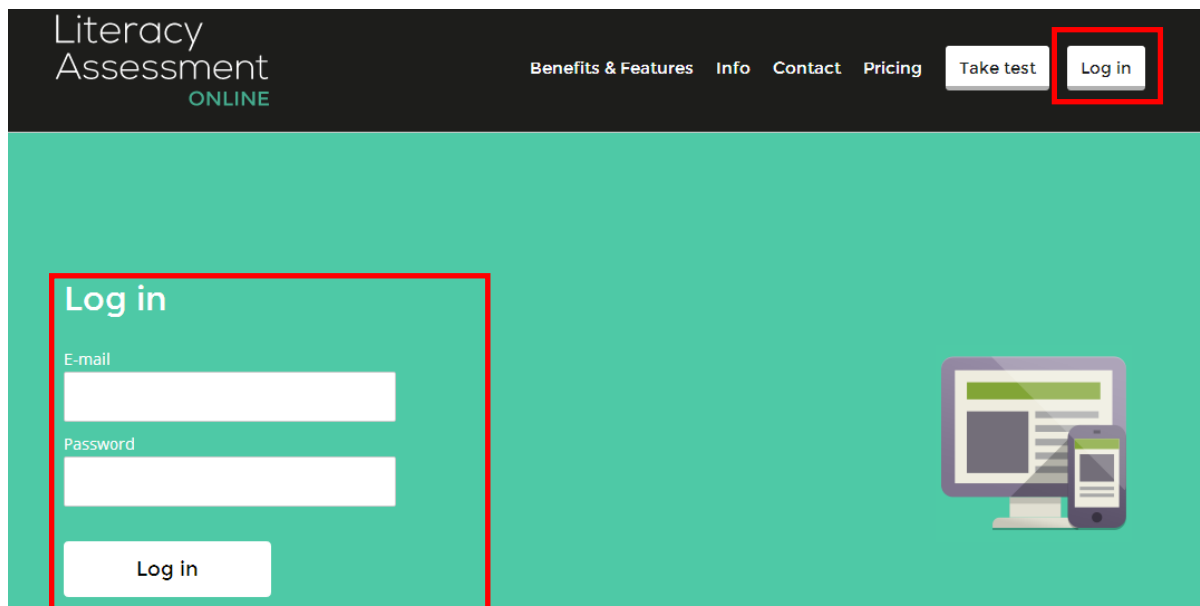Literacy
Assessment
ONLINE

User Guide

1) Log into the system.

You were provided with user details at signup which would have been sent to you via email. Please enter these into the 'E-mail' and 'Password' sections.

2) The school admin interface.
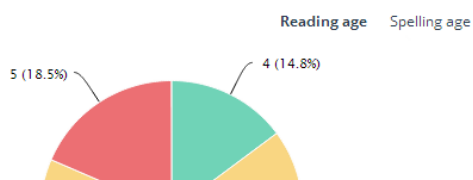
- Pupils need the school password to access tests. We suggest you print out the "Pupil instructions" and distribute around the classroom.
- Start with "I want to . . .. .."

Find pupil

Search

- Quickly search pupil names here to view the pupil history

School overview

Reading age   Spelling age
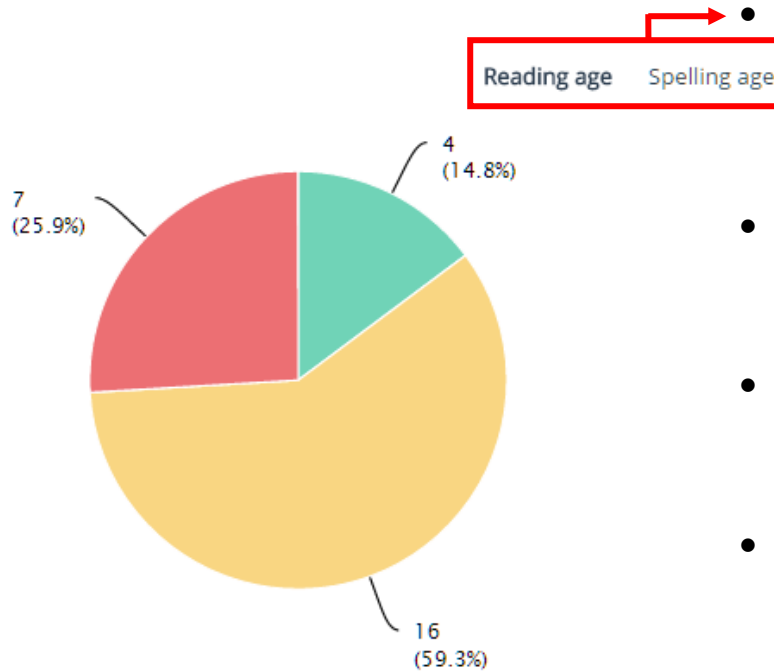
- Click here to view a overview of results for all pupils reading age and spelling ages
- Red- Those pupils that have achieved more than 20% below their actual age
- Yellow- Those pupils that have achieved up to 20% below their actual age
- Green- Those pupils that have achieved results that are at or above their actual age

7
(25.9%)

4
(14.8%)

16
(59.3%)

3) **Add pupils to the system**

With regards to adding pupil to the system we offer MIS integration with SIMS, Integris, CMIS and Progresso- please contact us if you are interested in this feature.

You can also add pupils to the system one at a time or by importing an excel spreadsheet. If you would like us to import the pupils for you then please sent us the required details (First name, Surname, DOB (dd/mm/yyyyy or mm/yyyyy), Group, Pupil ID) on a spreadsheet.

To add pupils individually:

a) From "I want to . . ." choose "add some pupils".

School Dashboard / Demo School

| Home | Pupils | Tests | Staff | Help |

I want to -- choose -- .

-- choose --
start a test
view results
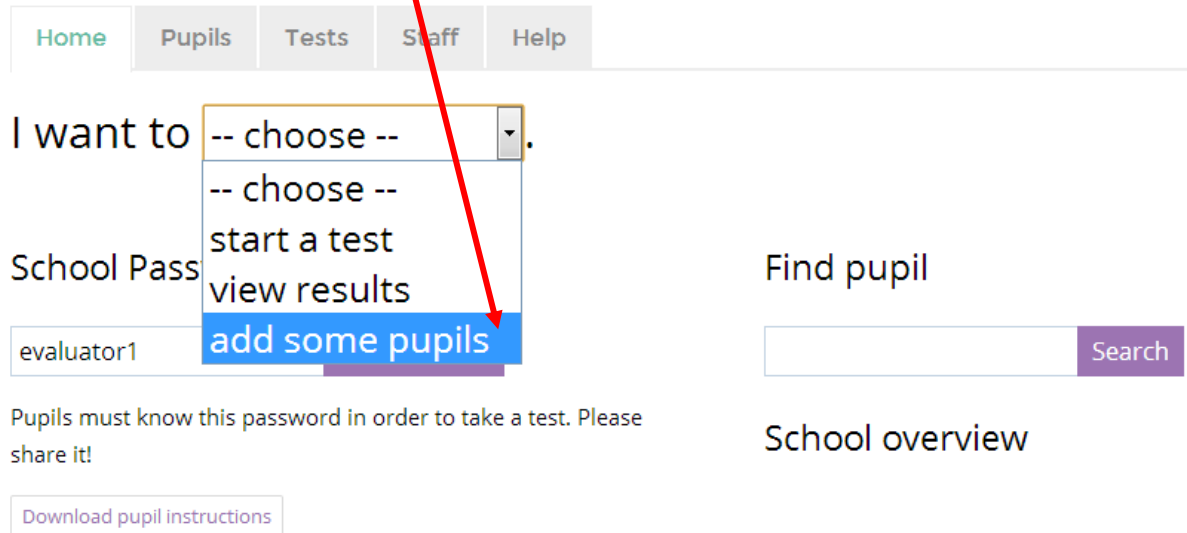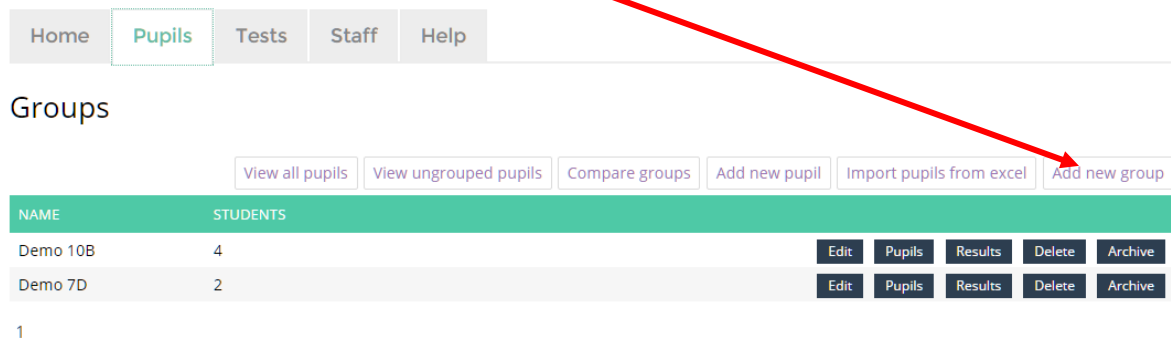add some pupils

School Pass

evaluator1

Pupils must know this password in order to take a test. Please share it!

Download pupil instructions

Find pupil

[   ] [Search]

School overview

b) Create a group.

School Dashboard /

| Home | Pupils | Tests | Staff | Help |

Groups

| View all pupils | View ungrouped pupils | Compare groups | Add new pupil | Import pupils from excel | Add new group |

NAME	STUDENTS					
Demo 10B	4	Edit	Pupils	Results	Delete	Archive
Demo 7D	2	Edit	Pupils	Results	Delete	Archive

1

c) Adding one pupil   Importing from excel

School Dashboard /

| Home | Pupils | Tests | Staff | Help |

Groups

| View all pupils | View ungrouped pupils | Compare groups | Add new pupil | Import pupils from excel | Add new group |

NAME	STUDENTS					
Demo 10B	4	Edit	Pupils	Results	Delete	Archive
Demo 7D	2	Edit	Pupils	Results	Delete	Archive

1

4) Activate a test session

For students to take a test you MUST activate a test session for the test type you require.

School Dashboard / Demo School

| Home | Pupils | Tests | Staff | Help |

I want to -- choose -- .

-- choose --
start a test
view results
add some pupils

School Pass   Find pupil

evaluator1   [   ] Search

Choose the assessment you require and click on "Activate test".

School Dashboard / Demo School

Home	Pupils	Tests	Staff	Help

Phonics tests

Download pupil instructions

NAME	QUESTIONS				
National Phonics Check - replica	40	Activate Test	Results	Preview Test	Export results
Test is NOT activated. Activate test now.					
Phonics - consonant blends	30	Activate Test	Results	Preview Test	Export results
Test is NOT activated. Activate test now.					
Phonics - consonants and vowels	29	Activate Test	Results	Preview Test	Export results
Test is NOT activated. Activate test now.					
Phonics - high frequency words	30	Activate Test	Results	Preview Test	Export results
Test is NOT activated. Activate test now.					
Phonics - non words	25	Activate Test	Results	Preview Test	Export results

Please then chose how long you would like to keep the test unlocked for- 4 hours, 8 hours, 24 hours, 1 week or 4 weeks and then select 'Activate the Test.'

Activate the Test : National Phonics Check - replica

By activating the test, you will unlock it for [8 HOURS ▾]. After that, test will automatically lock. Pupils will not be allowed to start taking the test once it is locked. Pupils will be allo[...]e test once during this session.

4 HOURS
8 HOURS
24 HOURS
1 WEEK
4 WEEKS

[...]e Test   Cancel

5) Instruct pupils to take the test

Make a note of the "School password".

To make this stage easier you should provide pupils with printed copies of "Pupil instructions".

School Dashboard / Demo School

| Home | Pupils | Tests | Staff | Help |

I want to -- choose -- .

School Password

evaluator1   **Set Password**

Pupils must know this password in order to take a test. Please share it!

Download pupil instructions

Find pupil

   Search

School overview

Send pupils to **www.taketest.co.uk** (or create a link from your school internet homepage to www.literacyassessment.co.uk/reading/test)

Take the test
Choose your LEA*

Choose your school

Enter school password

Choose your group

Your name

Take the test

Pupils will then need to follow the instruction sheet, choosing themselves from the list.

*If your LA does not appear in the list it means you do not have a test session active.

6) **Viewing test results**

Choose "View results".

Click on "Results" for the class you have just tested.
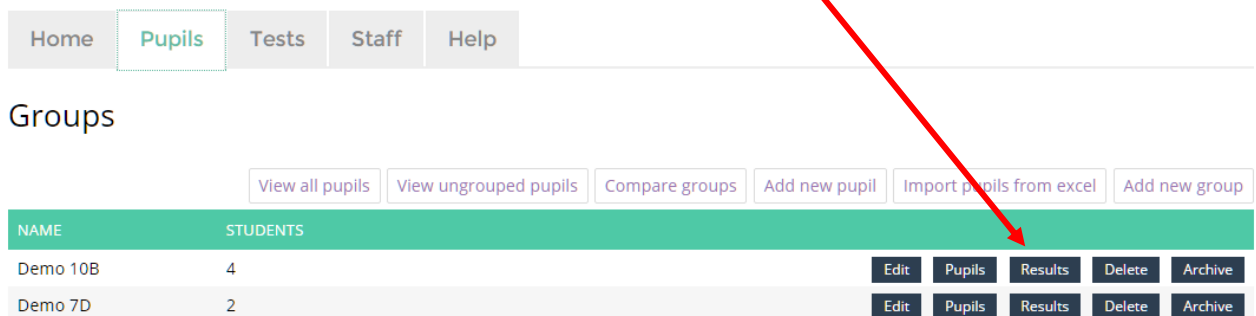
This will show you all test results for this one group.

Please feel free to Export results to a spreadsheet by selecting 'Export to Excel.'

Group Statistics / Demo 10B

Listen and spell 6-14

(hide test)

Export to Excel

The scatter graph shows pupil results for this one test and whether pupils are showing above or below the baseline.
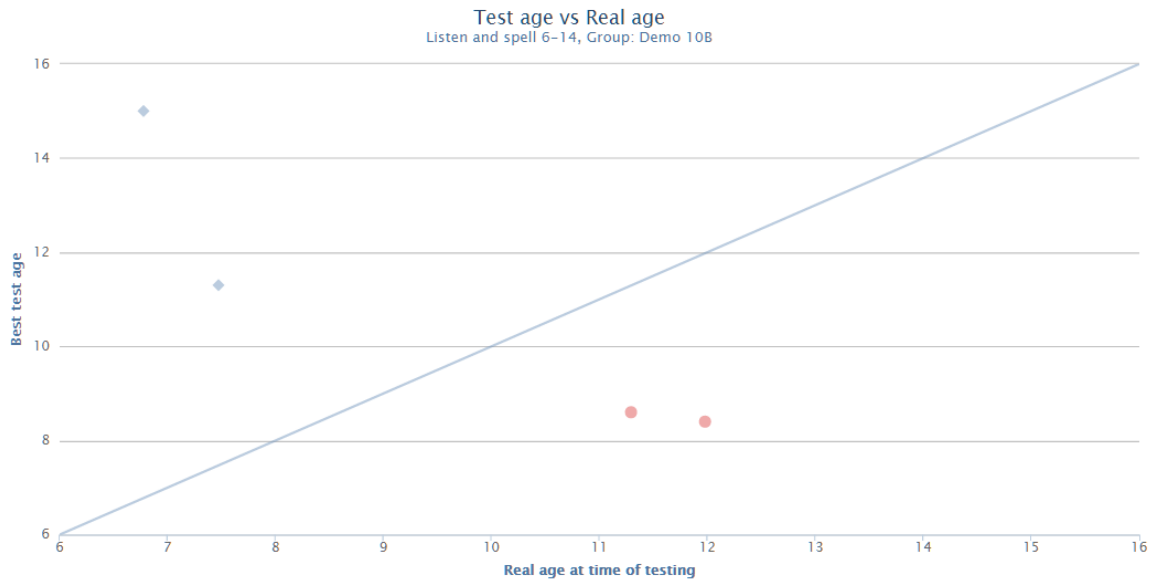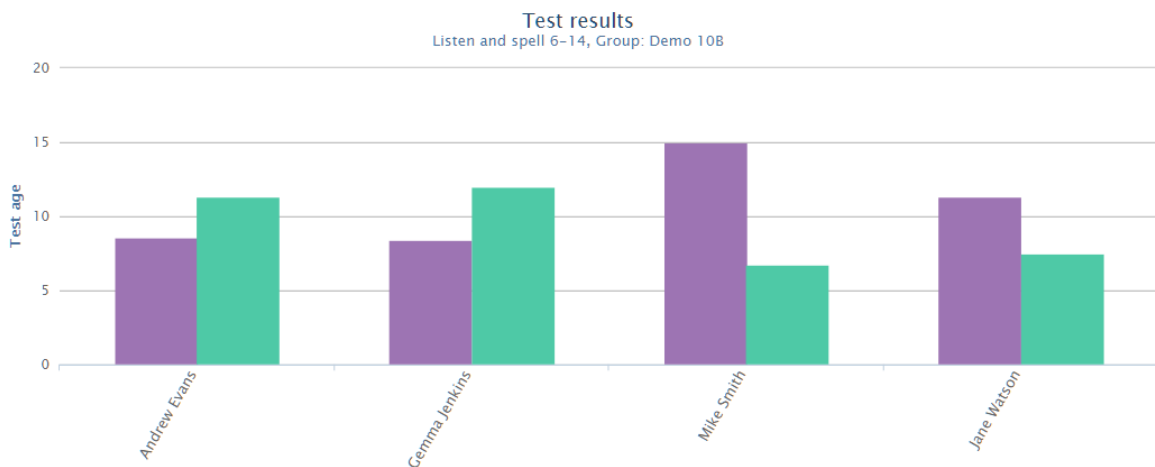
The test results and real age displayed in the bar graph shows you at a glance the difference between pupil results and real age.

	FIRST NAME	LAST NAME	LAST TEST AGE	BEST TEST AGE	REAL AGE (LAST TEST)	REAL AGE	AGE DIFFERENCE	STANDARD SCORE	STANDARD SCORE (LAST TEST)	ATTEMPTS
o	Andrew	Evans	8y7m (04/08/2015)	8y7m	11y4m	11y4m	-2y-8m	86	86	3
o	Gemma	Jenkins	6y0m (04/08/2015)	8y5m	12y0m	12y0m	-3y-7m	78	70	3
o	Mike	Smith	15y0m (06/06/2011)	15y0m	6y9m	11y2m	+8y3m	139	139	4
o	Jane	Watson	11y4m (07/08/2011)	11y4m	7y6m	11y6m	+3y10m	139	139	2

Our colour coded table highlights those pupils that are in need of any additional assistance (red) and those that are doing well are highlighted in green. There will also be a yellow section for those pupils that are doing well but not achieving as well as they should for their age.

If you wish to see a certain pupil's history please click on a pupil's name and this will take you through to all results for that one specific pupil.

Pupil History / Andrew Evans

Listen and spell 6-14

✔ Best result: 8y7m

✔ Age at last test: 11y4m

✔ Gradient of improvement: 0.15

✔ Standard score: 86

✔ Group percentile: 50.0 (3/4)

✔ School percentile (among aged +/-1yr): 100.0
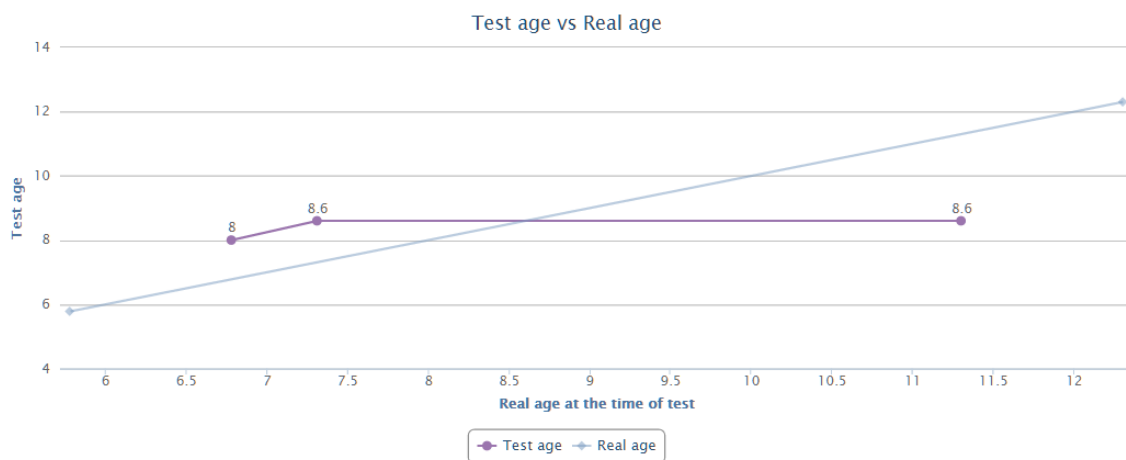
Test age vs Real age

SESSION ID	DATE	RAW SCORE	TEST AGE	REAL AGE	STANDARD SCORE	
paper-LQX1BOHV	27/01/2011	9.00	8y0m	6y9m	109	View answers
8QOD-1312709270	07/08/2011	12.00	8y7m	7y4m	110	View answers
ZLGF-1438675404	04/08/2015	12.00	8y7m	11y4m	86	View answers

The pupil history page shows you a graph which looks at all results for this specific test. Underneath the graph you will find a table which lists each session taken for that one test. Please click 'view answers' to see all answers for each test taken if needed.

Test / Listen and spell 6-14 / Andrew Evans

✔ Pupil: Andrew Evans

✔ Test: Listen and spell 6-14

✔ Session ID: 4Q2V-1312712601

✔ Date: 07/08/2011

✔ Raw score: 21

✔ Test age: 11y4m

✔ Real age: 7y6m

	QUESTION	CORRECT ANSWER	ANSWER	SCORE
1	Can you ____ that again ?	say	say	1
2	Please ____ down.	sit	sit	1
3	It was a long ____ in the hills.	walk	walk	1
4	The happy girl had a nice ____.	smile	smile	1
5	The ____ was open.	shop	shop	1
6	Jane helped her mum ____ a cake.	make	make	1
7	What ____ is it ?	time	time	1
8	The _____ was smooth and round.	stone	stone	1
9	The _____ was very deep.	water	water	1
10	He was not _____ to lift the big box.	able	able	1
11	It was the _____ day of the year.	coldest	hottest	0
12	The _____ was very dirty.	window	window	1
13	The teacher told them to rub out their _____.	mistake	mistake	1
14	The whole family enjoyed their summer _____.	holiday	holliday	0
15	The naughty boy was in _____.	trouble	trouble	1
16	The wall fell down so they had to _____ it.	rebuild	rebuild	1

All questions answered incorrectly will be highlighted in red.

7) Adding staff to the system

Access for one member of staff to the system will be included in the price of the package. There is an additional cost for further members of staff. If you would like to discuss this please do not hesitate to contact us.

More help

There is a range of video help files in the Help tab.

We can provide an online demonstration of this system. Please contact us to arrange details, support@literacyassessment.co.uk.