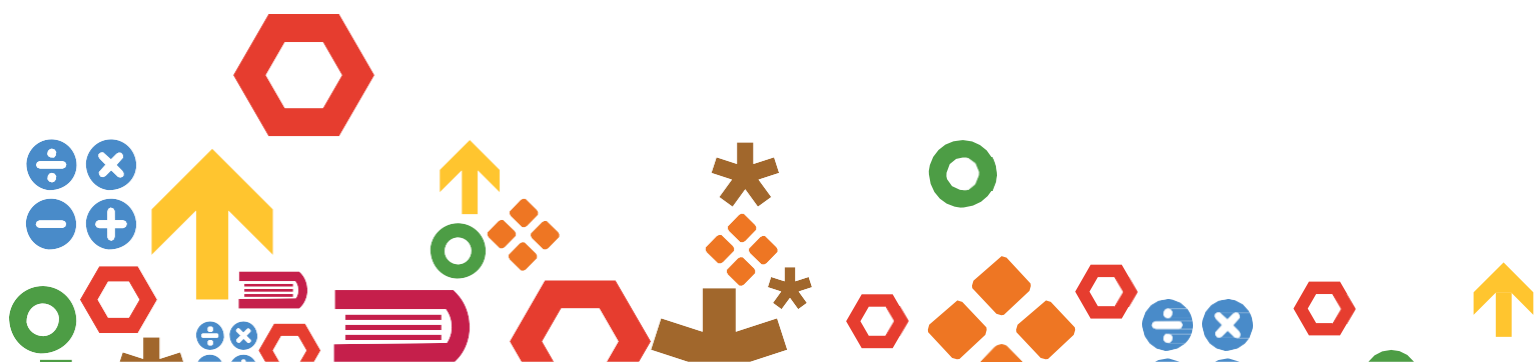


Year 1 Numeracy Check Pilot
Test administration instructions
Tranche 1

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YEAR 1 NUMERACY CHECK PILOT INFORMATION (TRANCHE 1)

The Year 1 Numeracy Check Pilot (the Pilot) offers an opportunity for Victorian government schools to trial a Year 1 Numeracy Check. The Pilot will be conducted in 2 tranches. Schools allocated to Tranche 1 will participate in the Pilot in Term 2, 2026. Tranche 1 schools will trial test content and administration processes, gather student response data and provide feedback on the Pilot.

The instructions below are designed for classroom teachers participating in Tranche 1. You do not need prior experience with PAT assessments or screeners.

Tranche 1 Testing window

Monday 18 May to Friday 29 May. During this period, the test can be administered to students at a time that best fits your school's timetable. Test administration takes approximately 15 minutes per student, noting that the test comprises 2 sections:

- the independent section, which can be administered to groups of up to 6 students simultaneously (this section is online and requires headphones and digital devices – one device per student)
- the interview section, which is administered individually with each student (this section is administered offline and requires you to input student responses online as well as prepare a minimal number of resources beforehand – see 'Resource packs' information below).

Test form assignment

The Pilot is for **Year 1 students (or students at the equivalent stage of learning, where appropriate).**

Prior to the testing window, please ensure that all participating Year 1 students are listed in your school's OARS account. ACER will assign a 'test form' to each student in Tranche 1 schools. There are two test forms (Form A and Form B) so ACER can compare how different questions perform. If your participating Year 1 students are already listed in your school's account, there is nothing further that you need to do within your school account in preparation.

If you add a new student after ACER has already assigned test forms or notice there are students on your account who have not been assigned test forms, please send their details securely to ACER via <https://schoolsupport.acer.org/hc/en-au/requests/new> or via phone: **1300 006 577**

Resource packs

When administering the Interview section of the Year 1 Numeracy Check Pilot, you will need to provide students with a minimal number of resources, such as counters and printable PDF files (which only need to be **printed once**). These resources are specified in packs that **can be reused** for students who are assigned the same test form. For example, students assigned **Form A** will require the **Test form A Resource pack**.

Accessing the resources

- The Resource packs **will be emailed to you**
- Alternatively, you can download the resources using the following link:
 - [Test form A Resource pack](#)
 - [Test form B Resource pack](#)

We recommend keeping resources together in a tub, plastic pocket or paper envelope. Do **not** staple paper resources together as students may be asked to rearrange the resources during the test.

Test administration

The two sections of the Year 1 Numeracy Check Pilot (Independent and Interview) have an administration checkpoint in between them. Prior to administering the Independent and Interview sections of the Year 1 Numeracy Check, use a shared screen to play the Practice video to your participating Year 1 cohort as a whole **or** share the online 'Practice' form and demonstrate using the script provided.

Please note that students will experience practice items at the beginning of their test, which will allow them to become familiar with the response types and how to interact with the test.

Practice video/Practice form

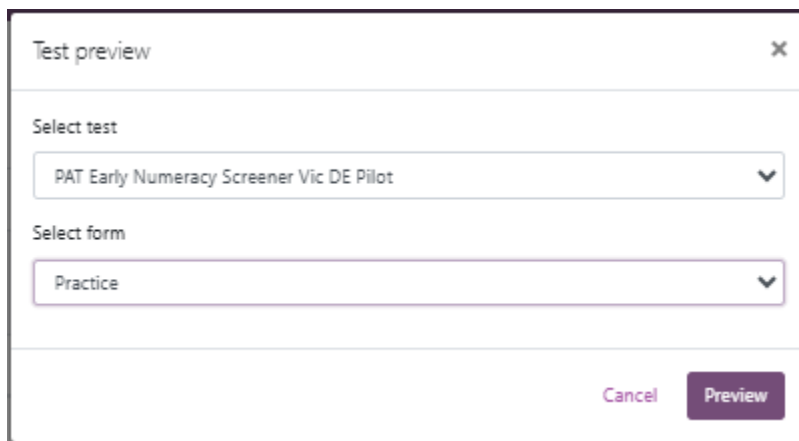
The purpose of the Practice video/Practice form is to familiarise students with the assessment interface including:

- practice items with different response types (e.g 'drag and drop', 'multiple choice')
- the use of audio support (all items include audio; however, students cannot **replay** audio for items designed to assess fluency)
- the absence of a back button

To play the Practice video on a shared screen, a video will be made available [through this link](#).

Alternatively, to demonstrate the Practice form instead:

1. Log into your school's [OARS account](#)
2. Open the **Students** page.
3. Click on the **Tests** drop-down menu at the top left of the main student list and select **Preview**.
4. A pop-up box will open with two drop-down boxes next to each other:
 - Click on the **test** drop down and select **PAT Early Numeracy Screener Vic DE Pilot**
 - Click on the **form** drop-down and select **Practice**



The image shows a 'Test preview' dialog box. It has a title bar with a close button (X). Below the title bar, there are two dropdown menus. The first is labeled 'Select test' and has 'PAT Early Numeracy Screener Vic DE Pilot' selected. The second is labeled 'Select form' and has 'Practice' selected. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Preview'.

Independent section

Refer to '[Starting the test](#)' on page 8 for full step-by-step instructions when you are ready to test your students.

Students and teachers will **not** have access to a back button within the interface. This means it is not possible to return to previous questions, and each question must be completed before progressing to the next. This is an intentional design feature, not a technical limitation.

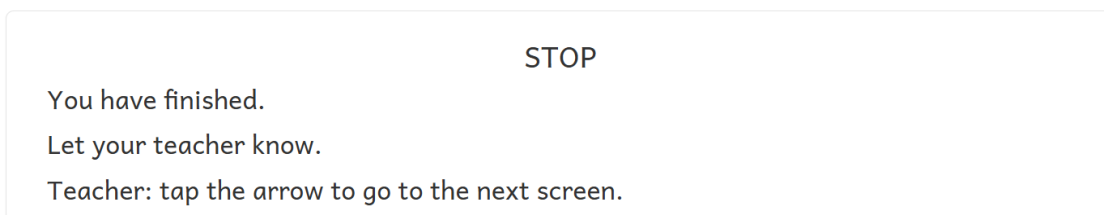
Student and teacher responses are **automatically saved** each time they move to the next question.

The independent section is completed by students, independently, and will take approximately **10 minutes** (including practice questions at the start)

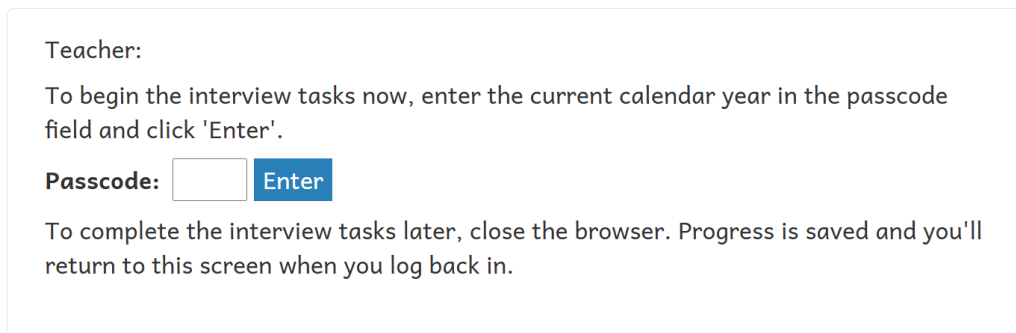
- To ensure appropriate support, ACER strongly recommends testing in **groups of no more than 6 students**. It is **not** intended to be completed in larger groups
- **Headphones** are required for audio support
- Students work independently on their own device
- Students are encouraged to attempt as many questions as they can, even if they skip some.

Administration checkpoint

After students complete the Independent section, a message on screen advises students to let you know they have finished.



Tap the arrow as instructed on screen. You will see this screen.



You can either start the interview section with the student immediately or the browser window can be closed on the student's device and you can return to the interview section later. Progress is automatically saved.

You can complete the Interview section with each student at your convenience on any device. When you are ready to complete the Interview section for a student, you will need to be logged into your school's OARS account using the login details of the student. After logging into the student's test, progress made by the student from the Independent section has been saved and you will see the same screen that you left prompting you to:

- enter the current calendar year (**2026**) to continue, and
- confirm device, browser, and internet details

Interview section

You will interview each student individually (each interview will take approximately 5 minutes per student).

- Prior to the interview, if you have not already done so, please ensure you have both [Test form A Resource pack](#) and [Test form B Resource pack](#) printed.
- As you conduct the interview, the teacher should enter the student's responses directly into the online platform.
- Complete **one-to-one** with each student any time after the Independent section.
- You must complete by **Friday 29 May**.

Results

Instant **raw score reports** will be available through your school's OARS account.

Please note, that the purpose of Tranche 1 is to **test the Year 1 Numeracy Check content**, not to assess individual students.

The reports will show:

- which questions each student responded to correctly and incorrectly, and
- the percentage of students in your selected group who answered each question correctly

We do **not** recommend reviewing the questions in detail with students nor going through the answers. At this stage, we do not yet know how well the content will perform, and content may not be suitable for inclusion in the final assessment. Tranche 1 does, however, provide valuable practice for both students and teachers. It also gives schools the opportunity to directly shape the final assessment through feedback.

Teacher expectations and feedback

You will be emailed a **short feedback survey** during the test administration period. Your feedback on test content and students' experiences is critical for informing development of the final version of the Year 1 Numeracy Check.

ACER will also share draft report designs with schools to gather your valuable feedback. Please note that the full online reports will not be available until Tranche 2 of the pilot, scheduled for August 2026.

DEVICE SETUP AND REMINDERS

- Students may use tablets, laptops or desktop computers with a mouse
- Tablets must be held in landscape (horizontal) mode
- iPad minis or other small devices must **not** be used (the screen is too small)
- Fully charge all devices
- Ensure headphone jacks fit and audio is working on all devices
- If using QR codes to access OARS, check devices have enough storage to scan QR codes
- Run the browser exam on a student device: <https://oars.acer.edu.au/browserexam/>
or share the [technical requirements](#) with your IT team for review

PRIOR TO TESTING

- Log in to your school's [OARS account](#)
- Check all participating [students are listed](#) and have a 'Pilot' test form assigned
- Download and print [student login details](#)
- Download, print and prepare [Test form A Resource pack](#) and [Test form B Resource pack](#)
- Identify students who may need changed testing arrangements due to learning needs
 - No need to report adjustments to ACER for Tranche 1
 - Note: fully accessible alternative test versions are not available
- Schedule testing dates and times (Monday 18 – Friday 29 May)
 - Recommended: morning sessions
 - Avoid testing immediately before or after exciting school events
- Save your school's unique login URL (which is used by both teachers and students to log in)
 - via intranet, home screen shortcut or classroom QR code
 - the web address will be similar to: <https://oars.acer.edu.au/your-school-name>.
- Demonstrate the [Practice video](#) or the Practice form to the whole class using a shared screen

ON TESTING DAYS

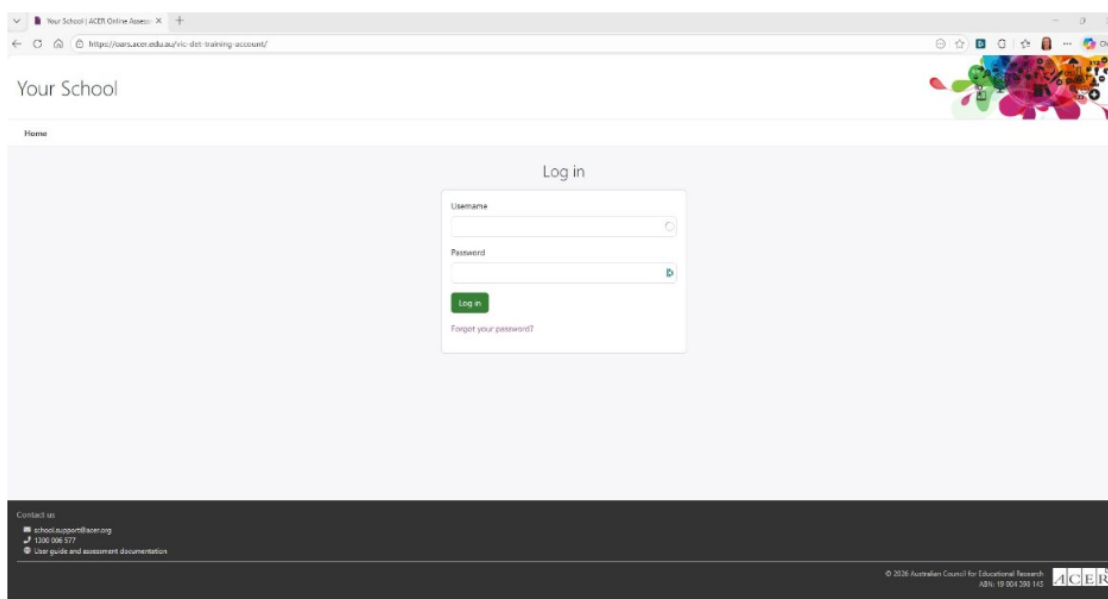
- Classroom is quiet and free from interruptions
- Assist each student to log into the school's [OARS account](#) using [student login details](#)
- Consistent instructions are given to all students
- Students complete the Independent section (up to 6 students at a time)
 - Headphones required
 - Teacher manages timing (no automatic time-out)
 - Student progress is saved automatically
 - If needed, tests can be closed and reopened later without losing progress
- Teachers complete the Interview section one-to-one with each student at a suitable time
 - e.g. while the class is working quietly, during eating time or quiet reading after lunch
 - Teacher logs into the school's [OARS account](#) using [student login details](#)
 - Resources and concrete materials required
 - Teacher enters the student's responses directly into the device
- All tests (with both sections) completed by **Friday 29 May**

STARTING THE TEST

Independent section:

Once students are seated at their computers or devices, with working headphones (not on their heads yet), instruct them to load your school's OARS account login page:

The Online Assessment and Reporting System (OARS)



Read:

If your students can enter their own username and password, give each student their username and password.

Please note: Usernames and passwords are **case sensitive**.

Once students have opened your school's OARS account (at the login page pictured above), **say**:

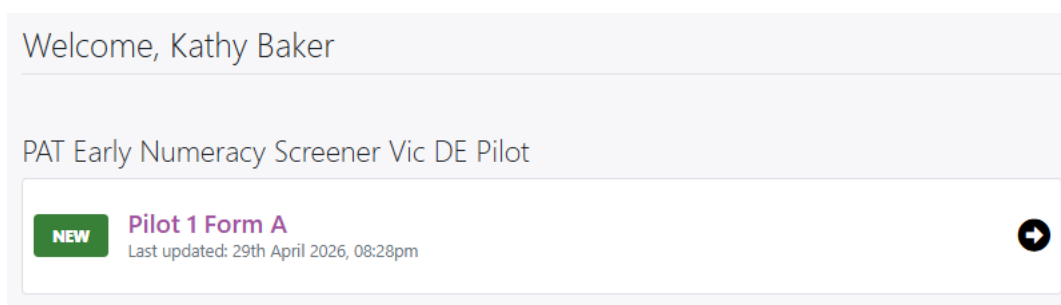
Please follow my instructions and do not click through the screens unless you are told to do so. Please enter the username and password given to you and then tap the green Log in button.

Do:

You may need to assist younger students with entering their username and password.

Read:

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. If your students can read their own names, **say**:

Please raise your hand if the name at the top of the page is not your own.

Do:

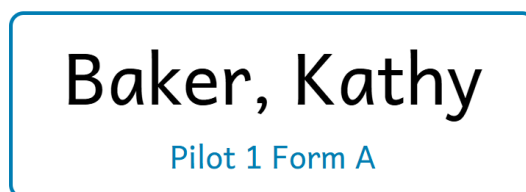
If a student indicates that their name is not displayed, inspect the device to check that the correct name is displayed on each student's screen. Once you have ensured all students are logged in with the correct names, tell them that they may open the test.

Say:

Once you enter the test, you will listen to a voice and complete some practice questions. If you have any questions or cannot hear the audio once we begin the test, raise your hand. Please tap the arrow in the black circle begin the test.

Check:

Check that your students have understood the directions. You can answer any questions about the test but not the test content.



Say:

Please put your headphones on, and then tap the arrow to begin.

Do:

Check that the students have begun their tests.

Note:

Students can tap the audio button in the blue rectangle in the lower left corner of the screen or on the response buttons to replay the audio. Note: audio **replay** is **not** available for all questions.

IMPORTANT NOTES:

- The audio for fluency questions **cannot be replayed**. This is also intentional. Encourage students to keep going.
 - There is intentionally **no back button** within the interface, so students should continue working through the questions
-

Do:

After approximately **10 minutes**, check whether all students have completed the questions. If not, you may provide additional time for any students who are still working productively.

You may need to remind students to raise their hand once they have completed the test, and/or monitor their device screens to confirm completion.

Read:

When a student reaches the end of the Independent section, the following screen will appear:

STOP

You have finished.
Let your teacher know.
Teacher: tap the arrow to go to the next screen.

Do:

Tap the arrow to go to the next screen. At this point you may choose one of the following options:

- Ask students to work quietly on another task while each student is brought one-at-a-time to complete the Interview section within the same session; or

- Record which students have completed the Independent section and complete the Interview section with each student at a later, convenient time.

Test administration checkpoint information:

Once students complete the Independent section, you can close the browser window. The staff member administering the test will need to log in using the student’s login details on their own device. Once they are ready to begin, following pages will appear, and the information will need to be entered by the **teacher** for each student.

Teacher:

To begin the interview tasks now, enter the current calendar year in the passcode field and click 'Enter'.

Passcode:

To complete the interview tasks later, close the browser. Progress is saved and you'll return to this screen when you log back in.

What device did the **student** use to complete the independent tasks?

iPad using touch

Android tablet using touch

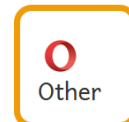
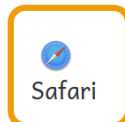
Desktop with mouse

Laptop with mouse or touchpad

Chromebook with mouse or trackpad

Not sure or other

Which browser did the **student** use?



How was the **student** connected to the internet?

WiFi

Ethernet

Cellular data

What device are you using for the interview tasks?

iPad using touch

Android tablet using touch

Desktop with mouse

Laptop with mouse or touchpad

Chromebook with mouse or trackpad

Other

Note: Progress will be saved automatically. The interview section can be administered at any time within Tranche 1 of the pilot period up to **Friday 29 May**.

Interview section

Form A

There are 16 tasks in the next and final part of this pilot test.
You will need the **Test form A resource pack** for these tasks with

- blank paper
- 1 pencil
- 17 counters

Form B

There are 16 tasks in the next and final part of this pilot test.
You will need the **Test form B resource pack** for these tasks with

- blank paper
- 1 pencil
- 17 counters

Read:

There is no back button for the Interview section so please proceed carefully.

Do:

Ensure that you have the required resources and concrete materials

Note: Once the interview tasks are complete you will see this screen:

<p>Thank you, you have completed the trial test.</p> <p>If there is anything you would like us to know about this test, including the student's engagement, please record it below.</p> <input type="text"/>

Do:

On the final screen, select the 'x' button to submit the test form when you have finished.

Read:

You will then be taken back to the student's page of assigned tests, and the result will be available immediately within your school's OARS account.

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.
- Check that the student's login details are correct by reviewing the student's details: Log into your school's OARS account with your staff login details (teacher dashboard) and click on 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. Please contact ACER to assign the test to your student.

An item (question) has stopped working, what should I do?

Teachers or students should 'refresh' the screen or log out and log back in again. If the item is still not working, please contact ACER.

Can I close a test if it hasn't been submitted?

Yes. 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**.

GENERATING REPORTS

*During **Tranche 1**, the Year 1 Numeracy Check is being **piloted**. Results should **not** be used to make important decisions about a student's learning. The questions and scoring are still being tested, and not all students complete the same set of questions. Any results generated are **preliminary** and will be used to improve the assessment for future use.*

After your students have completed their test, you can view reports through your school's OARS account. Follow the steps below:

- Log in to your school's OARS account (e.g. <https://oars.acer.edu.au/your-school-name>).
- Go to the **Students** page
- Select the group of students you want to include in the report (you may want to filter by year level and/or tags)
- Click **Select all X students**
- Click **Generate Report**
- Choose **Early Numeracy Screener Vic DE Pilot**
- Choose **Group Report**
- Choose the test form (e.g. Pilot 1 Form A)
- Specify the time period (optional)
- Click **Generate Report**, Click **View Report**.

Reports can be saved as a spreadsheet by selecting **Download** and choosing **Table (Excel file)**.

You may also select **View charts** to display and print charts showing the student performance. Charts can be sorted by question number or the percentage of correct responses to each question.

The reports display:

- the raw scores achieved by each student, and
- the percentage of students within the group that answered each question correctly

For assistance with generating reports, please contact the ACER School Support team:

Phone: **1300 006 577**

Email: school.support@acer.org

