

an even
start

National Tuition Program

**Pre- and Post-tuition
Assessment Tools**

RED, YELLOW, GREEN and BLUE

**GENERAL TUTOR GUIDE TO
USING THE ASSESSMENTS**

1 General information

Introduction

To support the delivery of high quality tuition under *An Even Start - National Tuition Program*, the Australian Council for Educational Research has been commissioned to develop Assessment Tools for students who were measured as below the Year 3, 5, 7 and 9 national benchmarks in Reading, Writing and Numeracy.

The *Pre-tuition Assessment* is to be conducted by the tutor in the first tuition session, to diagnose the student's capability and learning needs and to inform the development of the individual learning plan of each student. It will also provide base line data for program evaluation.

The *Post-tuition Assessment* will be conducted by the tutor in the final tuition session and will measure the gain in the student's Reading, Writing or Numeracy capability. It will contribute to quantitative national data which will form part of the overall program evaluation strategy.

The Assessment Tool software provides the Assessments and supporting documents for students reported below the Year 3, 5, 7 and 9 national benchmarks in Reading, Writing and Numeracy. It also includes the *Components of Reading Investigation Assessment (CoRI)* to provide specific insight into the areas of difficulty experienced by those students reported below the Year 3 national benchmark for Reading.

Materials are also available to tutors through the National Tuition Management System (NTMS) available at www.anevenstart.dest.gov.au/ntms.htm.

2 Which level of Assessment to use

The tutor should select the appropriate assessment for each student. The tutor instructions for administering the *Reading, Writing, CoRI* and *Numeracy Assessment Tools* are slightly different, therefore tutors must familiarise themselves with the specific *Tutor Instructions* for each assessment.

Assessment level	Designed for students who performed
<i>RED</i>	below Year 3 benchmark
<i>CoRI</i>	below Year 3 national Reading benchmark
<i>YELLOW</i>	below Year 5 benchmark
<i>GREEN</i>	below Year 7 benchmark
<i>BLUE</i>	below Year 9 benchmark

Note: Tutors MUST also administer the *CoRI* to students who performed below the Year 3 benchmark for Reading in addition to the *RED Reading Assessment*. A separate Guide for administering the *CoRI* has been developed. Like the *Writing Assessments*, the *CoRI* is a paper-based Assessment.

Results of all Assessments must be entered into the NTMS at www.anevenstart.dest.gov.au/ntms.htm, as this marks the commencement and completion of tuition and enables payments to tutors.

For the *Pre-tuition Assessment*, if it becomes evident that the Assessment is too difficult for the student, to avoid undermining the student's confidence, the tutor may stop the Assessment being as unobtrusive as possible and begin the student on a lower level Assessment where available.

For the *Post-tuition Assessment*, the student should attempt all questions.

It is important that sufficient time is allowed for all questions to be attempted. The Assessment should be completed in a single session. If necessary, the student can take a break during the Assessment as long as the computer remains running. It is not possible to save partially completed Assessments. If the student is unable to complete the Assessment in a single session the Assessment can be printed and completed manually.

3 Administering the Assessment

The *Reading* and *Numeracy Assessments* are designed to be completed by the student on a computer. The *Writing Assessments (ICW)* and the *Components of Reading Investigation (CoRI)* are designed to be administered on paper. Scores for these are then entered into the Assessment Tool software which generates a report.

Each Assessment is to be administered one-to-one. The Assessment is designed to be highly diagnostic to enable the tutor to gauge the learning needs of each student.

The Assessments are designed to be administered on-screen, although they can be printed and completed on paper. There is a strong visual appeal in the on-screen, colour version and feedback indicates students are more engaged by the on-screen version.

On-screen is also more convenient because:

- multiple choice responses can be entered and saved into the system at the time of testing and are automatically scored; and
- on-screen marking of students constructed responses are automatically incorporated into the various reporting formats.

Detailed information about using the Assessment Tool software is available in the system *User Guide*.

On-paper administration requires hand-entering of multiple-choice responses and student constructed response scores after testing.

4 After the Assessment

4.1 Hand scoring and entering the data

Whilst multiple choice questions are automatically marked by the Assessment Tool software when the Assessment is completed on-screen, tutor judgement is required for some questions.

When questions require tutor judgement, marking is completed through the marking screen. The tutor will be prompted to move through items that requiring marking. Once you have completed marking the items a detailed diagnostic report on the student's performance will be generated.

If the Assessment has been completed on paper, it is necessary to enter the multiple-choice responses **and** the student constructed responses into the software.

The student report is then generated with links to *Tutor Resources*. The report includes the student's scores that **MUST** be entered into the *An Even Start* National Tuition Management System (NTMS). The NTMS can be accessed at www.anevenstart.dest.gov.au/ntms.htm.

For the *Writing Assessments* the NTMS will automatically calculate the total *Pre-tuition Assessment* score based on the score you have entered for each writing strand.

The entry of student *Pre-tuition Assessment* scores will trigger commencement of tuition through the NTMS and will enable your employer to begin making claims for payments.

4.2 Designing the Tuition Program

The diagnostic report generated by the software will indicate which questions the student did not answer correctly on the *Pre-tuition Assessment*. Your notes will have provided you with additional information and possible misconceptions even though the student obtained the correct answer, for example, by guessing.

Identify the problematic questions and determine a priority based upon your knowledge of the student's needs. Start with the easiest concepts first and try to ensure success and build confidence.

Each session should revise concepts covered in the previous two or three sessions.

Print out the related *Tutor Resources* for each group of questions. Read them in advance of the tutorial. Visit recommended websites and gather required materials. The easiest way to visit websites is to view the *Tutor Resources* page on-screen while you are connected to the internet, then double-click (or right click on) the link. To utilise some of the interactive online learning activities and games that have been recommended, it will be necessary to have the internet connected when you work with your student.

The *Tutor Resources* pages also refer to sample resources that tutors may find useful in designing a tuition plan for each student.

Additional resources to assist with the development of individualised tuition plans for each student are available through the NTMS. These resources will be added to progressively in 2008 at www.anevenstart.dest.gov.au/.

5 Post-tuition Assessment

The *Post-tuition Assessments* are to be administered in the same manner as the *Pre-tuition Assessments*. Once you have completed marking the Assessment and entered the student scores in the Assessment Tool software system a further report will be generated.

All student scores for both *Pre- and Post-tuition Assessments* MUST be entered into the National Tuition Management System (NTMS). The NTMS can be accessed at www.anevenstart.dest.gov.au/ntms.htm. The entry of student post-tuition assessment scores will trigger completion of tuition through the NTMS system.

Once you have entered the *Post-tuition Assessment* score into the NTMS, a common scale score will automatically be generated in the NTMS. The difference between the *Pre- and Post-tuition Assessment* scores is the student's improvement.

For the *Writing Assessments* the NTMS will automatically calculate the total *Post-tuition Assessment* score based on the scores you have entered for each writing strand.