

How to create a Non-Adaptive for Printing assessment and assign Learners

There are a number of different assessments that can be created in the Assessment Tool. This document outlines the process for creating a hard copy, printed assessment.

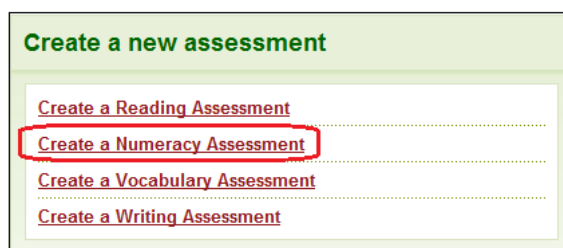
1. Log into the Assessment Tool using your ESAA username and password:



2. From the Assessments tab go to the 'Create a new assessment' panel located on the right hand side of the page:



3. Select the type of assessment desired (note that Vocabulary assessments cannot be printed):



4. Type in a name for the assessment. Remember that this will be seen by the Learners and may also need to be referred to again in the future so choose an appropriate name:



5. Select 'Non-Adaptive for Printing' in the Assessment Type section:

| | | |
|--------------------------------------|--|--|
| Assessment Type (Required) | <input type="radio"/> Adaptive | <input type="radio"/> Snapshot |
| | <input type="radio"/> Non-Adaptive | <input type="radio"/> Non-Adaptive Snapshot for Printing |
| | <input checked="" type="radio"/> Non-Adaptive for Printing | |
| | | |

6. Once you choose a 'Non-Adaptive for Printing' assessment you will then need to select an 'Assessment Strand' and 'Difficulty' level (both mandatory fields):

| | | |
|--|---|---|
| Assessment Strand (Required) (See Note) | <input type="radio"/> Number Knowledge | <input checked="" type="radio"/> General Numeracy |
| | <input type="radio"/> Number Strategies and Measurement | |
| Difficulty (Required) | <input checked="" type="radio"/> Steps 1-3 | <input type="radio"/> Steps 4-6 |
| | <input type="radio"/> Steps 2-5 | |
| | | |

7. Add any notes that may be required for this assessment (optional):

| | |
|-------------------|---|
| Your Notes | <input type="text" value="First numeracy assessment for my course."/> |
|-------------------|---|

8. Click on 'Add more Learners' or 'Save Assessment' (this will allow Learners to be added at a later stage). In this example 'Add more Learners' has been selected:

| | | |
|------------------------|--|---------------------------------|
| Cancel | Add more Learners (You can do this later) or | Save Assessment |
|------------------------|--|---------------------------------|

9. Select the Group or individual Learners you want to assign to the assessment:

The screenshot shows the 'Create a Numeracy Assessment' page for 'Trades Apprenticeship May 2014'. It features a navigation bar with 'Assessments' selected. Below the title, there is a search bar for learners and a dropdown for 'View Learners in: All Groups'. A 'Cancel' link and a 'Save Assessment' button are visible. A summary bar shows 'All Groups (14)' and 'Selected (4)'. Below this, a list of groups is shown with checkboxes: '001_date_issue_check', '01_MoE_Demo2013', '02_DemoOrgGroup_S1_2013' (which is checked and highlighted), and '03_Empty_DemoGroup'. A 'Select' dropdown is set to 'Everyone'.

10. As Save Assessment has been clicked, Trades Apprenticeship May 2011 has been successfully created:

The screenshot shows the Assessment Tool interface. At the top, there is a navigation bar with links for Home, Assessments, Learners, Educators, Groups, and Administration. The main heading is 'Assessment' with a 'Help | Accessibility' link. A yellow message box states: 'The Assessment 'Trades Apprenticeship May 2014' has been successfully created.' Below this, the assessment title 'Trades Apprenticeship May 2014' is displayed with a search box for learners. A table lists 4 learners with their names, group information, codes, expiry dates, and assessment status (all 'Not Attempted'). On the right, the 'Assessment Details' sidebar shows the status as 'Active', options to 'Download Assessment as PDF' and 'Download Marking Guide as PDF', and a 'Mark Assessment' section with a 'Mark Assessment' button. At the bottom of the sidebar, it shows 'Assigned Learners: 4 Learner(s)' and 'Assigned Educators: 0 Educator(s)'.

11. The assessment is now ready for use. Print out the assessment by clicking the "Download Assessment as PDF" link. Click the "Download the Marking Guide as PDF" for the correct answers as an aid for marking once the assessment has been completed by the Learners.

To upload the Learners results to the Assessment Tool, click on "Mark Assessment" to enter the data. The individual Learner Assessment Reports will then be immediately available:

This block is a close-up of the 'Assessment Details' sidebar. It highlights the 'Print Assessment' section, which contains two links: 'Download Assessment as PDF' and 'Download Marking Guide as PDF'. Below this is the 'Mark Assessment' section, which contains a single button labeled 'Mark Assessment'.

Important Note: once an assessment has been created it will only be available for a Learner to sit, or be modified by an assessor up to the expiry date eight weeks after the day it is created (located under the Assessment Details column):

This block shows a close-up of the 'Expiry Date' field in the Assessment Details column. The field is labeled 'Expiry Date' and contains the date '15 January 2014'.