PAT Reading 5th Edition

Tests 2–10 administration instructions

Australian Council *for* Educational Research

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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.
- Ensure that all students are listed within your school's online assessment 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 assessment account.
- Make note of your school's online assessment 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.

Administration conditions

- 40 minutes is the suggested time allowed for students to complete their tests.
- Students will not be automatically locked out of the tests after the recommended time passes. You must monitor and manage the time, including accommodating toilet breaks or other interruptions that may occur.
- PAT Reading 5th Edition should be administered under standard testing conditions with invigilation.
- Students' screens should be monitored as part of test invigilation.
- Students are permitted to use pen/pencil and paper to make notes during the test.

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.

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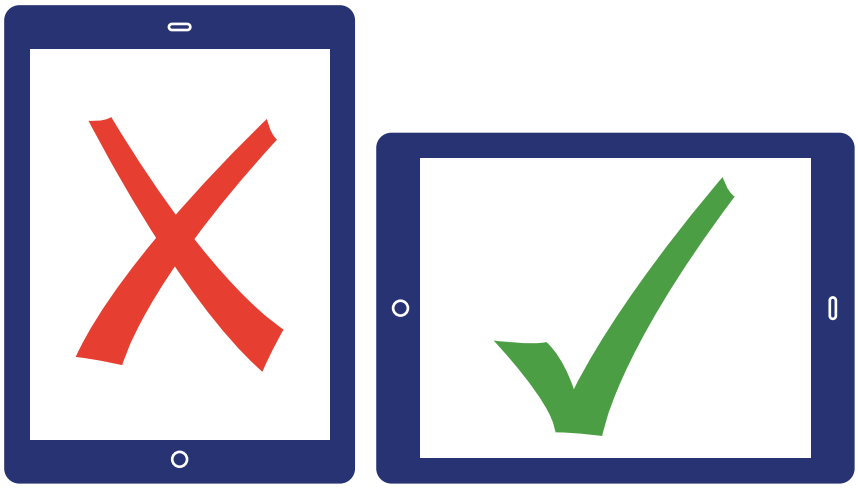
Delivery

- 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.
- iPads and tablet devices must be held in landscape orientation.



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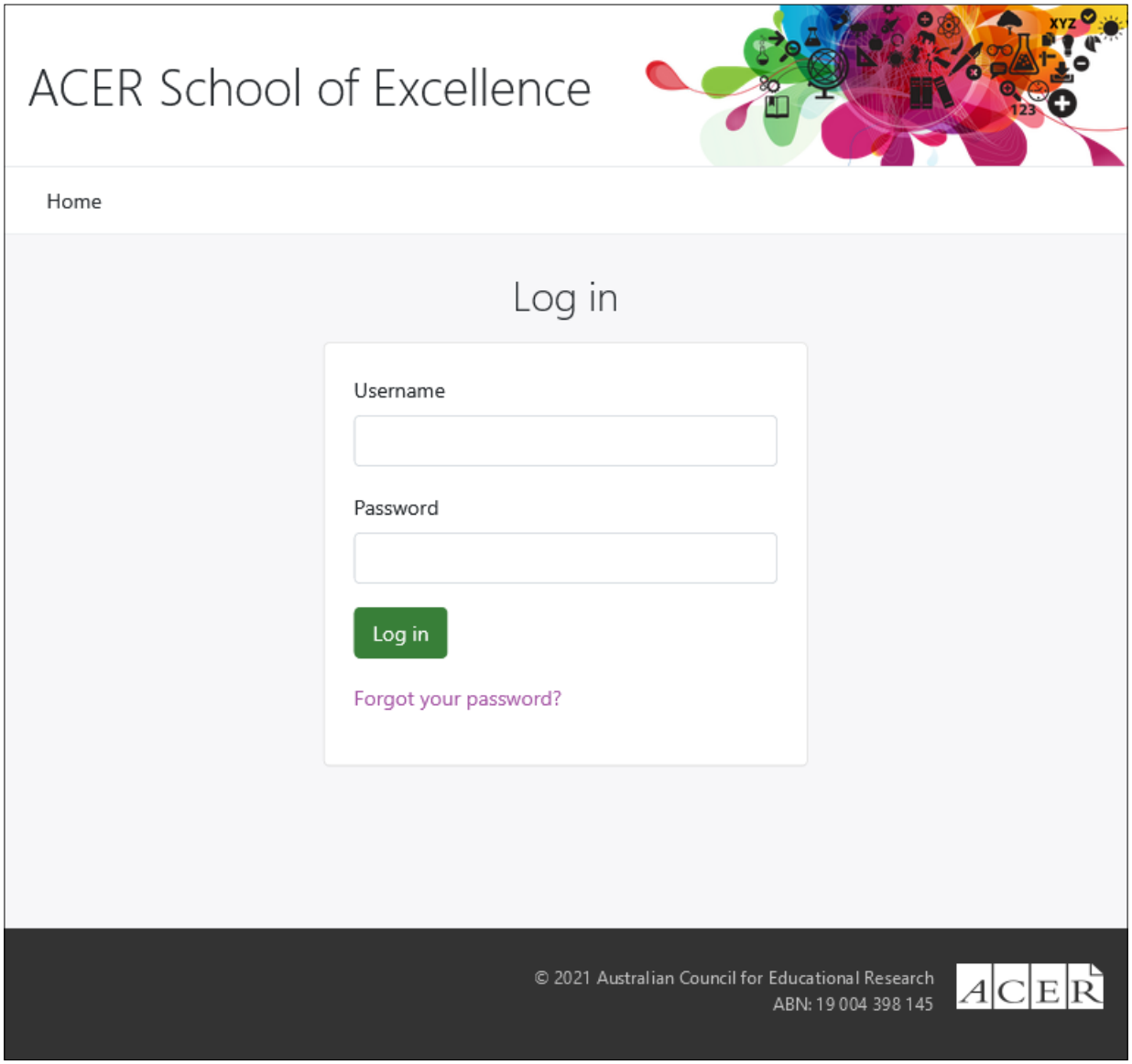
Instructions

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



- Instruct students to enter their usernames and passwords and then click **Log in.** Alternatively, you may enter students' login details prior to students being seat
- 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.

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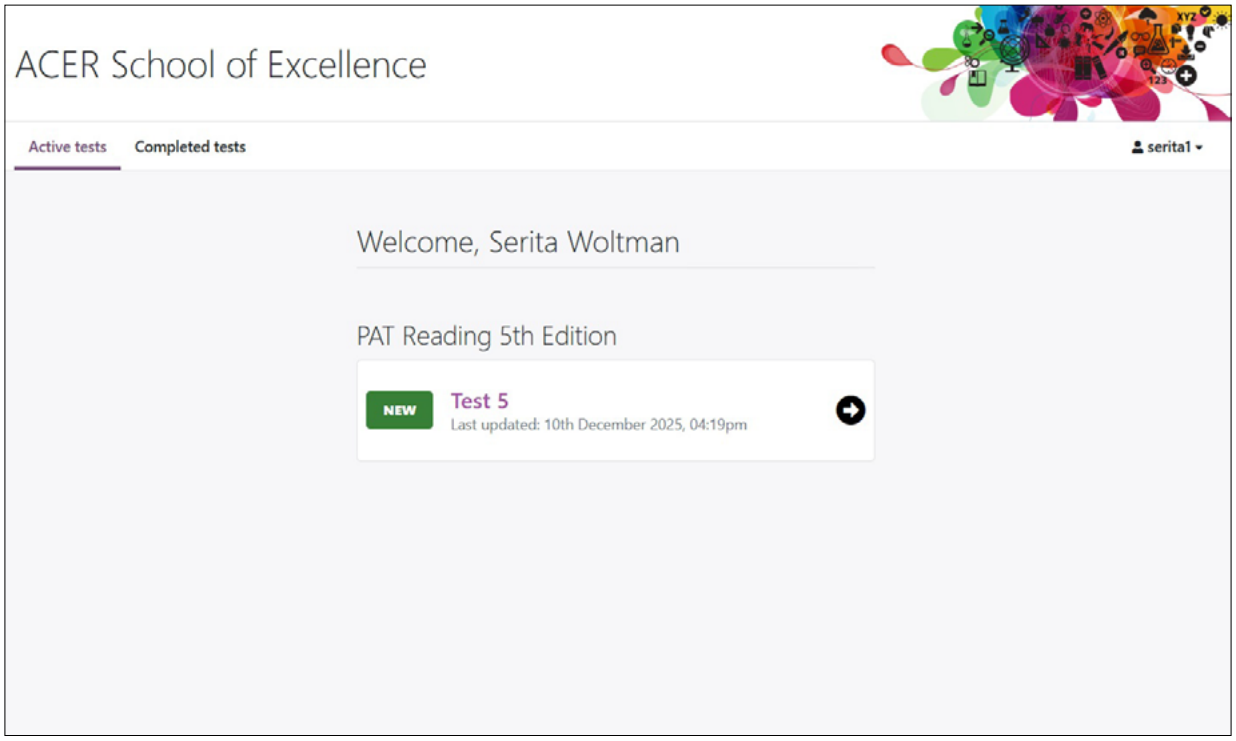
Students will see a screen listing all assessments currently assigned to them:



- 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 Reading 5th Edition.

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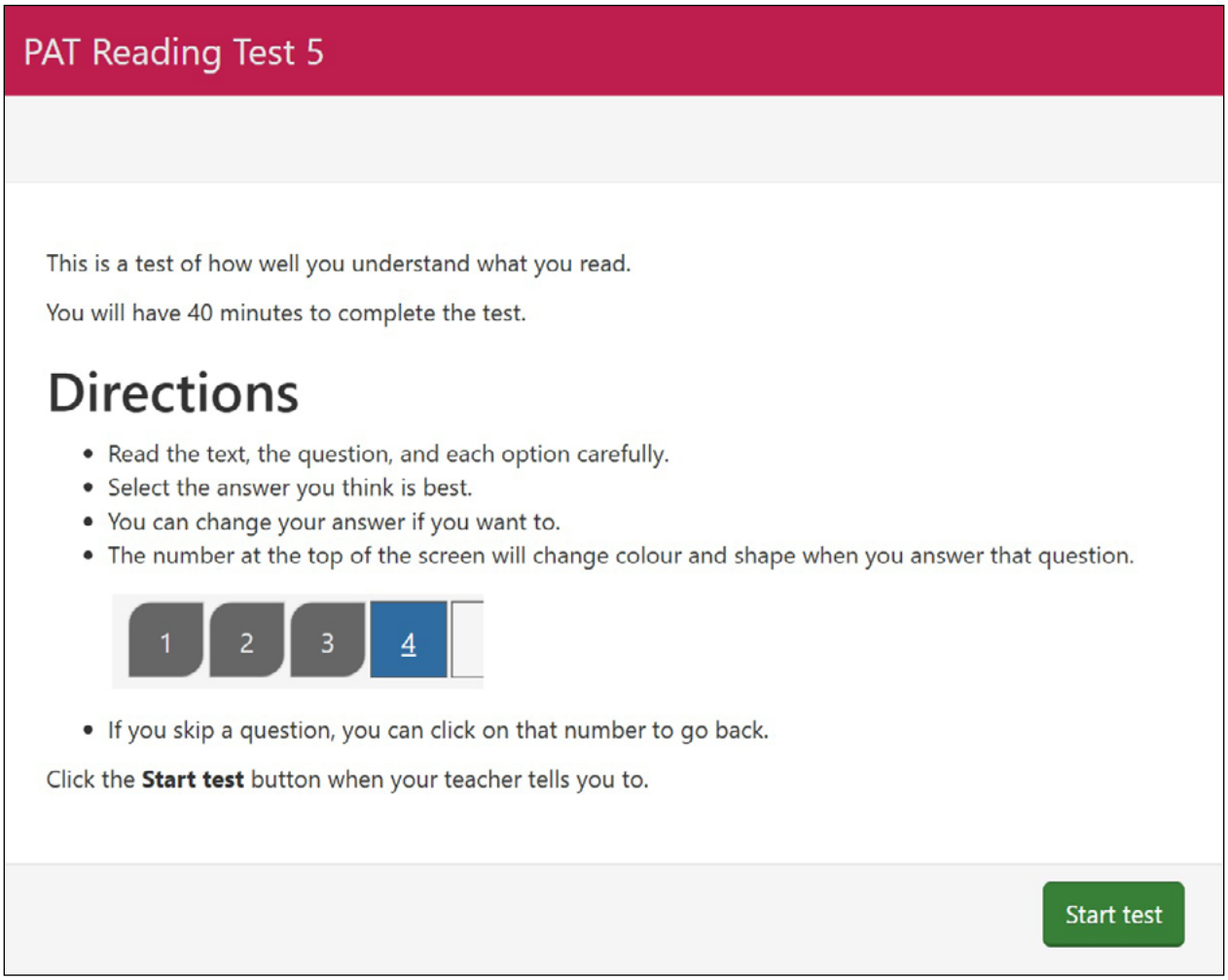
The following screen will be shown:



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 the directions on screen to your students.

  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.
- When students are ready:

  Click Start test to begin.

- After 35 minutes:

  You have five more minutes to finish your work.

- After a further five minutes:

  Please navigate to the last question and click Next. Please click Finish to log out.

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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.**

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