



ALC Online – Schools new to OARS

Registration

1. Go to <https://oars.acer.edu.au>
2. Click on Register under New Schools.
3. Complete and submit registration form.
4. Account details will be emailed to you immediately. Save this email for future reference.
5. A second email will follow once your account has been approved. You can log into your account once you have received this email.

Purchase Tests

1. The first time you access your account you will be automatically directed to the Store.
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 (excluding the number of your students that will sit the free pilot tests) 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

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/allocate your tags when you create new students (see below).


Create Candidates

1. There are 2 ways to create candidates, individually or in bulk. Go to Students, then click on +Add Students.
2. Please refer to the OARS User Guide (found in the Help tab) for step by step instructions on uploading candidates.



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