



Adolescent Coping Scale
Second Edition



Adolescent Coping Scale for Schools

Administration instructions

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Preparation

The following steps need to be completed ahead of time:

- Check the [technical requirements](#) and run the [browser exam](#) from a student device to identify any potential technical issues.
- Schedule your questionnaire date and time.
- Ensure that all students are listed within your school's online assessment account and have been assigned the necessary questionnaire.
- Download or print a list of your students' login details.
- 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>.

Delivery

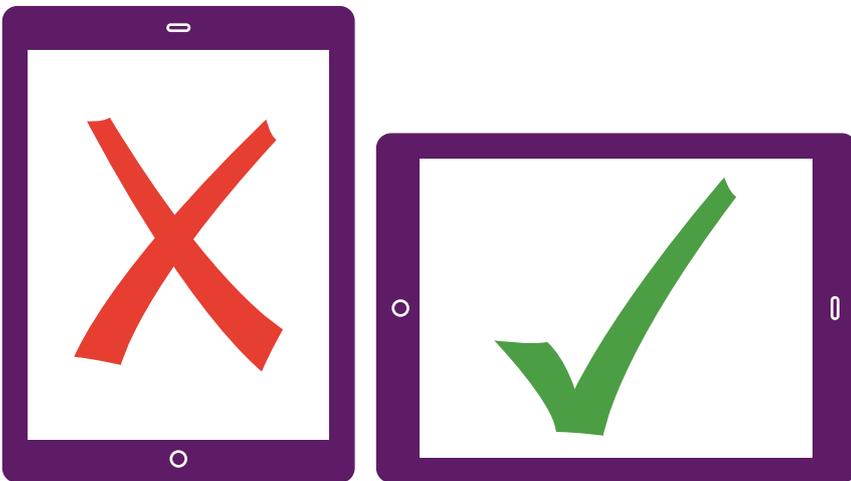
On each page of the questionnaire, students must record a rating of each coping method's usage and helpfulness before progressing to the next page.

For a given coping strategy, if a student chooses 'Never' on the Usage scale, they should choose 'Never' on the Helpfulness scale.

Student responses are automatically saved each time they navigate to another page.

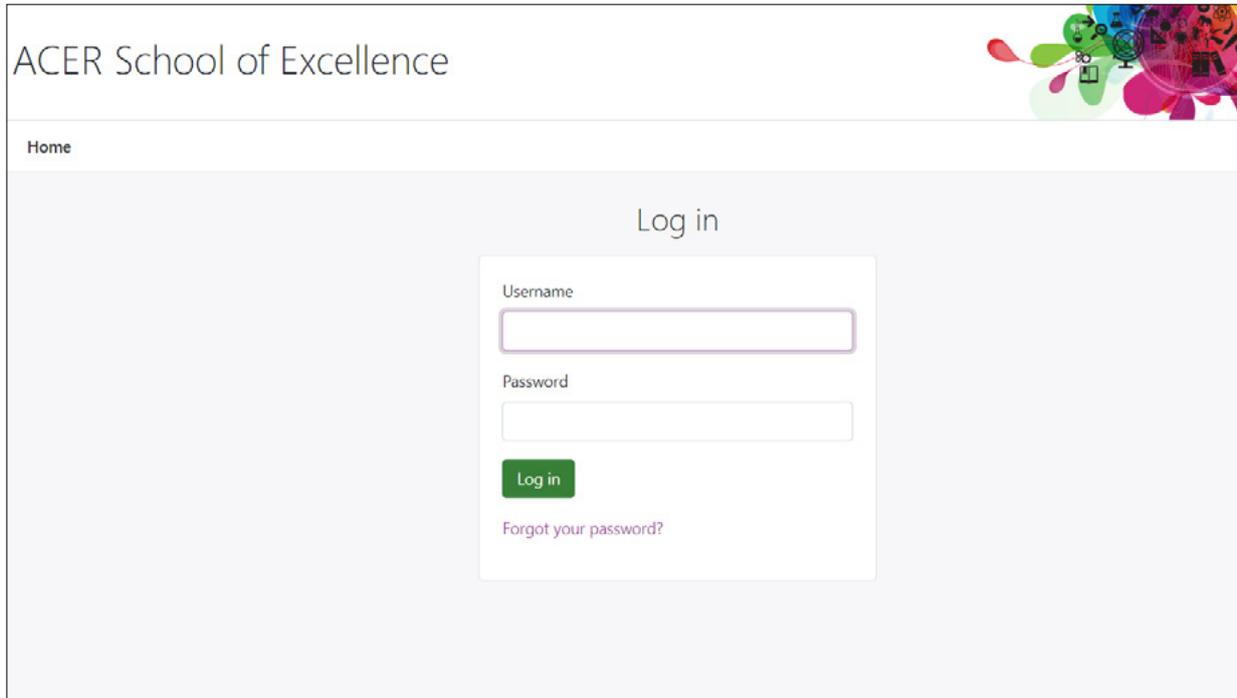
If technical problems cause the need to postpone the completion of the questionnaires, students may close the browser without losing their progress.

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?](#)

- 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 Kiana ▾

Welcome, Kiana King

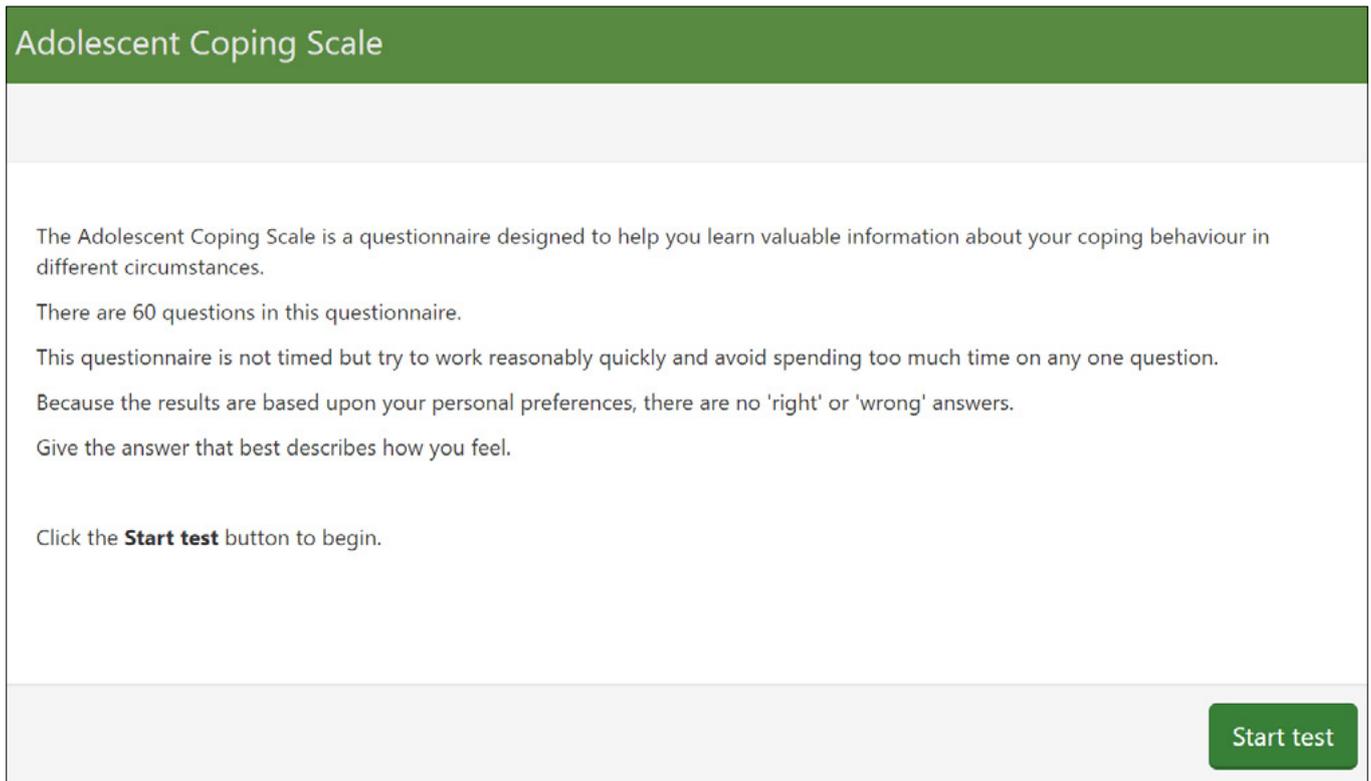
Adolescent Coping Scale for Schools

NEW Adolescent Coping Scale
Last updated: 7th May 2024, 03:47pm

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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 questionnaire.
*Please select the **Adolescent Coping Scale**.*

The following screen will be shown:



The screenshot shows a green header with the text "Adolescent Coping Scale". Below the header is a light grey bar. The main content area is white and contains the following text: "The Adolescent Coping Scale is a questionnaire designed to help you learn valuable information about your coping behaviour in different circumstances.", "There are 60 questions in this questionnaire.", "This questionnaire is not timed but try to work reasonably quickly and avoid spending too much time on any one question.", "Because the results are based upon your personal preferences, there are no 'right' or 'wrong' answers.", "Give the answer that best describes how you feel.", "Click the **Start test** button to begin." In the bottom right corner, there is a green button with the text "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.

Dictate the instructions on screen and when students are ready:

*Please click **Start test***

On the next page you will need to decide on your intended focus, which will determine how students are instructed to think about and respond to the questions:

- For **General** coping, when responding to each question, students should consider how they cope in general situations.
- For **Specific** coping, when responding to each question, students should consider how they cope in relation to the particular issue of concern they have identified.

Coping focus

Select below whether you are going to respond to things that concern you in **general** or to a **specific** concern.

For **general coping**, respond based on how you would cope with various concerns or problems.

For **specific coping**, respond based on how you would cope with a specific concern and describe your concern briefly in the box below.

Click the **Next** button to start the questionnaire.

Next

Dictate the instructions on the screen and allow your students to make their own selection or instruct students to select the option you would like them to focus on.

If students select **Specific coping**, they will be required to describe their specific concern in the text box. The concern entered here will appear on the student's report.

Once all students have selected the focus of their questionnaire:

Please click Next

Read the instructions at the top of the first page. Students are required to rate how frequently they use each coping strategy (either in General or in relation to their chosen Specific concern), as well as how useful they find each strategy before proceeding to the next page.

If a response is never used, students should select 'Never' for 'Helpfulness'

Check that all students understand how to respond to the questionnaire, allow them to begin.

Students should be allowed time to complete their questionnaire in full. It should generally take students about 20 minutes to finish.

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 resolution: 1280 width x 800 height
- The recommended DSL or cable internet connection bandwidth should provide 256 kilobytes per second (KB/s) per student.
- For example, a group of 30 students will require $30 \times 256 \text{ KB/s} = 7.68\text{MB/s}$
- Compatible computers and devices: PC or laptop, Apple Mac, Google Chromebook, iPad and other tablet device with minimum 10" display. iPads and other tablet devices must also meet the minimum browser resolution (above) and be held in landscape orientation.
- Compatible web browsers (latest versions): Google Chrome, Mozilla Firefox, Safari, Microsoft Edge.

Troubleshooting

If you encounter any problems when administering the questionnaire, 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.

- 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 questionnaire not appearing for my student?

The questionnaire 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 questionnaire 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 questionnaire 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 questionnaire if they forget to submit it?

Yes. If you have a staff login, follow the steps below to close a student's questionnaire:

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 questionnaire you need to close and then click **Close test**.