Test Administration Instructions – PAT Maths 4ᵗʰ Edition

Online tests can be conducted individually or in groups.

Prior to testing

Check the technical requirements of the test. These can be found in the **User Guide** under your account **Help** menu.

Set up computers or devices with internet access for each student in the test session. Each computer should have your school's unique test 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.

Calculator recommendations

Tests 1 and 2: Calculators should not be used.
Tests 3 to 7: The decision to allow calculators for these forms should be determined and implemented school wide. Students may not use a calculator for the last four questions.
Tests 8 to 10: The decision to allow calculators for these forms should be determined and implemented school wide.
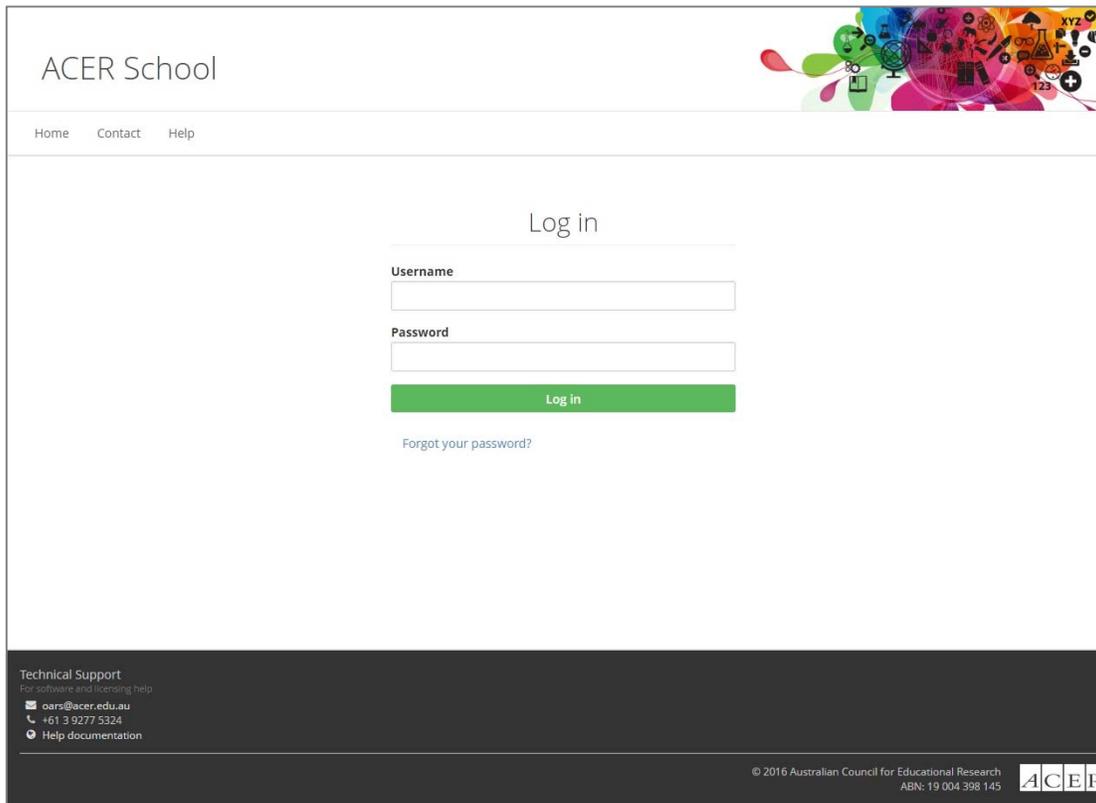
Once the students are seated and have opened the login page, each student should be given their username and password. Each student should type in their username and password and then click **Log in.**

> *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:
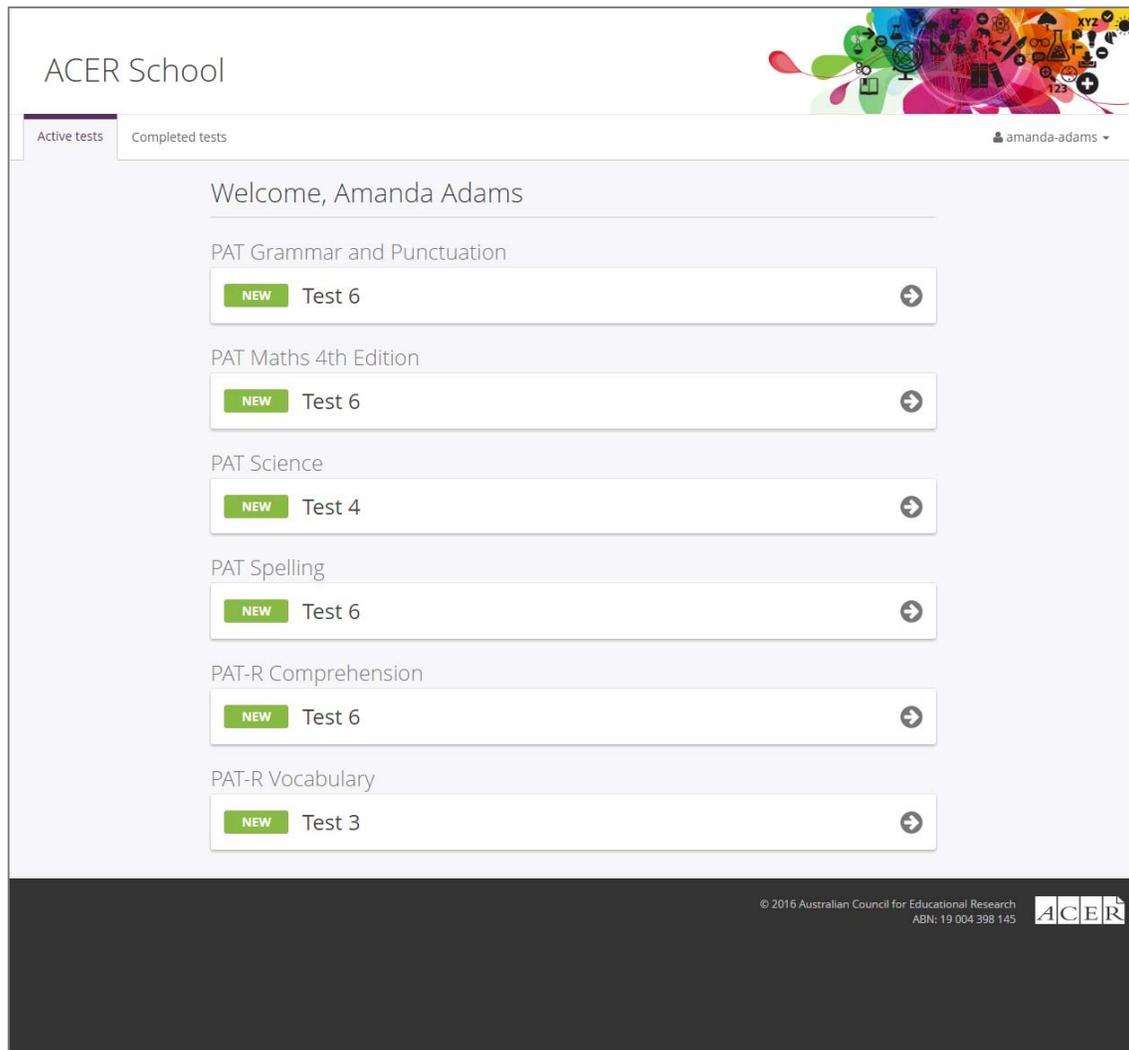
The students' names will be displayed at the top of the page. You will need to check that no student has mistakenly used another student's login details.

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 **PAT Maths 4th Edition** bar.

The following screen will be shown:

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. (Dictate directions).

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 on the button **Start test** to begin. Start NOW.

After 35 minutes, say:

You have five more minutes to work on the questions.

After a further five minutes, say:

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