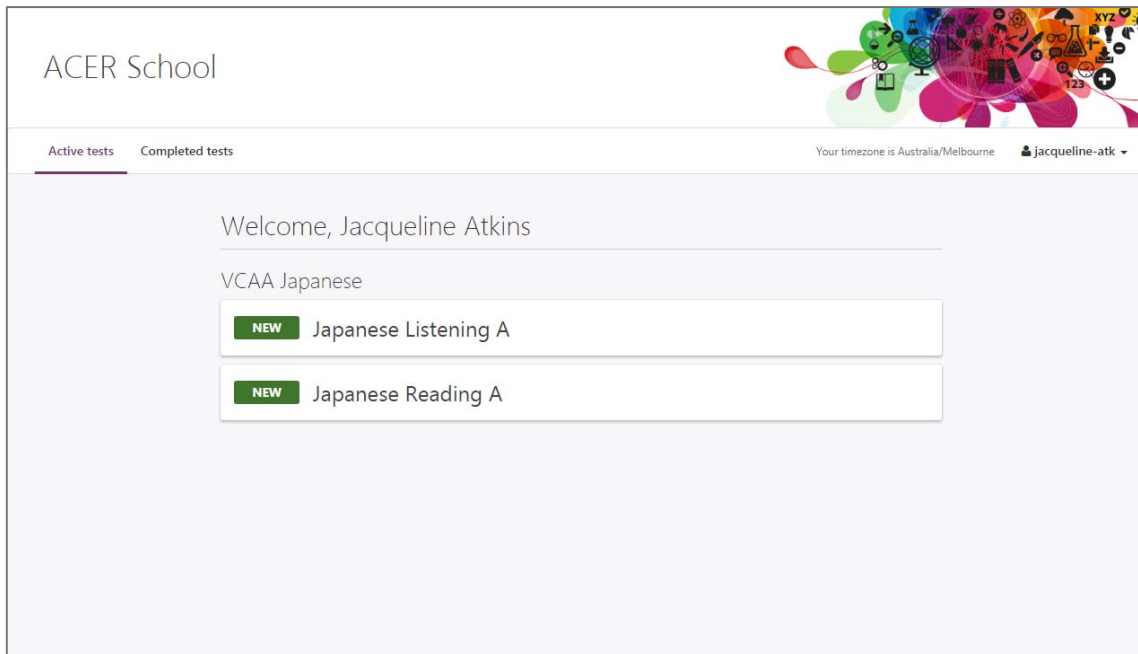
The screenshot shows the ACER School login interface. At the top left, it says "ACER School". On the right, there is a colorful graphic with various educational icons like a globe, microscope, and books. Below the header, there is a "Home" link. The main content area is titled "Log in" and contains a "Username" field, a "Password" field, a green "Log in" button, and a "Forgot your password?" link.

Once the students are seated and have opened the login page, each student should be given their username and password. Each student should type in their username and password and then click **Log in**.

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 like the one below, listing all tests you have assigned to them:



The students' names will be displayed at the top of the page. You will need to check that no student has mistakenly used another student's login 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 in the correct account, they may open the test.

Say:

Please click on the **VCAA Language Reading Test** bar.

The following screen will be shown. The directions are the same for all language reading tests.

Reading: This is a test of how well you understand and interpret a range of texts (written).

Directions

- Please note that no dictionaries or other reference materials are permitted.
- You will have 40 minutes to complete the test.
- Carefully read each passage and then answer the questions about it before going on to the next passage.
- There are four choices for each question. Read each choice carefully, referring back to the passage if you need to, and then choose the one answer that you think is best.
- You can skip questions and return to them later.
- To move to the next question, click **Next**.
- As you complete questions, the question number will be shaded in the navigation bar so it is easy to see where you are up to.
- You can review questions you have already completed 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.
- Once you have attempted all of the questions, click **Finish**.

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

Say:

I will read through the Directions shown on your screen. Please listen carefully and read silently along with me so you understand the test procedure. 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. When you reach the last question, check that you have completed all questions. When you have finished, click **Finish** on the last page. Are there any questions?

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

Say:

Click **Start test** to begin. Start NOW.

After 35 minutes, say:

You have five more minutes to work on the questions.

After a further five minutes, say:

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