

# PAIS

## PROGRESSIVE ACHIEVEMENT FOR INTERNATIONAL SCHOOLS

# English Test Administration Instructions

## General information

The PAIS assessment is an internationally administered program of assessments in English and Maths for students in school years 1 to 10.

The following instructions are applicable for all PAIS test forms.

Subject	Test Level	No. of Questions
English	1 to 10	40
Maths	1 to 10	40

The time allowed for all tests is 1 hour.

Prior to testing, allow an additional 10 minutes to distribute usernames and passwords to students and ensure they are able to login to the online testing system (OARS).

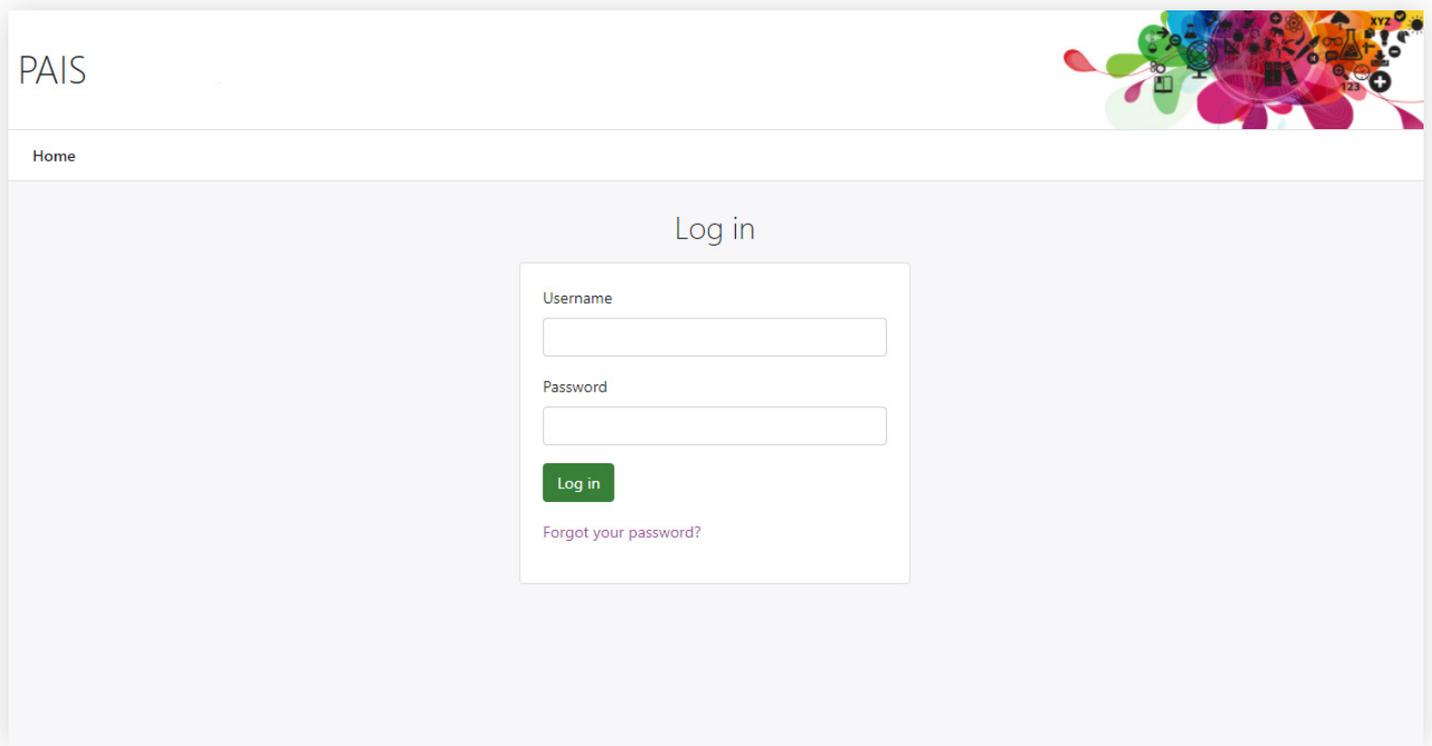
## Prior to test administration

Check the technical requirements of the test. These can be found under Technical Readiness in the User Guide under your account's Help menu.

You will also find a link to a diagnostic test which will recommend how many students you can test at a given time with your technical setup.

Set up computers or devices with internet access for each student in a test session. Each computer should have your school's unique web address showing on the screen when students enter the room. (For example: <https://oars.acer.edu.au/your-school-name>). Alternatively, ensure that the web address is bookmarked in the students' internet browsers or saved as a link on your school's intranet.

Online tests can be conducted individually or in groups.



PAIS

Home

Log in

Username

Password

Log in

[Forgot your password?](#)

## Preparation

It is preferable that any posters, displays or teaching materials that students might refer to are covered or removed from the room before the assessment begins.

You will need a watch or clock showing minutes. This is for your use.

Students must NOT bring with them the following items:

- Calculator or any other calculating device which could help them in the test.
- Mobile phones or any other communication device.
- Any form of assisting devices such as spell checker, dictionary etc

You may distribute blank paper and pencils/pens for students to do their working out on. Please ensure this paper is collected before students leave the test.

If students are uncertain about how to use the online system the teacher may explain this at any time during the test.

Do not give hints to students on how to approach a question or what the answer might be.

## Test supervision

The online test must be strictly supervised to ensure that no student is opening any other webpage or document on their computer or tablet during the test.

Test supervisors must carefully monitor all students throughout the testing period.

Screen shots of test questions must not be taken either by students or supervising staff.

## Accommodations

PAIS English is a standardised assessment of reading comprehension and, where possible, testing conditions should be consistent for all students. If you determine that individual students require additional assistance or changed testing conditions, this should be managed case by case. Any significant changes to the standard testing conditions should be recorded for future reference.

In cases where the testing conditions have been altered, the student's results can be used diagnostically to identify their strengths and weaknesses in reading, but scale score comparisons with other students, and with the Australian norm samples, will be compromised.

## Username and passwords

The list of usernames and passwords for each student should be downloaded from the online system and distributed to the supervising teachers before the test date.

The person in your school who is responsible for managing the school's online account will have access to do this. Further instructions are also available in the Student Management > Student login section of the Help tab in your account.

## Administering the test

Once the students are seated and have opened the login page, each student should be given their username and password. Each student should type in their username and password and then click Log in.

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 tests you (or the test administrator at the school) have assigned to them:

The screenshot displays the PAIS student interface. At the top left is the 'PAIS' logo. To the right is a colorful graphic with various educational icons. Below the header are two tabs: 'Active tests' (selected) and 'Completed tests'. On the far right of the header is a user profile icon labeled 'sample'. The main content area features a 'Welcome, Sample Student' message. Below this, there are two test cards. The first card is for 'PAIS English', with a sub-card for 'PAIS English 3a' marked 'NEW' and 'Last updated: 16th October 2020, 05:50am'. The second card is for 'PAIS Maths', with a sub-card for 'PAIS Mathematics 3a' also marked 'NEW' and 'Last updated: 16th October 2020, 05:50am'. Each sub-card has a right-pointing arrow icon.

The students' names will be displayed at the top of the page. You will need to check that no student has mistakenly used another student's login 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 in the correct account, they may open the test.

Say:

Please click on the PAIS English bar.

The following screen will be shown:

**PAIS**PROGRESSIVE ACHIEVEMENT  
FOR INTERNATIONAL SCHOOLS

This test has 40 questions.

You are allowed 60 minutes to complete this test.

**Directions**

- Read each question carefully.
- Click on the circle next to your answer.
- To change your answer, click on a different circle.
- Click NEXT to move to the next question.
- You can skip questions and return to them later.
- Click on a question number (top of screen) to go to that question.
- The question number becomes shaded when you complete that question.

[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 test procedure. Please do not begin the test until you are told to do so.

Test directions as shown on the introductory test screens are copied below:

**Test Directions**

This test has 40 questions.

You are allowed 60 minutes to complete this test.

**Directions**

- Read each question carefully.
- Click on the circle next to your answer.
- To change your answer, click on a different circle.
- Click NEXT to move to the next question.
- You can skip questions and return to them later.
- Click on a question number (at the top of the screen) to go to that question.
- The question number becomes shaded when you have answered that question.

Then say:

Work as carefully as you can. Do not spend too long on one question, even if it is hard.  
When you reach the last question, check that you have completed all questions.  
When you have finished, click Finish on the last page. Are there any questions?

Check that these instructions have been understood. Answer any questions about the test but not the test content and make sure that students are ready to begin the test.

Say:

Click Start test to begin. Start NOW.

After 45 minutes advise students they have 15 minutes left.

After 55 minutes advise students they have 5 minutes left.

Students who have not finished the test need to select End underneath the question progress boxes.

Then students should be asked to select Finish the test.

**Note: By selecting Finish the test the student will be submitting their answers to the database and their results will be scored. Once they select Finish the test the test cannot be accessed again by either the student or teacher.**

Say:

Please stop work now, your time is up.  
Select End if you are not already at the end of the test.  
Then click on Finish the test to submit your test.  
You should now log out by selecting your user name in the top right corner of the screen and then choose Log Out to exit the system.