



PAT Science 2nd Edition

Test administration instructions



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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 **Help** pages within your school's online account, 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>.

Technical requirements

Load the browser exam (<https://oars.acer.edu.au/browserexam/>) from a student computer or device to check whether your school's set up meets the minimum technical requirements.

Alternatively, send the following technical requirements to your school's IT technician.

- Minimum browser window resolution: 1024 width × 768 height
- Minimum DSL or cable internet connection: 250kbps upload/download per student
- Compatible computers and devices: PC or laptop, Apple Mac, iPad (not iPad Mini), other tablet devices
- Compatible web browsers (latest versions): Google Chrome, Mozilla Firefox, Safari, Microsoft Edge

Please note that students' screens should be monitored as part of test invigilation. The online assessment system does not 'lock' the students' browsers or restrict access to other websites.

If you have concerns about students using screen reading programs, browser extensions, or other applications while completing tests, please contact your school's IT staff to determine how best to manage or restrict this across the school.

Testing conditions

- Students are permitted to use pen/pencil and paper.
- Students' screens should be monitored as part of test invigilation.
- The recommended test administration time is 60 minutes, which should be sufficient for all students to complete their tests.

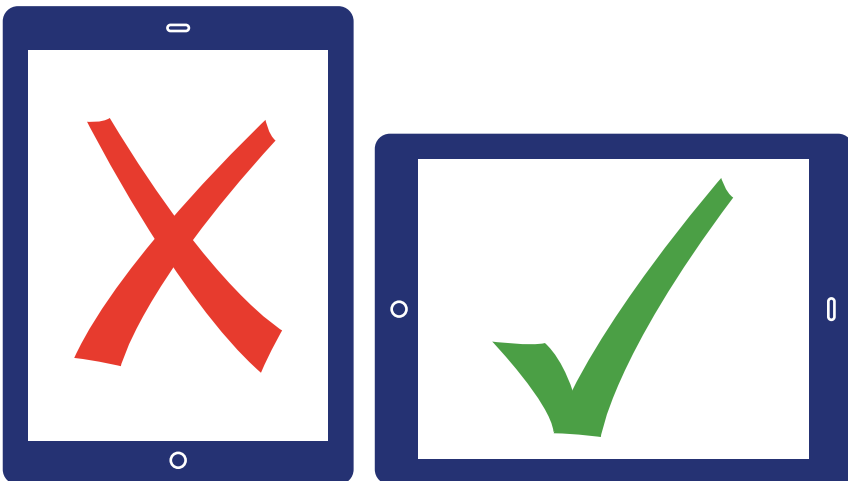
Changes to conditions

Consistency of testing conditions, particularly time allowed to students, will assist you when comparing results. If, after 60 minutes, some students are not finished, you may decide to provide a short extension. This may be appropriate if the students are working productively but should be considered when looking at results.

If you determine that some students require changed testing conditions (for example, regular breaks) due to specific learning needs, these changes should be noted for future reference. The process for determining and implementing any changes to testing conditions should be consistent between classes and across the school.

Delivery

- Third-party programs, browser extensions, and apps – such as Grammarly – that may aid students are not automatically blocked during testing. Check students' device settings if you are concerned about access to these programs.
- Students will not be locked out of the tests after the recommended time. You must monitor and manage the time, including accommodating toilet breaks, or other interruptions that may occur.
- Students' 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.

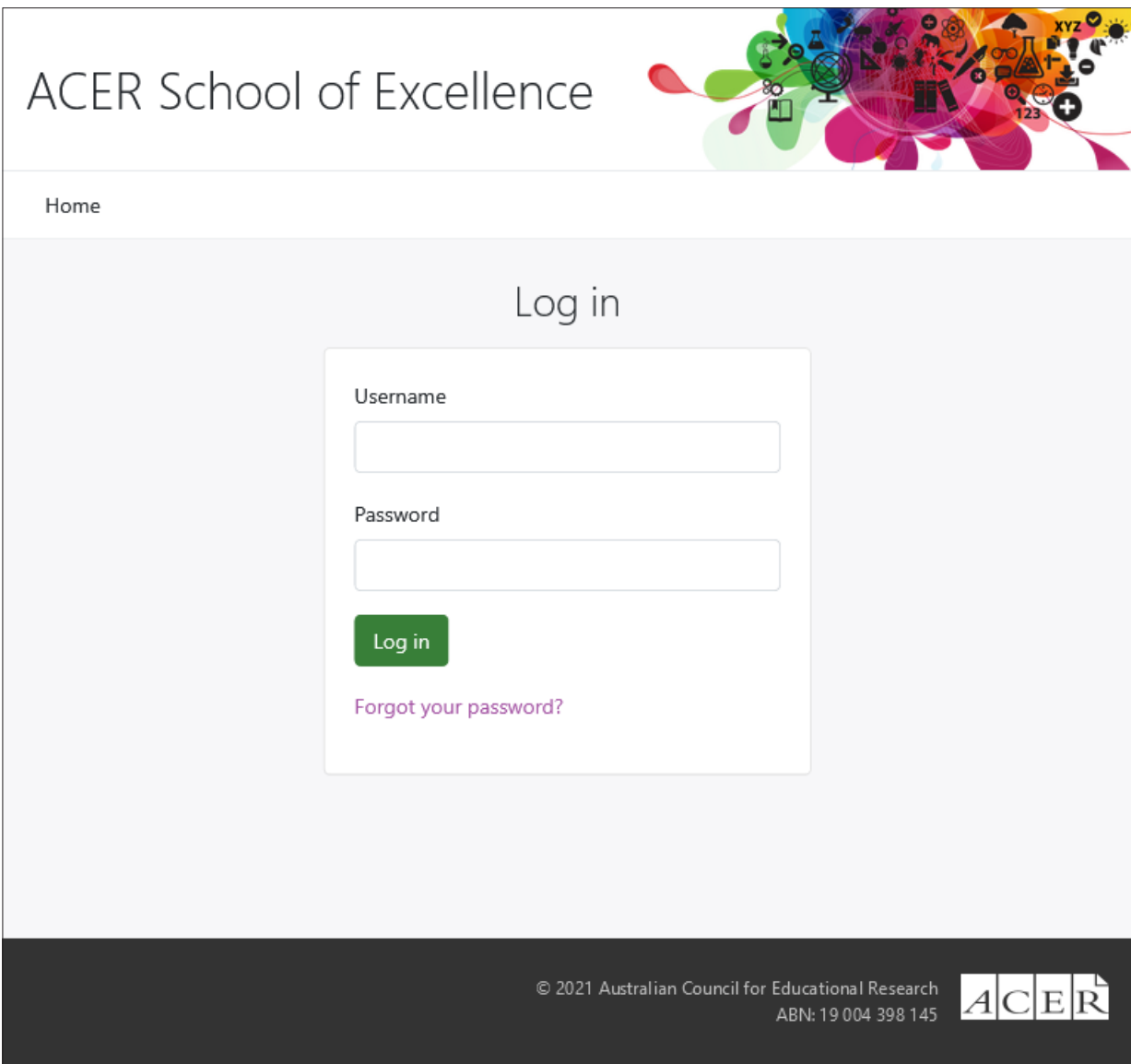


Directions

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

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.



ACER School of Excellence

Home

Log in


Username

Password

Log in

[Forgot your password?](#)

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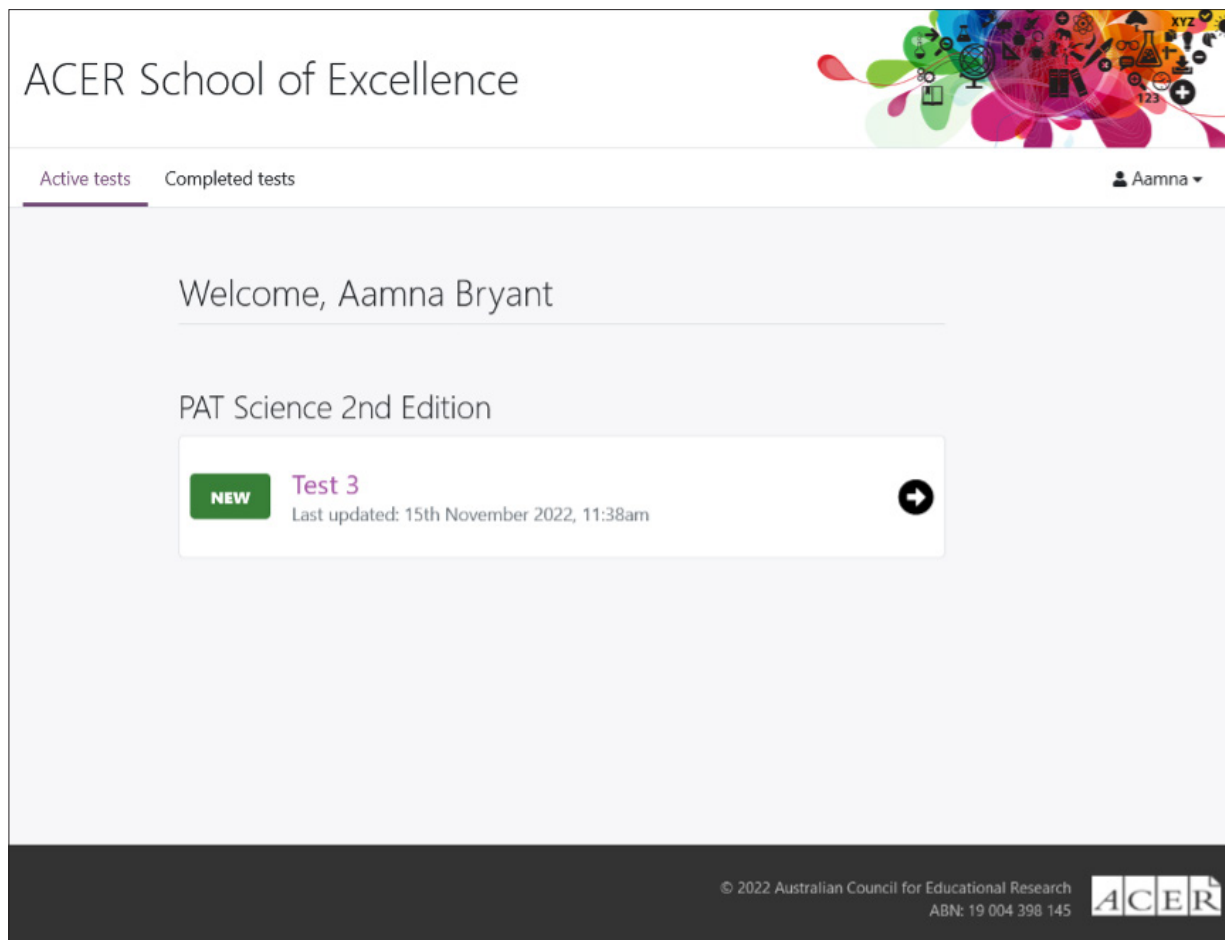
Students will see a screen listing all assessments currently assigned to them.

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 Science.



The screenshot displays the ACER School of Excellence user interface. At the top left, the text "ACER School of Excellence" is visible. To the right is a colorful graphic of a flower with various educational icons like a microscope, globe, and books. Below the header, there are two tabs: "Active tests" (selected) and "Completed tests". On the right side, the user's name "Aamna" is shown with a dropdown arrow. The main content area features a welcome message "Welcome, Aamna Bryant" followed by "PAT Science 2nd Edition". Below this is a card for "Test 3" with a green "NEW" badge, the text "Last updated: 15th November 2022, 11:38am", and a right-pointing arrow icon. The footer contains the copyright information "© 2022 Australian Council for Educational Research ABN: 19 004 398 145" and the ACER logo.

Please do not begin the test until I tell you.

I will read through the directions shown on your screen. Please listen carefully and read silently along with me so you understand the instructions.

Once you have read the directions aloud to students:

We will go through the practice questions together.

Please click **Start test** to begin the practice questions.


PAT Science Test 3

This is a test of your understanding and skill in science.

You will see some practice questions before the test begins.

You will have one hour to complete the practice questions and the test questions.

Directions

- Carefully read each question before answering.
- You can change your answer if you want to.
- The number at the top of the screen will change colour and shape when you answer that question.
- 
- If you skip a question, you can click on that number to go back

Click **Start test** when your teacher tells you to.

Start test

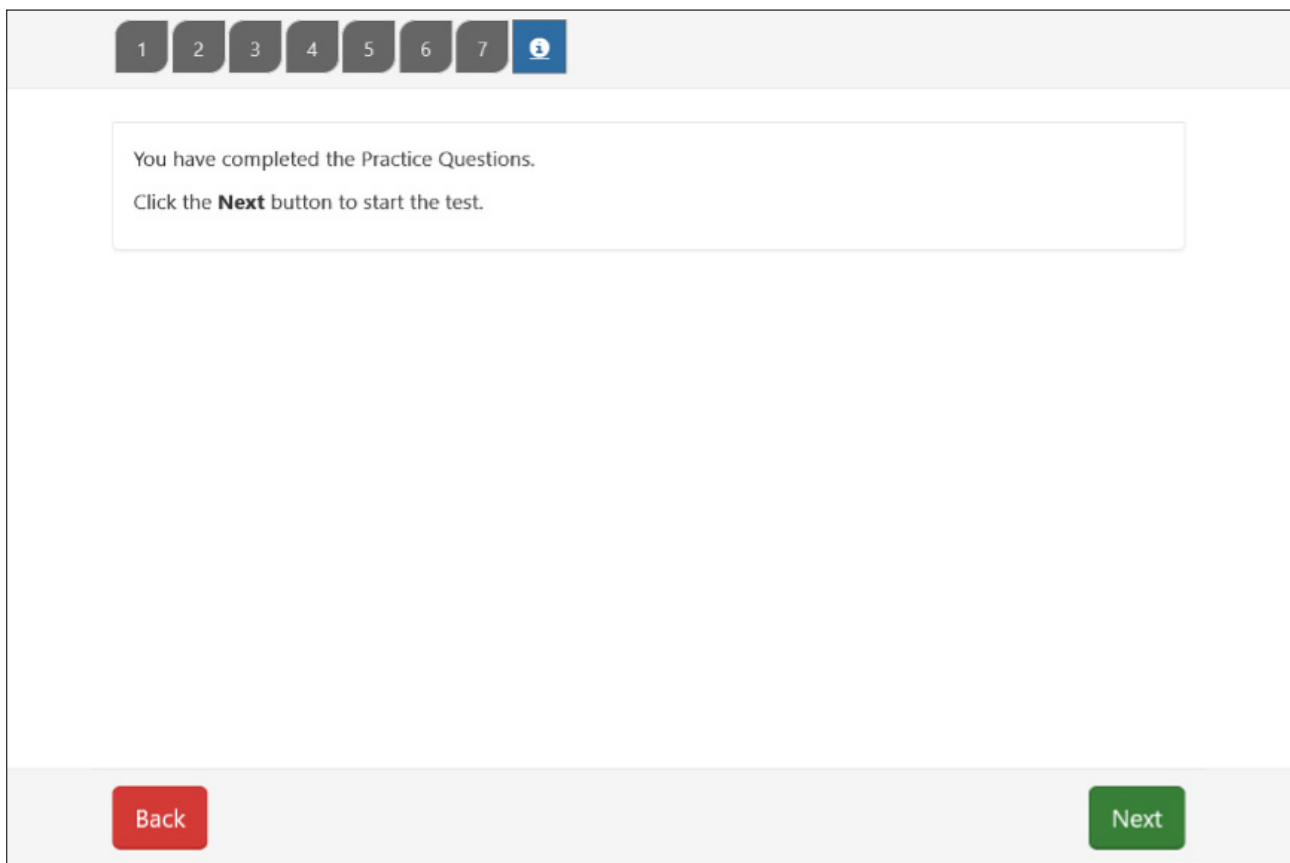
Practice

Move through the practice questions with students, demonstrating the features listed below and ensuring that students feel confident in navigating between questions and submitting responses to the different question types.

Not all tests have the same question types.

Important features to demonstrate to students

- Scrolling to the bottom of the page to view the full question and response options.
- Responding to different question types:
 - Selecting a single correct answer from several options
 - Selecting multiple correct answers from a table of options
 - Dragging and dropping images to match the correct answer, or drawing lines to connect matches
 - Typing the correct answer in the number box
- Controlling videos and animations
- Clicking on the **Next** and **Back** buttons or selecting the question number from the navigation bar at the top of the screen to move between the questions.



Assessment

Once all students have completed their practice questions:

Work as carefully as you can. Do not spend too long on one question, even if it is hard. You can always come back to the question later.

After you complete the final 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:

Please click **Next** to begin the test.

For younger groups, it may be appropriate to periodically advise students of the elapsed or remaining time.

After 55 minutes, check your students' progress.

If some students are still working, you will need to decide whether to allow them some additional time to complete the final questions. Otherwise, provide a 5-minute warning to students.

When you are ready for all students to end the test:

Please click **End** in the navigation bar. Then click **Finish** to log out.

Troubleshooting

If you encounter any problems when administering the tests, contact ACER for support:

Phone: 1300 232 123 **Email:** oarssupport@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**.