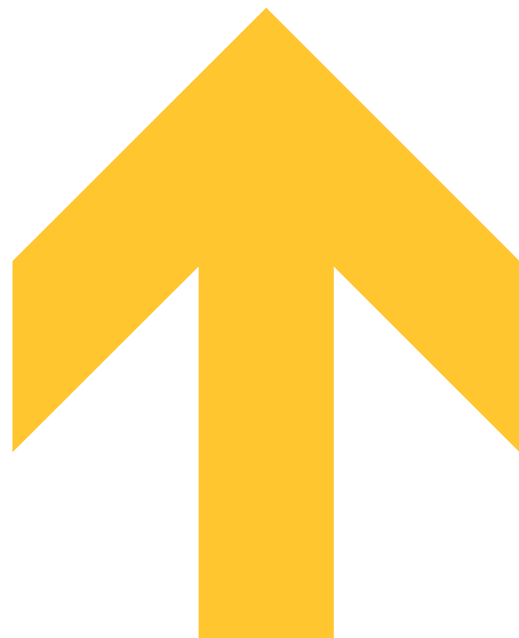




PAT Early Literacy Phonics and Related Skills

Test administration instructions



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July 2026

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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 online ACER School Support Centre, or speak to the person responsible for managing your school's account.

- Check the [technical requirements](#) 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. ACER recommends administering tests in groups of 6–10 students.
- Ensure that all students are listed within your school's online 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 account.
- Make note of your school's online 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>.
- Ensure that all students in the group will have a compatible device and a pair of working headphones for use on the testing day.

Administration conditions

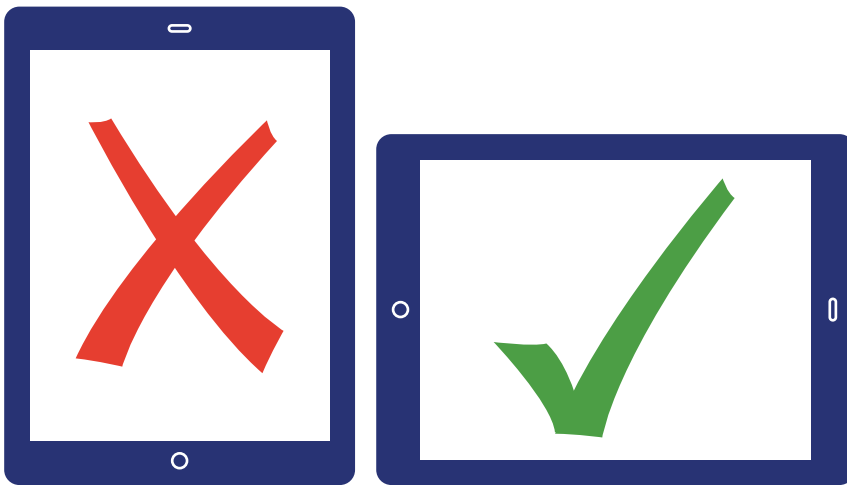
- The assessments are not timed and students are encouraged to go through them carefully and at their own pace. As a guide, most students will take approximately 30 minutes to complete the test. Some additional time may be allowed if students are working productively.
- There are no written directions at the start of the test. Students should listen carefully to the audio instructions provided by the digital character Flurg, the alien. They can click the play icon at the bottom left of the screen at any time to play/replay the audio.
- Students will see a few practice questions – embedded at the point of need – to familiarise themselves with the buttons and question types.
- Student responses are automatically saved each time they navigate to the next question.
- If technical problems cause the need to postpone the completion of the tests, students may close the browser without losing their progress.
- Teachers are able to support students with additional needs by providing help with operating the device/desktop to record responses.

Changes to administration conditions

If you determine that some students require changed testing conditions 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.

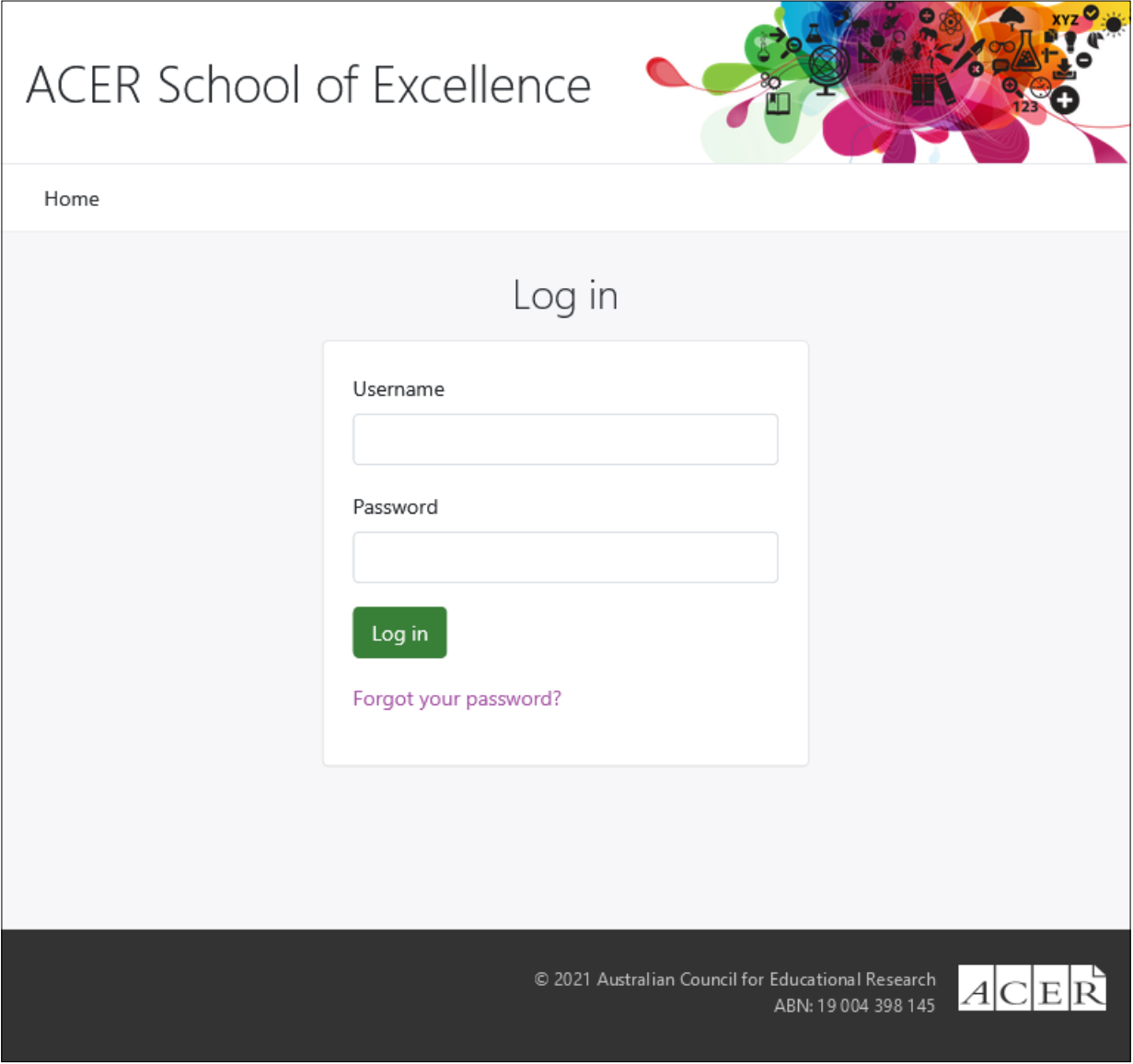
Delivery

- Students require headphones to complete the assessment.
- Tests start with the browser in full-screen mode to encourage full student focus on the test content
- If students attempt to exit full-screen mode or leave the browser window during the test, the system responds by blurring the test screen and displaying a warning.
- 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 highly recommended to complete the test on a tablet (e.g. iPad, Android tablet) as instructions provided by the virtual assistant within the test will refer to tapping, rather than clicking.
- iPad minis should not be used, as their display is too narrow even when held in landscape orientation.
- 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 login page:



ACER School of Excellence

Home

Log in

Username

Password

Log in

[Forgot your password?](#)

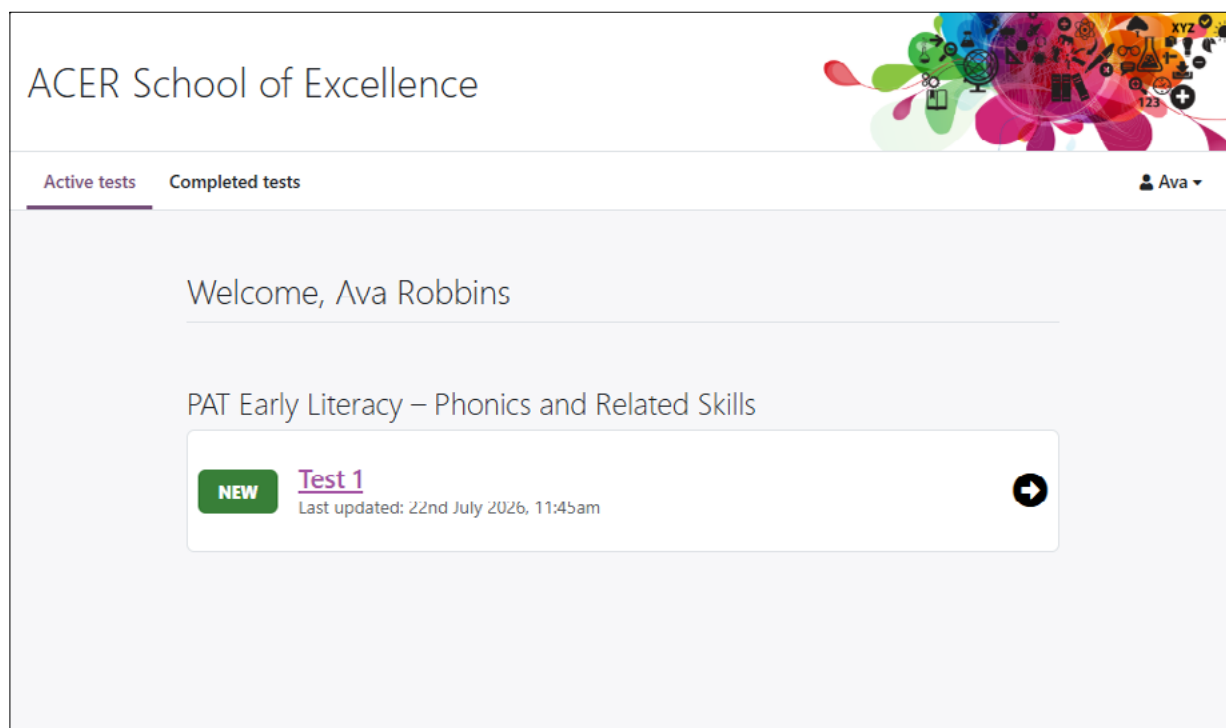
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ACER

- Instruct students to enter their usernames and passwords and then click **Log in**. Alternatively, you may enter students' login details prior to students being seated.
- Note that usernames and passwords are case sensitive.

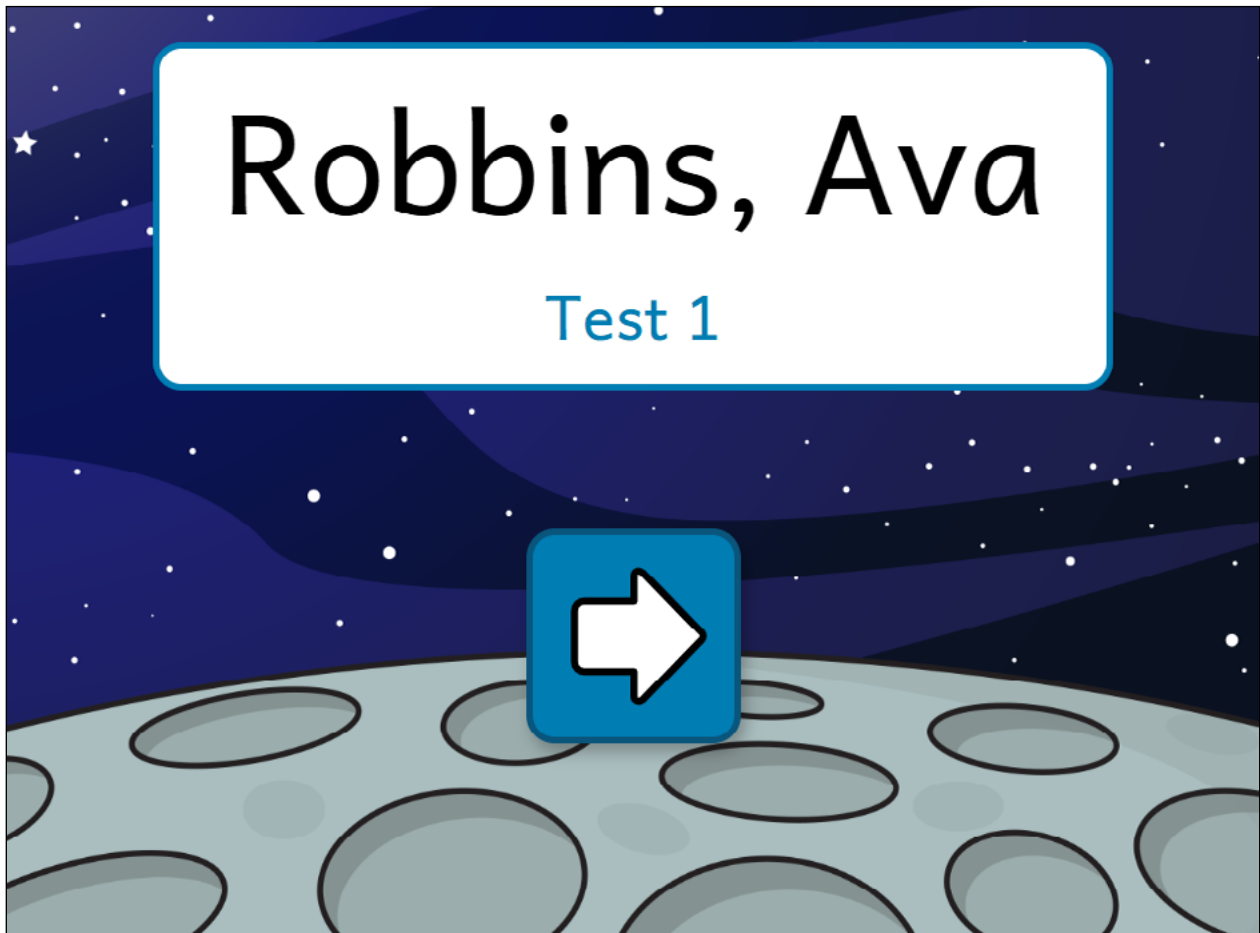
Please follow my instructions and do not click through the screens unless you are told to do so. Please enter the username and password given to you and then click Log in.

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



- 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 Early Literacy Phonics and Related Skills.

The following screen will be shown:



We are going to help an alien named Flurg by answering some questions. Do your best to answer each question carefully. Do not spend too long on one question, even if it is hard.

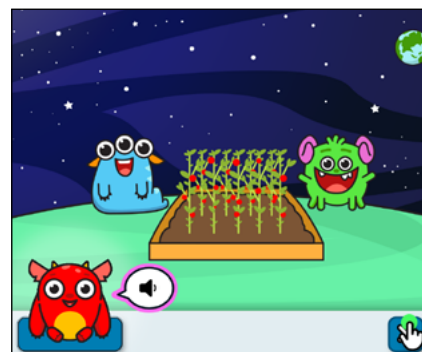
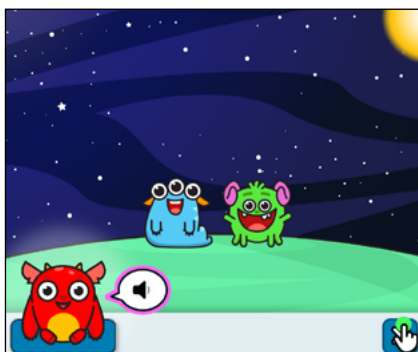
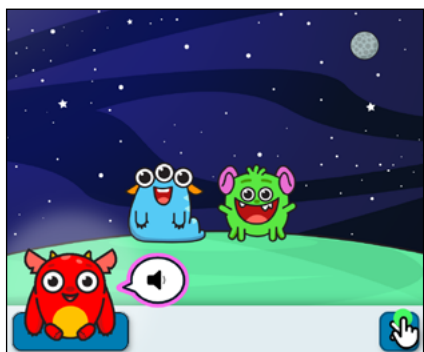
When you reach the end of the questions, please put your hand up and I will come over to you.

Before we start, 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 put on your headphones, and then tap the arrow to begin. The alien named Flurg will tell you what to do next.

- During the assessment, you should be mobile and available to students who need assistance.
- After 30 minutes, check whether all students have completed the questions. If not, you may allow for additional time for any students who are still working in an engaged manner. You may need to remind students to put up their hand once they have completed the test, and/or monitor their device screens to see if they have finished.
- When a student reaches the end of the test, they will see one of these screens:



- To mark the test as completed, you will need to tap on the cross button:



- The student will then be taken back to their page of assigned tests, and the result will now be available to report on within your school's online 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:

- 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:

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**.