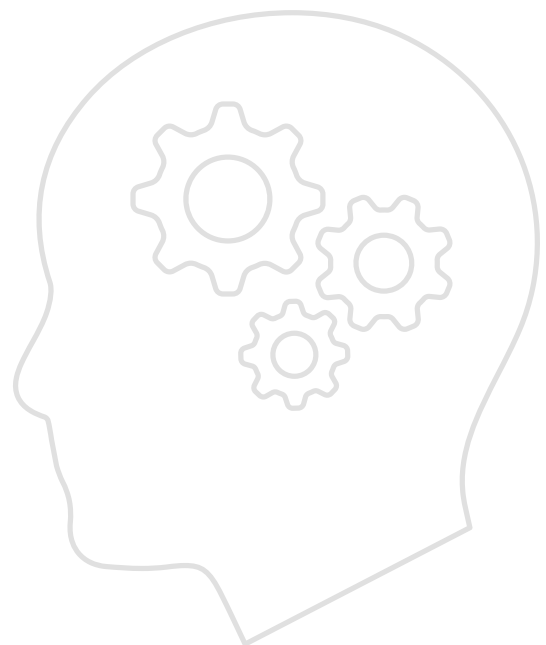


# PAT Critical Reasoning

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

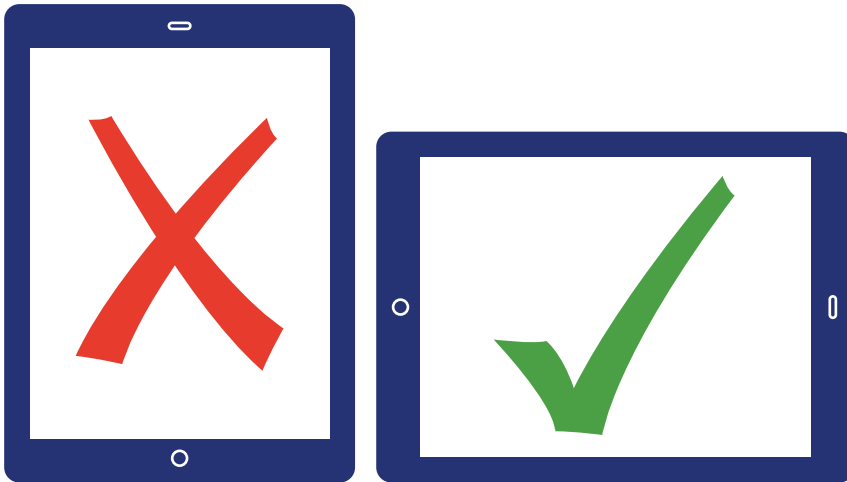
- Students are permitted 35 minutes to complete the test.
- *PAT Critical Reasoning* should be administered under standard testing conditions with invigilation.
- Students' screens should be monitored as part of test invigilation.
- Students are permitted to use pen/pencil and paper to make notes during 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.

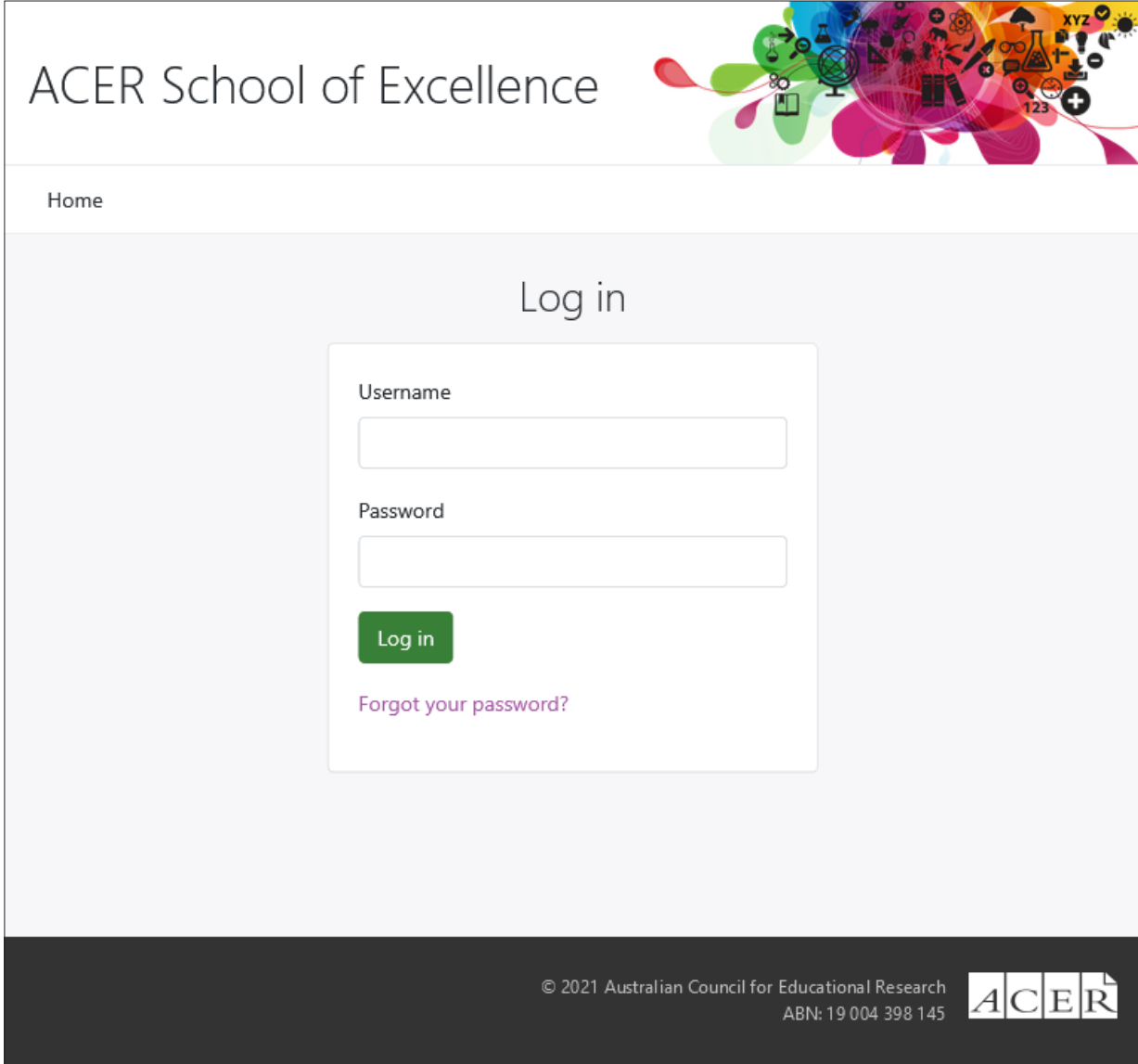
## Delivery

- 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

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?](#)

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ACER

- Instruct students to enter their usernames and passwords and then click **Log in**.
- 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:

ACER School of Excellence

Active tests Completed tests Nicholas ▾

Welcome, Nicholas Smith

PAT Critical Reasoning

**NEW** Test B  
Last updated: 25th August 2021, 03:18pm

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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.  
***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 Critical Reasoning.***

The following screen will be shown:

## PAT Critical Reasoning Test B

This is a test of your skill in critical reasoning.

There are three practice questions followed by the test questions.

You will have 35 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 becomes shaded when you complete that question.
- You can skip questions and return to them later (click on the question number at the top of the screen).
- Once you have attempted all of the questions, click **Finish**.

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

**Start test**

*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 I tell you.*

- 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 30 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.**

# 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 screen 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, 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.

## Troubleshooting

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

**Phone:** 1300 232 123    **Email:** [oarssupport@acer.org](mailto: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**.