End User Guide

Downloading ACER Results

TrackOne
S T U D I O

Find My School

Home

School name

2 | West Moreton

Enter at least 5 letters of your School's official name

City/Suburb/Locality

State

Queensland ▾

Country

Australia ▾

Find my school 3

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'.

Log in

Username

5

Password

••••••••••••

Log in

Forgot your password?

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

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

Choosing the Report

Select a report to generate

PAT Maths

Select report

Select report options

Test Usage Report
For use across your whole school or any selection of students; this report allows you to monitor test administration progress and view the numbers of tests that are assigned, started, completed or not yet assigned.

Bands Report
For use across your whole school or any selection of students; this report shows the distribution of students across PAT achievement bands. The PAT achievement bands are classified into PAT scale score ranges.

Norm Reference Report
For use across students within a single year level at a time; this report shows the distribution of students' PAT scale scores in the form of a box-and-whisker plot. This can be compared to the distributions of year level norms.

(1)

Group Report
For use across students that complete the same test; this report shows student performance against each question within a test as well as student performance on that test overall. Raw scores and scale scores are provided for each student, along with the difficulty, strand and student performance for each test question.

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

Select a report to generate

PAT Maths

Group Report

Select report options

Test (required)

PAT Maths 4th Edition   **(2)**

Test form (required)

-- Please select --

Time period (required)

Last 30 Days   05-02-2020   to   05-03-2020

Year levels

Type to add year levels

Tags

Type to add tags

Show advanced options

Generate report

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

Choosing the Test, Time Period and Year Level

Select a report to generate

PAT Maths

Group Report

Select report options

Test (required)

PAT Maths 4th Edition ▼

Test form (required)

1 PAT Maths Test 10 ▼

Time period (required)

2 Last 12 Months ▼   05-03-2019   to   05-03-2020

Year levels

3 Year 10 ✕

Tags

Type to add tags

Show advanced options

4 Generate report

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

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
147	142	146	148	143	146	150	148	136	144	142	153	142	150	143	149
II	II	IE	IE	II	RI	IE	IE	RI	IE	II	II	RF	II	IE	IE
31	39	44	31	36	31	11	31	39	58	47	33	61	53	50	36

Question Classification Key

RI	Retrieving directly stated
RF	Reflecting on texts
IE	Interpreting explicit infor
II	Interpreting by making in
PR	Pre-reading skills
CL	Cloze items

C	A	D	D	A	A	D	D	B	B	B	A	A	A	B	B	Score	Scale	Stanine	Percentile
✓	✓	✓	✓	C	✓	C	✓	✓	✓	✓	B	✓	C	C	✓	22	147.1	6	74
B	B	A	C	✓	B	B	B	A	C	C	✓	✓	✓	C	C	8	128.5	3	12
B	C	✓	A	C	B	B	B	D	A	C	D	✓	✓	C	✓	7	126.	2	9
B	✓	✓	✓	✓	C	✓	✓	✓	✓	✓	B	✓	✓	✓	✓	29	157.	8	94
A	C	✓	C	D	✓	C	✓	D	C	✓	D	B	B	D	D	16	139.7	5	47
✓	✓	A	✓	✓	C	C	B	✓	✓	✓	✓	✓	✓	C	✓	28	155.7	8	92
A	B	C	✓	D	C	B	A	A	✓	C	D	D	C	✓	A	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).

25	26	27	28	29	30	31	32	33	34	35	36
143	146	150	148	136	144	142	153	142	150	143	149
II	RI	IE	IE	RI	IE	II	II	RF	II	IE	IE
36	31	11	31	39	58	47	33	61	53	50	36

Question Classification Key

RI	Retrieving directly stated
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CL	Cloze items

A	A	D	D	B	B	B	A	A	A	B	B	Score	Scale	Stanine	Percentile	Test Number	Normative Reference Year
C	✓	C	✓	✓	✓	✓	B	✓	C	C	✓	22	147.1	6	74	10	10
✓	B	B	B	A	C	C	✓	✓	✓	C	C	8	128.5	3	12	10	10
C	B	B	B	D	A	C	✓	✓	✓	C	✓	7	126.6	2	9	10	10
✓	C	✓	✓	✓	✓	✓	B	✓	✓	✓	✓	29	157.5	8	94	1	10
D	✓	C	✓	D	C	✓	D	B	B	D	D	16	139.7	5	47	1	10
✓	C	C	B	✓	✓	✓	✓	✓	✓	C	✓	28	155.7	8	92	10	10
D	C	B	A	A	✓	C	D	D	C	✓	A	10	131.7	3	20	10	10
C	B	A	C	C	D	A	D	NA	NA	NA	NA	9	130.1	3	16	10	10
✓	✓	A	A	A	A	A	✓	✓	✓	A	A	10	131.7	3	20	10	10
B	✓	B	✓	D	✓	A	D	C	B	✓	D	21	145.9	6	70	10	10
✓	B	A	B	A	C	C	✓	C	✓	C	✓	11	133.2	4	24	10	10
C	C	C	✓	✓	✓	✓	✓	✓	✓	✓	✓	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.