## Teaching staff instructions for creating an assessment

TKK will create separate programme groups for all level programmes that require Literacy and Numeracy assessment

Each Programme Group contains the following information

- Semester/Academic Year (e.g.1192, 1194, 1196)
- PeopleSoft Prospectus Code (e.g., NZ1882, NZ3669)
- PeopleSoft Programme Code (e.g. NZCE2, NZCME)
- Programme Level (e.g. L1, L2, L3)
  *A Programme Group Code Example: 1192 NZXXXX NZCAE L3*

You will find the following Programme Codes on the Assessment Tool that are associated with relevant programmes.

| Programme Code | Programme name | Group name in L&N tool |
|---|---|---|
| BBS | Bachelor of Business | 1192 CA2109 BBS L7 |
| BIC | Bachelor of Communication | 1192 CA2171 BIC L7 |
| CPGFT | Certificate in Plumbing and Gasfitting | 1192 CA2373 CPGFT L4 |
| CUP | Certificate in University Preparation | 1192 CA2392 CUP L4 |
| DITS | Diploma in Information Technology Support | 1192 CA2371 DITS L6 |
| GDBUS | Graduate Diploma in Business | 1192 CA2383 GDBUS L7 |
| NCAM4 | National Certificate in Motor Industry (Automotive Electrical Engineering) | 1192 NC1422 NCAM4 L4 |
| NCEA3 | New Zealand Certificate in English Language (Applied) (Level 3) | 1192 NZ3667 NCEA3 |
| NCEE3 | National Certificate in Electrical Engineering (Level 3) | 1192 NC5502 NCEE3 |
| NCEEE | National Certificate in Electrical Engineering (Electrician) | 1192 NC5502 NCEEE |
| NZCEE | New Zealand Certificate in Electrical Engineering (Level 3) | 1192 NZ2387 NZCEE |
| NZCAC | New Zealand Certificate in Animal Care | 1192 NZ2487 NZCAC |
| NZCAE | New Zealand Certificate in Automotive Engineering | 1192 NZ3097 NZCAE L3 |
| NZCAM | New Zealand Certificate in Animal Management | 1192 NZ2489 NZCAM |
| NZCAT | New Zealand Certificate in Animal Technology | 1192 NZ2490 NZCAT |
| NZCC | New Zealand Certificate in Carpentry | 1192 NZ2738 NZCC |
| NZCCM | New Zealand Certificate in Construction Related Trades (Main Contract | 1192 NZ2382 NZCCM |

| | | |
|---|---|---|
| | Supervision) | |
| NZCCT | New Zealand Certificate in Construction Trade Skills | 1192 NZ2834 NZCCT |
| NZCE2 | New Zealand Certificate in English Language (Level 2) | 1192 NZ1881 NZCE2 |
| NZCE3 | New Zealand Certificate in English Language (General) (Level 3) | 1192 NZ1882 NZCE3 |
| NZCE4 | New Zealand Certificate in English Language (Academic) (Level 4) | 1192 NZ1883 NZCE4 |
| NZCE5 | New Zealand Certificate in English Language (Level 5) | 1192 NZ1884 NZCE5 |
| NZCLD | New Zealand Certificate in Horticulture Services | 1192 NZ2674 NZCLD |
| NZCME | New Zealand Certificate in Mechanical Engineering | 1192 NZ2715 NZCME |
| NZCP4 | New Zealand Certificate in Plumbing | 1192 NZ2663 NZCP4 |
| NZCR | New Zealand Certificate in Retail | 1192 NZ2235 NZCR |
| NZCSC | New Zealand Certificate in Study and Career Preparation | 1192 NZ2863 NZCSC |
| NZCSL | New Zealand Certificate in Skills for Living and Working | 1192 NZ2853 NZCSL |
| NZDB | NZ Diploma in Business | 1192 NC5121 NZDB |
| NZDB5 | New Zealand Diploma in Business (Level 5) | 1192 NZ2459 NZDB5 |
| NZDVN | New Zealand Diploma in Veterinary Nursing | 1192 NZ2491 NZDVN |
| NZCPG | New Zealand Certificate in Plumbing Gasfitting and Drainlaying | 1192 NZ2660 NZCPG L3 |

1. Send an email to TKK via tkk@unitec.ac.nz and provide the names of the Lecturers/Assessors (Educators) who require access to the group. TKK will assign them to each group. Also identify a lecturer (Educator) who will be assigned as the Group Owner. The owner can then assign more lecturers (Educators) to the relevant Group.

2. Login to **https://assess.literacyandnumeracyforadults.com/Login.aspx**

3. Create an Assessment
   Create a literacy or numeracy assessment
   Use the following naming convention to create assessments within the relevant Group (as per above):
   *SemesterCode,AssessmentType,UniqueIdentifier/Number,Pre or Post*

   *In the above:*
   - *"R" for Reading, "N" for Numeracy, "W" for Writing, "V" for Vocabulary and "L" for Listening*
   - *"Pre" is an assessment at the beginning of the semester and "Post" is at the end of the semester*

Note: When creating an assessment, you may use *UniqueIdentifier* as the **course code** (**XYZ 123**) or assign a group code as **G1** or you may assign your own unique name but it should not be more than **8 alphanumeric** characters.

*Nb: ensure you use commas between each code. Do not use spaces.*

***i.e.*** **1192,R,XYZ123,Pre** *or* **1192,W,G1,Post** *or* **1192,N,FndMaths,Post**

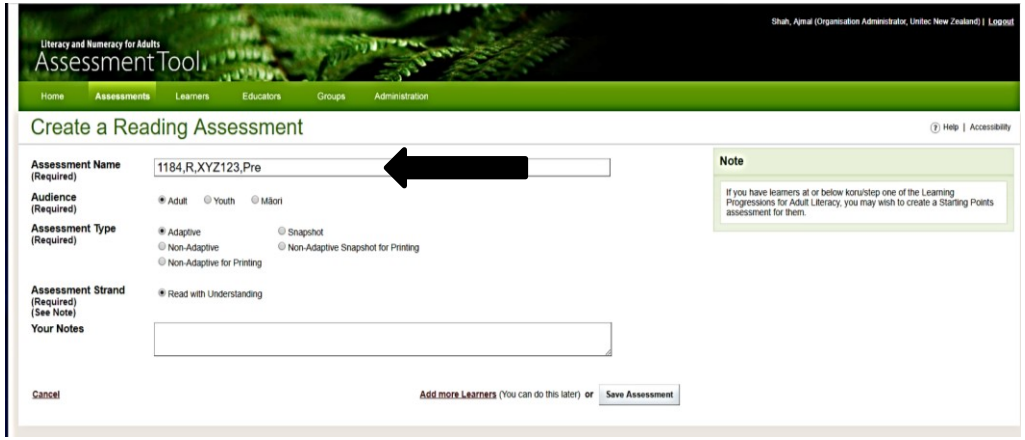


Figure 1: Creating an A Reading Assessment

4. Assessment Audience

   Select between Adult (Age 26 and older), Youth (Age 15-25), Te Ata Hāpara (Maori), and Starting Points. The Youth or adult options are designed by age but can be used by all ages.

5. Assessment Type

   Select assessment type. Select **Adaptive or Non-Adaptive** or **Snapshot** (dependent on Funding). Refer to Figure 2.

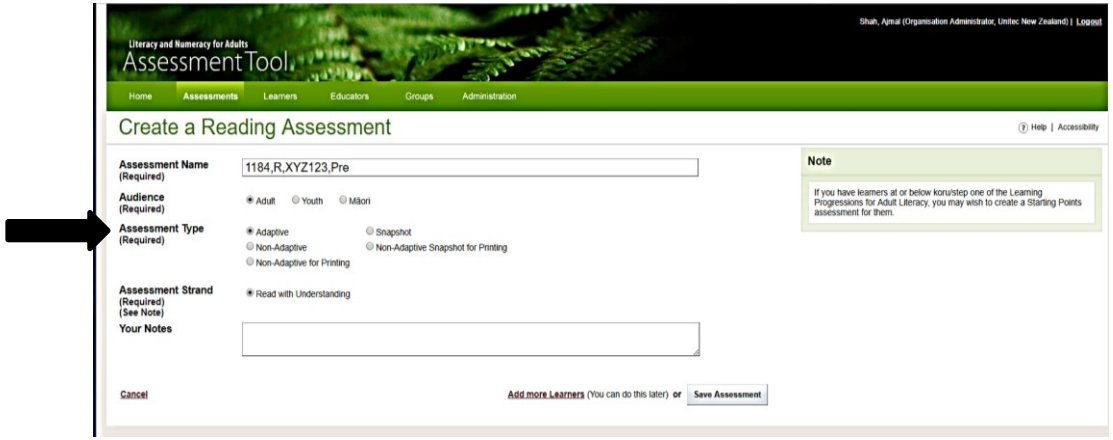


Figure 2: Selecting Assessment Type

6. Add Learners to assessments
   a. Find your Programme Group. You may recheck through the assigned Code as provided in the table.
   b. Select and assign students to the Group and then ‘Save Assessment’. Refer to Figure 3.

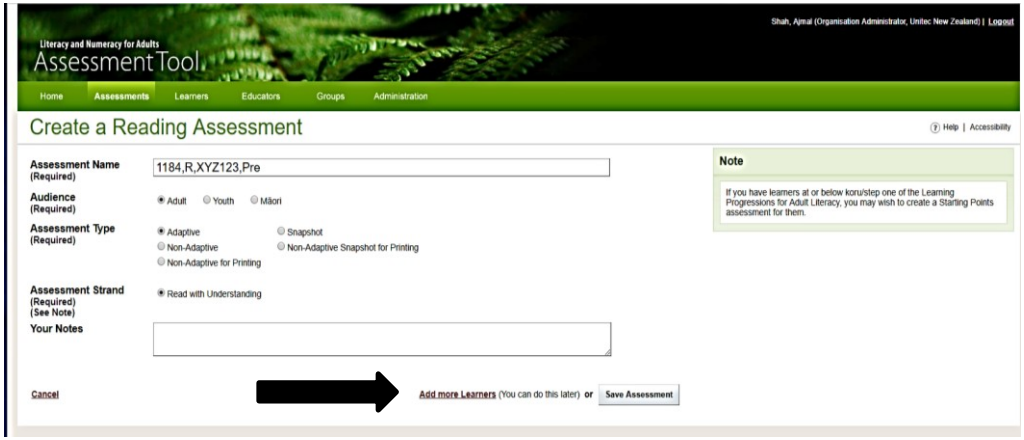


Figure 3: Adding Learners

7. Add lecturers (Educators)
   a. There will be one lecturer (Educator) assigned to each group who has been identified as and assigned as the Group Owner. The Group Owner may add more lectures (Educators) to any specific group as shown in Figure 4. Alternatively to add more Educators, you may send an email with subject “Add Educator” on tkk@unitec.ac.nz

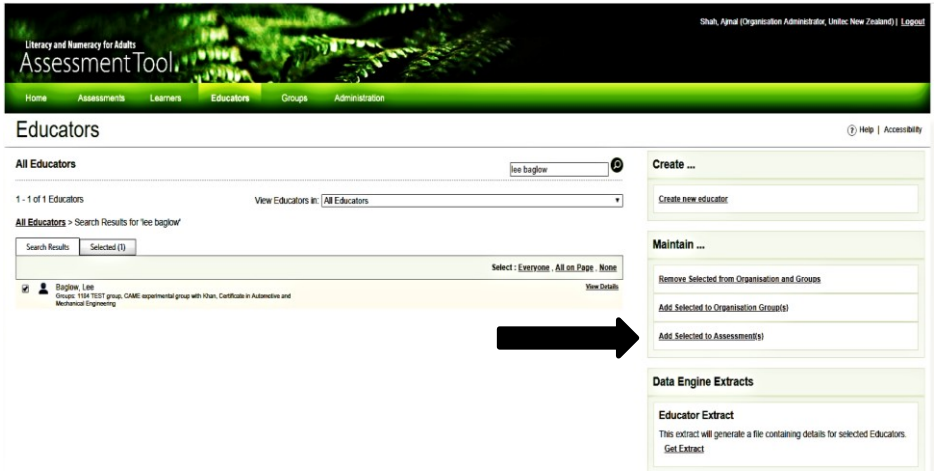


Figure 4: Assigning Educators

8. Activate Assessment
   a. In the “Assessment” tab, find heading: ‘Assessment Status.’
   b. Select ‘Activate’ as shown in Figure 5.
   c. Once you activate your assessment, it is ‘live’ and ready to be used by students and tutors.

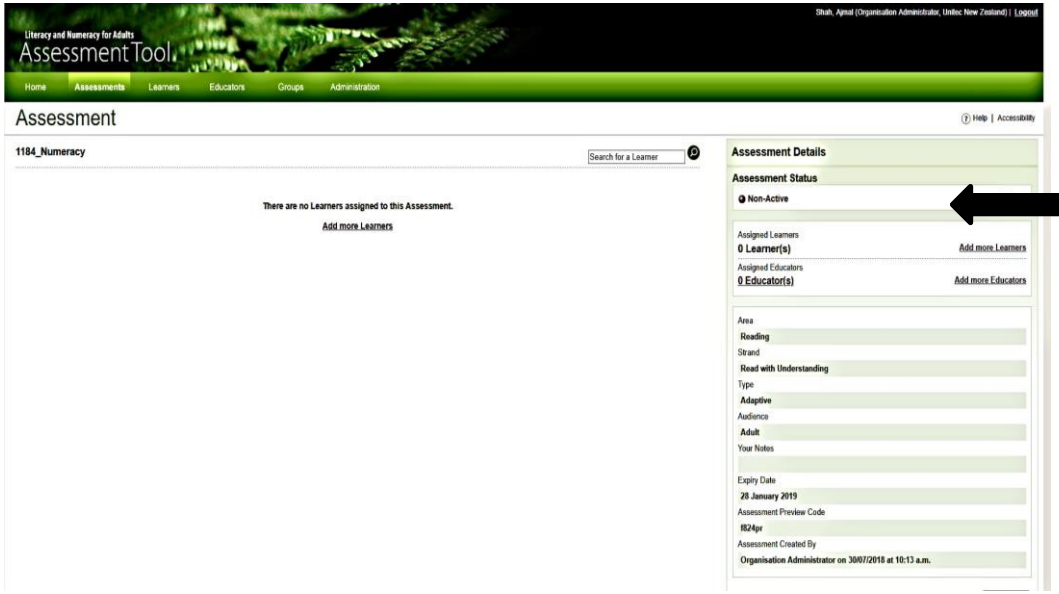


Figure 5: Activating Assessment

9. Print Assessment Codes
   a. Find the heading: ‘Print Assessment Codes’
   b. Select ‘Export as PDF’ as shown in Figure 6.
   c. ‘Open’ then ‘Save’ the Assessment Codes to your hard drive.
   d. Print or send by Email to the lecturers (Educators) administering the assessment.

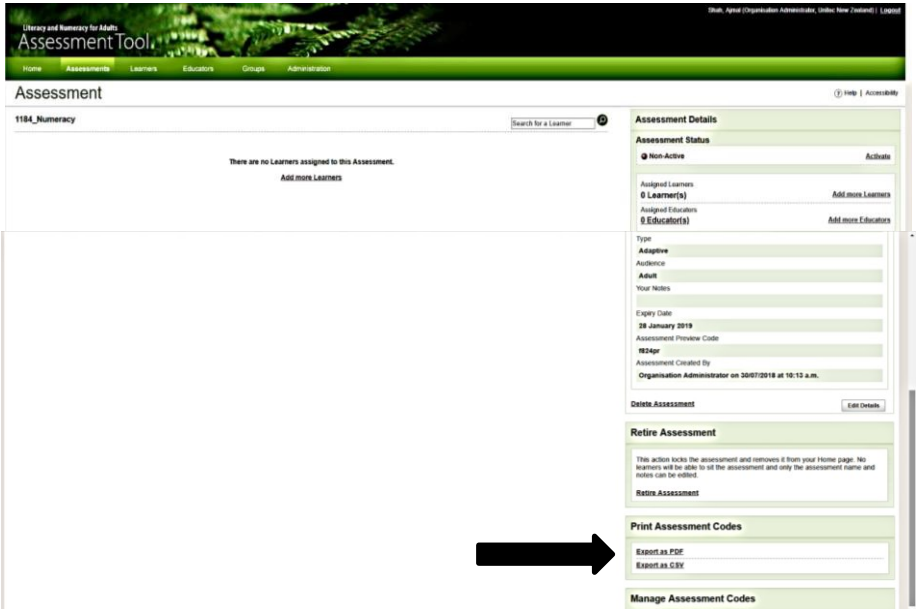


Figure 5: Printing Assessment Codes