

# Information when Administering the Test(s)

## ACER Test Scoring and Analysis



### 1 General information for Pre-test

- A soft pencil must be used and encourage students to bring an eraser as well as having some available for students to use.
- The answer sheet is scored by a computer. The computer will read exactly what the student has marked, so it is important to make sure the student marks ALL details correctly and clearly.

### 2 Instructions for Answer Sheet

- Fill in the grids with headings SURNAME and FIRST NAME carefully, otherwise the student name will be printed **incorrectly** on the reports. Write student SURNAME and FIRST NAME, one letter to a box, in the boxes provided at the top of the grid. **Colour only one oval per column.**
- Fill in the grids with headings DATE OF BIRTH carefully, otherwise the student's date of birth will be printed incorrectly (and age calculated incorrectly) on the reports.
- Fill in the grids with headings Year Level and Test Form.
- Fill in grid for Gender; as summary information for Males and Females is included in most reports, and blank data will affect these summaries.
- Do not mark any other part of the answer sheet.

To help the testing session run smoothly, it may be best for younger students to fill in the top part of the answer sheet before the actual test date. This will give the younger students practice using the form. This will also give teachers time to check that the information is filled in correctly. Alternatively the teacher, or a support person, could fill in these details rather than the student.

### 3 Following completion of test

- Have you counted the number of answer sheets?
- Have you checked answer sheet for students' coding and spelling of names, including Surname and First names? Student names will appear on reports as received by ACER. If there is an error on the students' behalf, reports can be re-issued at a cost.
- Please sort the answer sheets in the order you would like the reports grouped, for example, if there were different tests used within a class level, please group by test first and then class; if there were different classes within year levels, group by class for each year level, and group year levels separately.
- Have you indicated which type of norms you would like? *Most tests have been normed towards the end of the academic year. Please indicate (if you have not on order form) if you have tested your candidates at the beginning of a school year and wish to have your students normed against previous year level.*

### 4 Return of materials

- Have you sorted the answer sheets in a manner you would like them to be scored i.e. by test booklet, class, year level?
- Have you completed the correct Order Form (year or class level)?
- Does the Order Form indicate which test booklet(s) was/(were) used?
- Are the scoring instructions on the Order Form completed (if applicable)?

For enquiries, please email Test Scoring and Analysis at [tsa@acer.org](mailto:tsa@acer.org)  
ACER Test Scoring and Analysis welcomes phone enquiries at 03 9277 5559

### Useful numbers to call

Costing and processing of reports  
03 9277 5559  
[tsa@acer.org](mailto:tsa@acer.org)