ACER General Ability Test

# AGAT 2nd Edition

Test administration instructions

Australian Council for Educational Research

ACER

# Contents

# 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 at the end of this document.

- ☐ 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.

# Delivery

- ▪ Students will not be automatically locked out of the tests after the allowed time passes. You must monitor and manage the time, including accommodating toilet breaks or other interruptions that may occur.

- ▪ 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.
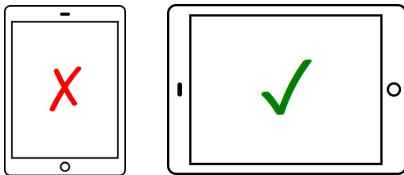
# Instructions

## Administration conditions

- The recommended test administration time is 50 minutes. This should be sufficient for most students to complete their tests. If a student requires more time to complete the test, an additional 10 minutes can be given at the school's discretion.

- *AGAT 2nd 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 (for example, provision of additional time or breaks) 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.

## Login

To complete their tests, students must log in to your school's account with their personal login details.

Student login details can be printed or downloaded by staff members from the **Students** page within your school's account.

We recommend saving your school's online account as a bookmark on students' devices to make access easier.

The address will look like https://oars.acer.edu.au/**your-school-name**

> *"Enter your username and password and click Log in."*

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

Check that they have logged in with the correct details.

> *"Is your name correct at the top of the page?"*

## Beginning the test

Once you have ensured all students are logged in correctly, they may open the test.

> *"Click AGAT 2nd Edition."*

Dictate the directions to your students (also shown on-screen for students).

> *"This test has 35 questions. (Tests 1 and 2)*
>
> > ***OR***
>
> *This test has 40 questions. (Tests 3 to 9)*
>
> *You have 50 minutes to complete the test.*
>
> *We recommend that you use scrap paper to work out your answers.*
>
> > *Directions*
> > * *Read each question carefully.*
> > * *Each question has 4 options.*
> > * *Click on the circle next to your answer.*
> > * *Click NEXT to move to the next question.*
> > * *Click on a question number (top of screen) to go to that question.*
> > * *The question number is shaded when complete.*
> > * *Once you have attempted all of the questions, click **Finish**.*
>
> *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.

To assist students' time management, periodically inform them of the elapsed time.

> *"Click **Start test** to begin."*

# Finishing the test

After 50 minutes, instruct students to end the test.

> *"Navigate to the last question and click **Next**. Please click **Finish** to log out."*

# Technical requirements

Load the browser exam ([https://oars.acer.edu.au/browserexam/](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: 56 kbps

- 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

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.

# 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**.