

# PAT Vocabulary Skills

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>.

# Administration conditions

- Students are permitted 40 minutes to complete the test.
- *PAT Vocabulary Skills* 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.

# Test administration instructions – PAT Vocabulary Skills

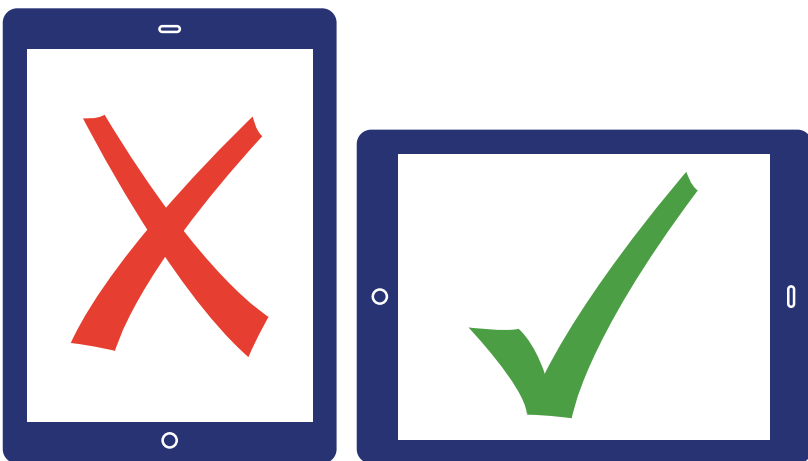
This document is a guide for teachers and staff administering ACER's online assessments with students. The instructions below relate specifically to the process of administering the tests and supervising students on the day of testing.

Also included is a 'Prior to testing' checklist, which should be completed ahead of time. For instructions on how to complete the steps listed in the checklist, refer to the **Help** menu within your school's online assessment account, or speak to the person responsible for these tasks at your school.

For troubleshooting instructions, refer to the final page of this document.

## 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.
- 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.

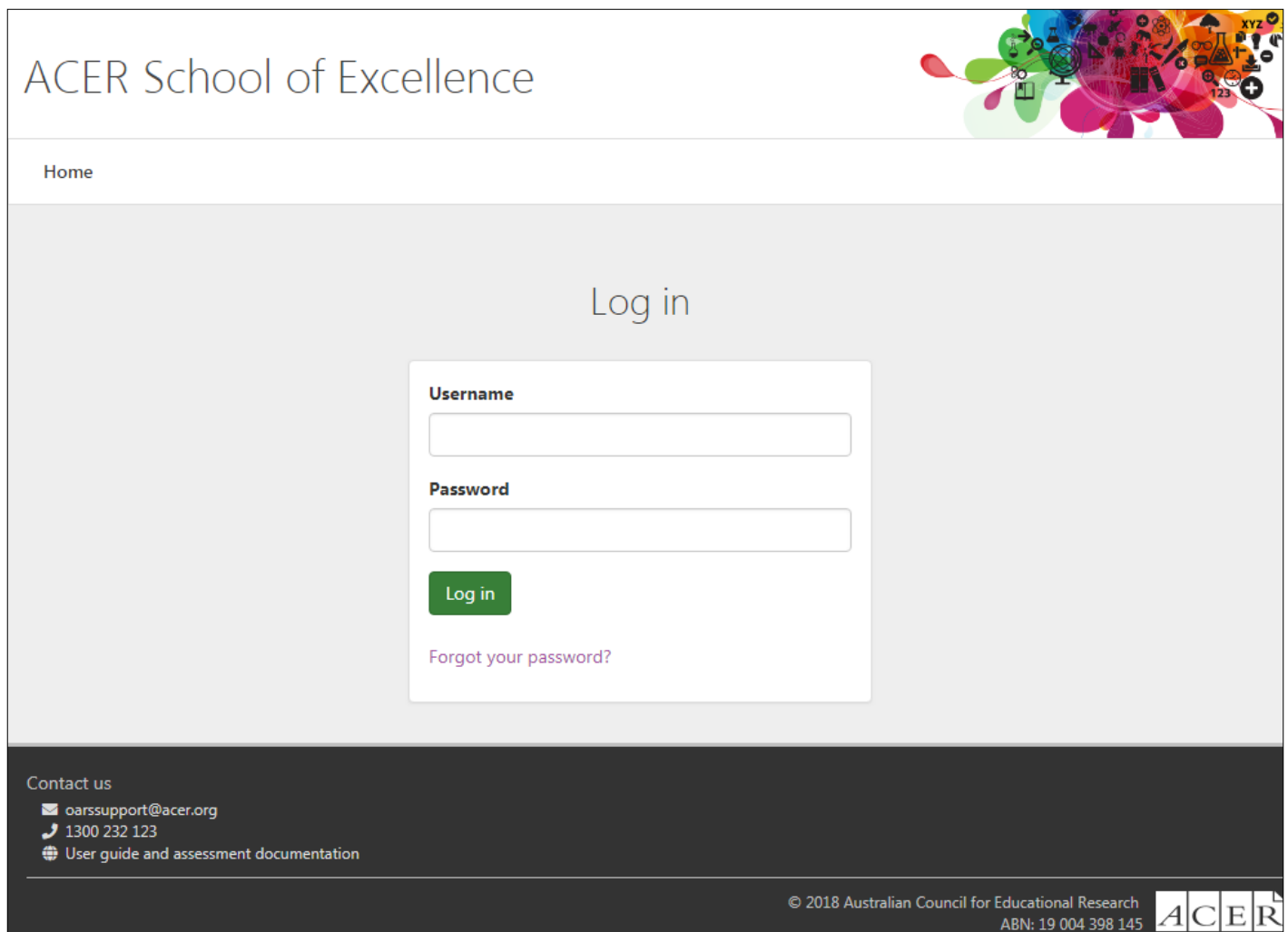


# Instructions

## Notes:

- ACER's online assessments should be administered under standard testing conditions with invigilation.
- 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.
- Students are permitted to use pen/pencil and paper to make notes during the test. No other materials are permitted.
- Questions should not be read aloud to students.
- If you determine that some students require changed testing conditions (for example, the provision of additional time, breaks, or a scribe) due to specific learning needs, these changes should be recorded for future reference and consideration when looking at test results.
- iPads and tablet devices must be held in landscape orientation.

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



ACER School of Excellence

Home

Log in

**Username**

**Password**

**Log in**

[Forgot your password?](#)

Contact us  
✉ oarssupport@acer.org  
☎ 1300 232 123  
🌐 [User guide and assessment documentation](#)

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ABN: 19 004 398 145 **ACER**

Each student should be given their username and password. Students should enter their usernames and passwords and then click **Log in**.

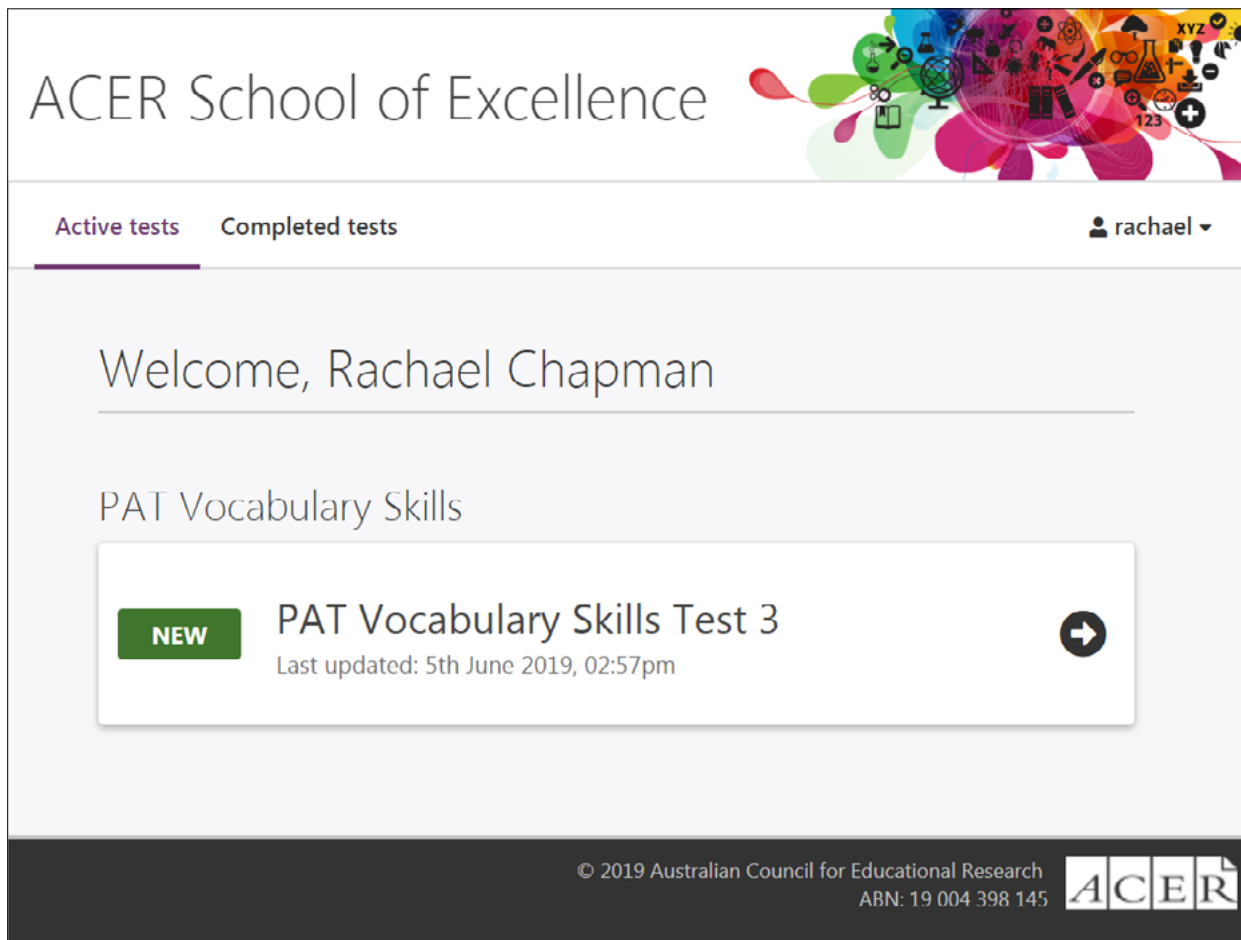
**Note:** Usernames and passwords are case sensitive.

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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 click Log in.***

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



ACER School of Excellence

Active tests Completed tests rachael ▾

Welcome, Rachael Chapman

PAT Vocabulary Skills

**NEW** PAT Vocabulary Skills Test 3  
Last updated: 5th June 2019, 02:57pm

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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.

Say:

***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.

Say:

***Please click PAT Vocabulary Skills.***

The following screen will be shown:

**PAT Vocabulary Skills Test 2**

This is a test of what you know about words and their meanings.  
You will see five practice questions before the test begins.  
You will have 40 minutes 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 question number changes colour and shape when you answer that question.

1 2 3 4 5

- If you skip a question, you can click on that number to go back.

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

**Start test**

Say:

***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 directions above).***

Note: The time allowed is different for each test level. The Directions page will list the time allowed.

Then say:

***Click Start test to open the nine practice questions. We will read through these practice questions together before we begin the test.***

Navigate through the practice questions as a group and ensure that students are confident moving between questions and recording their responses to the different question types.

Note that some questions require students to enter multiple responses on the same page, or to drag items into new positions.

Pause on the Information (i) page and check that all students are ready to begin the test.

Say:

***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.

Say:

***Click Start test to begin.***

After 35 minutes, say:

***You have five more minutes to finish your work.***

With five minutes remaining, say:

***Please click End in the navigation bar and then click Finish. Please click Finish again to log out.***

# 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.
- 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.

## 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. Select the tick 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 **Actions** 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. Select 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**.