PAT-R GROUP REPORT PROFORMA INSTRUCTIONS

The group report proformas for the PAT-R Comprehension and Vocabulary Test Booklets are Microsoft Excel spreadsheets that can be used to record student responses and generate norm information for the PAT-R tests. On completing hand-scoring and reporting, teachers can make a copy of the relevant group report and transfer answers for each student onto the spreadsheet.

There are two versions of the group report form: with Sort and Basic. Both versions have been supplied as a separate document for each of the eleven PAT-R Comprehension Test Booklets (Test Booklet P to Test Booklet 10) and each of the five PAT-R Vocabulary Test Booklets (Test Booklet 1 to Test Booklet 5).

PAT-R Group Report with Sort contains a range of macros that enable users to automatically sort results by item type, item difficulty, student results, etc. To use this version, macros must be enabled on your system.

PAT-R Group Report Basic contains no macros for automatic sorting. Manual sorting, however, is still possible. Use this version if your system does not allow macros.

The PAT-R Group Report provides the same information as the norm table but includes results of the whole class, as well as information on how each student has done on individual items. Strands and item difficulties have been provided to better diagnose strengths and weaknesses of individual students or the group, as well as to inform teaching strategies and lesson plans. A variety of sorting functions have been programmed into the Group Report with Sort to facilitate this. The Group Report consists of:

- *Question number*—the number of the item in the test
- *Item difficulty*—the location of the item on the measurement scale expressed in units

called patc for Comprehension and patv for Vocabulary; this is a measure of the comparative difficulty of each item

- *Item descriptor*—a list of specific descriptions of each item for each test is also provided to describe what each item is assessing. This allows teachers to pinpoint specific skills that have been attained or yet to be achieved.
- *Item type*—refers to the strand assessed by the item (for example, reflecting on texts)
- *Curriculum link*—the items have been designed to assess a range of skills outlined in the national curriculum
- *Score key*—provides the correct answer to each item
- *Item responses*—the actual response or 'Y's for correct answers and 'N's for incorrect answers are keyed into the respective cell for each student; cells automatically turn green for correct responses and red for incorrect responses, providing an easy way of identifying which items were wrong for most students
- *Test score*—the number of items answered correctly by each student
- *Scale score*—location on the measurement scale expressed in units called patc for PAT-R Comprehension and patv for PAT-R Vocabulary; scale scores allow for comparison of a student's or students' performance across time regardless of which PAT-R test has been used
- *Scale score error*—error in patc or patv that accompanies a scale score and is indicative of the reliability of the score
- *Percentile rank*—the percentage of the reference sample (Australian norms or class) scoring below a given test or scale score
- *Stanine*—summary score that is linked to percentile ranks.

Key to the content of a PAT-R Comprehension Group Report

Curriculum link for the test

Item number in test

Item strand of each test item

Item difficulty on the patc scale

Item descriptor for each test item

Graph of stanine frequency results

Students are listed alphabetically by surname

Student identifier

Indicates whether the student answered correctly or incorrectly

Number of correct answers

Scale score error

Class stanine

Australian norm percentile rank

Score on the patc scale

Class percentile rank

Australian norm stanine

Using the Proforma

1. Choose the appropriate group report booklet number: PAT-R Test Booklet P to PAT-R Test Booklet 10. Make a copy of the spreadsheet (sort or basic version) on a local drive or network (the file on the CD is read-only).
2. Enter each student's name and student ID.
3. Enter the students' responses—enter either the actual responses (A–D) or 'Y' for a correct answer and 'N' for an incorrect answer. Correct answers will show in green; incorrect answers will show in red. Please note that responses for PAT-R Comprehension Test Booklet P and 1 can only be entered as 'Y' or 'N'.
4. Once data on all students have been entered, the report form can be sorted in a number of ways. If you are using PAT-R Group Report Form with Sort you can automatically sort the data by clicking on an arrow to sort by total, student name or student ID.
5. Click on the arrow above the item number to sort by correct/incorrect on that item.
6. Click on the arrow next to Item Number, Item Type or Item Difficulty to sort horizontally.

7. Once student responses have been entered, test scores, percentile ranks, stanines and scale score errors will be automatically generated for the relevant year levels. Year levels that are not used can be deleted.
8. Moving the cursor over each Item Number provides the Item Descriptor for each item.

Trouble-shooting

Auto sort won't work

PAT-R Group Report Form with Sort will only work if you enable macros when you open the file. Some systems may be 'locked down' to prevent macros being used.

I've deleted the 'formulas' in the spreadsheet and now it doesn't sort or total up correctly.

Make a new copy of the group report spreadsheet and copy and paste the student data only into the new copy. When you paste the data, use Paste Special–Values Only.