End User Guide

Downloading ACER Results



Logging In

Location: https://oars.acer.edu.au

Find My School

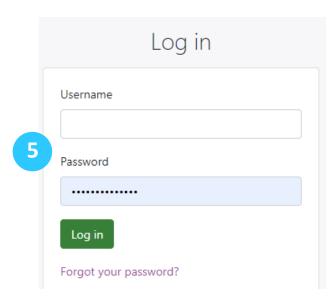
Find my school

Home



School name West Moreton Enter at least 5 letters of your School's official name City/Suburb/Locality State Queensland V Australia

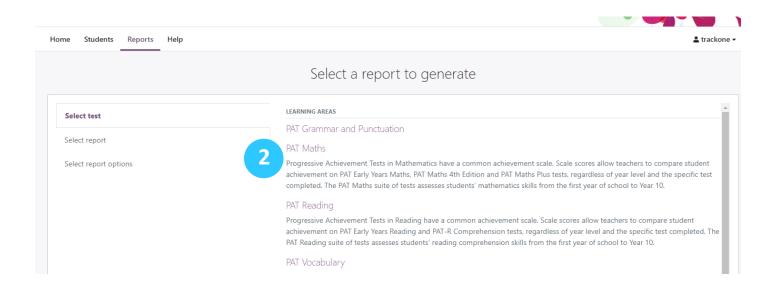
- 1. Access the OARS website via the link: https://oars.acer.edu.au/.
- 2. Enter your School name (or part) and state.
- 3. Press the 'Find my school' button.
- 4. Click on the school link provided.
- 5. Enter your username and password and then click 'Log in'.



Choosing the Test

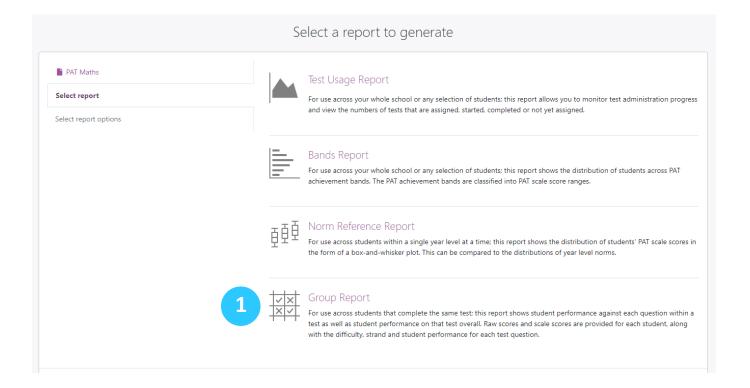


1. The page above will load. Click 'REPORTS'.

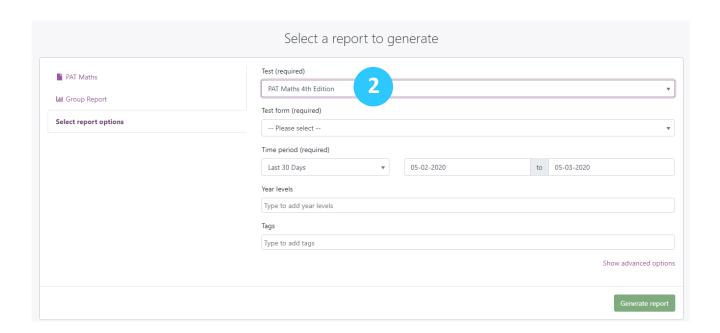


2. Select the test. This example will use 'PAT Maths'.

Choosing the Report

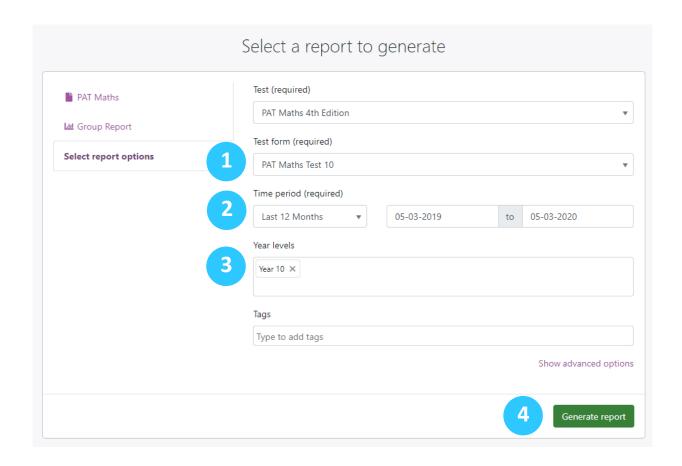


1. There are several report options to choose from. Select the 'Group Report'.



2. Select the 'Test' (eg. PAT Maths 4th Edition.

Choosing the Test, Time Period and Year Level



1. Select the 'Test Form'. This is the test number (e.g. Test 10).

Note: in some instances, not all students within a cohort will have sat the same test. For instance, most Year 10 students may have sat 'Test 10', however some may have sat 'Test 9'. It is important to check whether this was the case, as it will have implications when uploading to the Analytics Suite. Please contact TrackOne Studio for assistance if this is the case for your school.

2. Select the 'Time Period'.

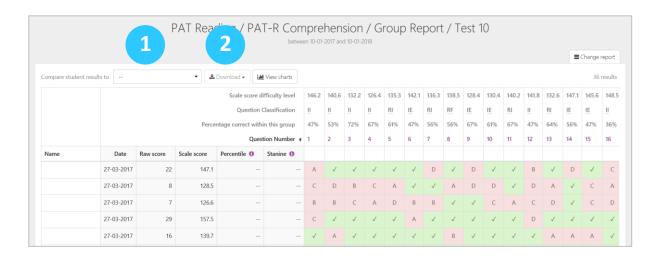
Note: the user may select one of the periods provided (e.g. the last 30 days) or they may select 'Custom'. They can then enter the specific dates using the drop-downs on the right (e.g. from 01/01/20 to 31/12/20).

3. Select the 'Year Level' who sat this test (e.g. Year 10).

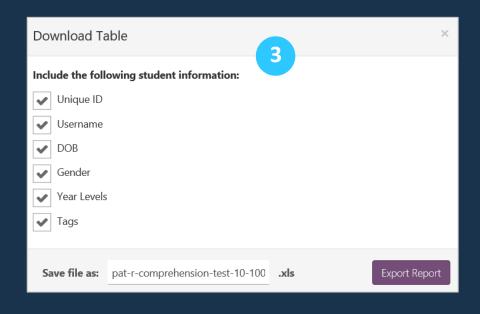
As above, if multiple year levels sat the same test, please contact TrackOne Studio for assistance before uploading.

4. The 'Tags' field may be ignored. Finish by clicking 'Generate Report'.

Downloading the Spreadsheet



- 1. Open the 'Compare student results to...' drop-down and select the normative reference year. Here, the user is selecting which year level the students should be compared to when generating the national stanines and percentiles.
- 2. Click 'Download' and select 'Table (excel file)'.
- 3. The following pop-up will appear. Click 'Export Report'.



4. Once the download is complete, the following pop-up will appear. Click 'Download File'.



Add Two Additional Columns to the Spreadsheet

																	Question Classification Key		
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		RI	Retrieving	directly stated
147	142	146	148	143	146	150	148	136	144	142	153	142	150	143	149		RF	Reflecting on texts	
Ш	Ш	IE	IE	Ш	RI	IE	IE	RI	IE	Ш	Ш	RF	Ш	IE	IE		IE	Interpretin	g explicit infor
31	39	44	31	36	31	11	31	39	58	47	33	61	53	50	36		П	Interpreting by making in	
																	PR	Pre-reading skills	
																	CL	Cloze item	s
С	Α	D	D	Α	Α	D	D	В	В	В	Α	Α	Α	В	В	Score	Scale	Stanine	Percentile
✓	✓	✓	✓	С	✓	С	✓	✓	✓	✓	В	✓	С	С	✓	22	147.1	6	74
В	В	Α	С	✓	В	В	В	Α	С	С	✓	✓	✓	С	С	8	128.5	3	12
В	С	✓	Α	С	В	В	В	D	Α	С	D	✓	✓	С	✓	7	126.	2	9
В	✓	✓	✓	✓	С	✓	✓	✓	✓	✓	В	✓	✓	✓	✓	29	157.	8	94
Α	С	✓	С	D	✓	С	✓	D	С	✓	D	В	В	D	D	16	139.7	5	47
✓	✓	Α	✓	✓	С	С	В	✓	✓	✓	✓	✓	✓	С	✓	28	155.7	8	92
Α	В	С	✓	D	С	В	Α	Α	✓	С	D	D	С	✓	Α	10	131.7	3	20

- 1. The spreadsheet will open in excel. Before saving it, scroll to the far right-hand side where the raw score, scale score, stanine and percentiles are located.
- 2. On the end of the spreadsheet, add two additional columns as shown:
 - Test Number (then enter the test number); and
 - Normative Reference Year (then enter the year that was used above).

													Que	stion Classi	fication Key		
25	26	27	28	29	30	31	32	33	34	35	36		RI	Retrieving directly stated			
143	146	150	148	136	144	142	153	142	150	143	149		RF	Reflecting on texts			
Ш	RI	ΙE	IE	RI	ΙE	П	П	RF	П	IE	IE		IE	Interpretir	Interpreting explicit infor		
36	31	11	31	39	58	47	33	61	53	50	36		H	Interpreting by making in		ı	
													PR	Pre-reading skills			
													CL	Cloze items			
Α	Α	D	D	В	В	В	Α	Α	Α	В	В	Score	Scale	Stanine	Percentile	Test Number	Normative Reference Year
С	✓	С	✓	✓	✓	✓	В	>	С	С	✓	22	147.1	6	74	10	10
✓	В	В	В	Α	С	С	✓	✓	✓	С	С	8	128.5	3	12	10	10
С	В	В	В	D	Α	С	D	✓	✓	С	✓	7	126.6	2	9	10	10
✓	С	✓	✓	✓	✓	✓	В	✓	✓	✓	✓	29	157.5	8	94	1	10
D	✓	С	✓	D	С	✓	D	В	В	D	D	16	139.7	5	47	1	10
✓	С	С	В	✓	✓	✓	✓	✓	✓	С	✓	28	155.7	8	92	10	10
D	С	В	Α	Α	✓	С	D	D	С	✓	Α	10	131.7	3	20	10	10
С	В	Α	С	С	D	Α	D	NA	NA	NA	NA	9	130.1	3	16	10	10
✓	✓	Α	Α	Α	Α	Α	✓	✓	✓	Α	Α	10	131.7	3	20	10	10
В	✓	В	✓	D	✓	Α	D	С	В	✓	D	21	145.9	6	70	10	10
✓	В	Α	В	Α	C	C	<	С	<	С	✓	11	133.2	4	24	10	10
С	С	С	✓	✓	✓	✓	✓	✓	✓	✓	✓	27	154.1	8	90	10	10

These two columns assist the school in keeping track of which students sat which test and which normative reference year was used. This is particularly useful in cohorts where not all students sat the same test.

Once complete, save the spreadsheet as a CSV file. It may now be uploaded to the Analytics Suite.