

ALC Online Testing Process – Schools with existing OARS accounts

Logging In

1. Enter your school's unique web address, which looks similar to this:
<https://oars.acer.edu.au/yourschoolname>
2. If you don't know your school's unique web address, please refer to the email that was sent to you upon registration or use the Find My School feature: <https://oars.acer.edu.au/clients/search>
3. Enter your username and password.

Purchase Test Credits

1. Go to Store in the menu bar.
2. Click on Tests and select the Assessment of Languages Competence icon.
3. In the credits box enter the total number of ALC tests required and select Add to cart. Language and level will be selected later.
4. Review order and click on Proceed to Checkout.
5. Select payment method, and enter a purchase order number (if required by your school).
6. Confirm purchase. A purchase confirmation will appear on the screen, and also be emailed to you.

Ensure the 'Year Level Rollover' function is completed.

Click on the Students tab. If this button is showing  please follow the Year level rollover process found on the OARS Help tab under Student Management/Year Level rollover.

Remove Old ALC Tags from students (if your school has ALC online or pencil & paper version in 2015 or 2016)

1. Click on Students tab and select all students.
2. Click Tags, then Unassign.
3. On the pop-up menu, click on each of the ALC tags from the previous year (e.g. French Certificate 1).
4. Click Unassign tags from students
5. For further information about un-assigning tags, please see the Tags/Un-assign tags section on the OARS Help tab.

Create New ALC Tags

Tags are an easy way to search and/or select multiple students. Using Tags, you can allocate a test to multiple students in one allocation and we recommend you use them. Tags that have been used in previous years will still be available for you to use. To create new tags:

1. On the Students tab, click on Tags, then Create New Tag.
2. Type in all the new tags you wish to create (separated by a comma). Examples of tag formats you might like to use are: 'French Certificate 1' or 'Fre Cert 1'.
3. Assign your tags when you edit your students already existing in OARS or when you create new students (see below).

Edit Existing Students

If your students have sat ALC (Online or Pencil & Paper versions) in 2015 or 2016, or sat another OARS test such as PAT or SEW, their details will already be recorded in OARS. There are 2 ways to edit/update their information in OARS – ‘Edit single student’ or Edit Bulk student’.

For Single student edit:

1. On the students tab, click on the student name or the magnifying glass next to the column heading ‘Name’ & type in the student name, then click on the name.
2. On the pop-up box, click on the padlock at the top to unlock the student details.
3. Edit student details (including allocating tags) and click on save.
4. For further information and field details, please see the Student management/Edit single student section on the OARS Help tab.

For Bulk student edits:

Edit bulk students (for editing a large number of students) is done by exporting the student details from OARS to an Excel file, making the amendments (including allocating tags) in the Excel file and uploading the file back into OARS. Instructions for this process are available in the Student Management/Edit bulk students section on the OARS Help tab.

Create New Students

1. There are 2 ways to create new students, individually or in bulk. Go to Students, then click on + Add students.
2. For further information and step by step instructions on creating students (single & bulk), please see the Student Management section on the OARS Help tab.

Assign Tests

The actual tests will not be available until 1 August, however they can be allocated to the students prior to this date after credits have been purchased.

1. Go to Students in the menu bar.
2. Select the students you wish to assign a test to. If you have used tags (e.g. French Certificate 1), you can select students by tag by clicking on the  button to the right of the Tags column heading, scrolling down to the appropriate tag and clicking on it. You will now be shown all the students that have that tag assigned. Click on the ‘Select all ** students (filtered from *** total)’ link at the top.
3. Click on Tests. Select Assign.
4. Select the test form you wish to assign e.g. French Certificate 1.
5. Click on Assign. All selected students have now been assigned the test.
6. Click on ‘Clear selection’ to unselect the students that have been assigned a test.
7. Repeat steps 2 to 6 to assign further test forms.

Sit Tests (1 August – 31 August)

1. Refer to the Test Administration Manual found in the OARS Help tab, under ALC.
2. Students log in at the school's unique web address using the username and password created for them.
3. Students click on the arrow next to the name of the test that is going to be sat.
4. Read the administration directions to students before commencing.
5. Once all students are ready to begin, instruct them to click on the Start Test button.

Help: Contact the OARS team (business hours, Mon – Fri)

Email: oarssupport@acer.edu.au Phone: +61 3 9277 5324