

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 TTK via tkk@unitec.ac.nz and provide the names of the Lecturers/Assessors (Educators) who require access to the group. TTK 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

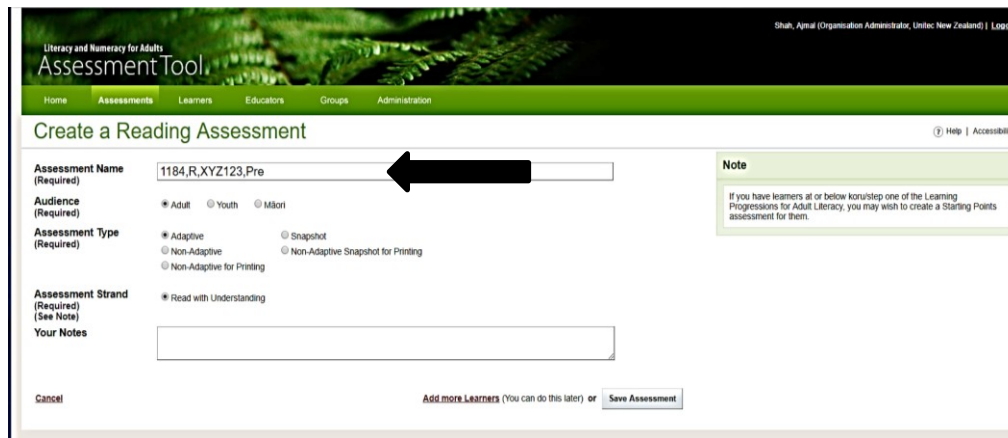
In the above:

- “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 *UniquelIdentifier* 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



The screenshot shows the 'Create a Reading Assessment' interface. The 'Assessment Name' field is highlighted with a black arrow and contains the text '1184,R,XYZ123,Pre'. The 'Audience' section has radio buttons for 'Adult', 'Youth', and 'Māori'. The 'Assessment Type' section has radio buttons for 'Adaptive', 'Non-Adaptive', 'Snapshot', and 'Non-Adaptive Snapshot for Printing'. The 'Assessment Strand' section has a radio button for 'Read with Understanding'. A 'Note' box on the right states: 'If you have learners at or below koru/step one of the Learning Progressions for Adult Literacy, you may wish to create a Starting Points assessment for them.' At the bottom, there are 'Cancel', 'Add more LEARNERS (You can do this later)', and 'Save Assessment' buttons.

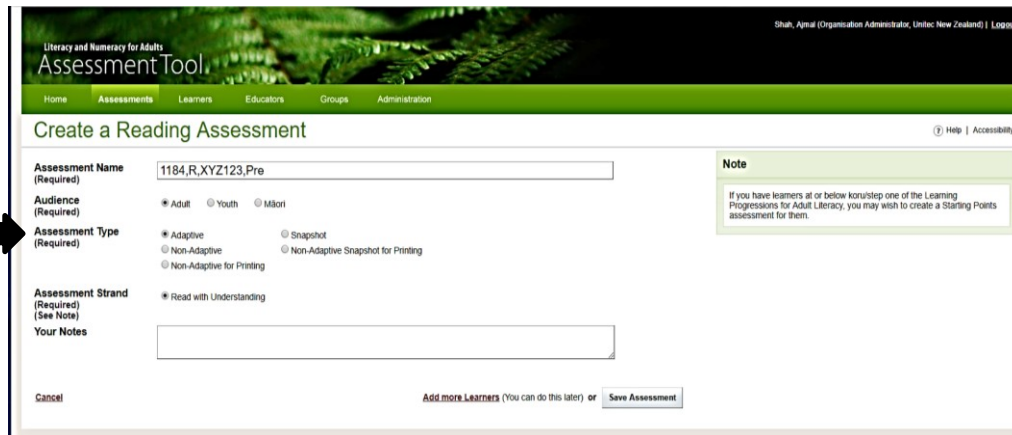
Figure 1: Creating an A Reading Assessment

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.



Literacy and Numeracy for Adults
AssessmentTool
 Home Assessments Learners Educators Groups Administration

Shah, Aymal (Organisation Administrator, Unitec New Zealand) | Logout

Help | Accessibility

Create a Reading Assessment

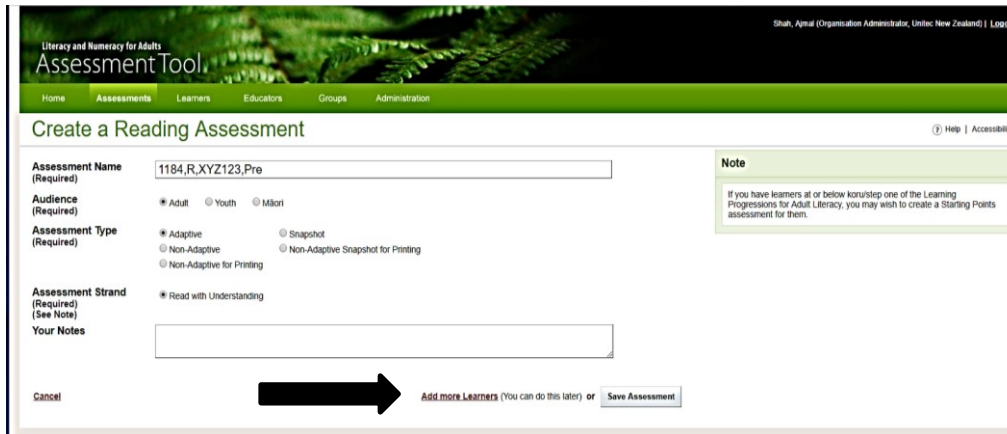
Assessment Name (Required) 1184_R_XYZ123.Pre
Audience (Required) * Adult ☐ Youth ☐ Māori ☐
Assessment Type (Required) * Adaptive ☐ Snapshot ☐
☐ Non-Adaptive ☐ Non-Adaptive Snapshot for Printing
☐ Non-Adaptive for Printing
Assessment Strand (Required) (See Note) * Read with Understanding
Your Notes

 Cancel Add more Learners (You can do this later) or Save Assessment

Note
 If you have learners at or below koru/step one of the Learning Progressions for Adult Literacy, you may wish to create a Starting Points assessment for them.

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.



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Create a Reading Assessment

Assessment Name (Required) 1184_R_XYZ123.Pre
Audience (Required) * Adult ☐ Youth ☐ Māori ☐
Assessment Type (Required) * Adaptive ☐ Snapshot ☐
☐ Non-Adaptive ☐ Non-Adaptive Snapshot for Printing
☐ Non-Adaptive for Printing
Assessment Strand (Required) (See Note) * Read with Understanding
Your Notes

 Cancel Add more Learners (You can do this later) or Save Assessment

Note
 If you have learners at or below koru/step one of the Learning Progressions for Adult Literacy, you may wish to create a Starting Points assessment for them.

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

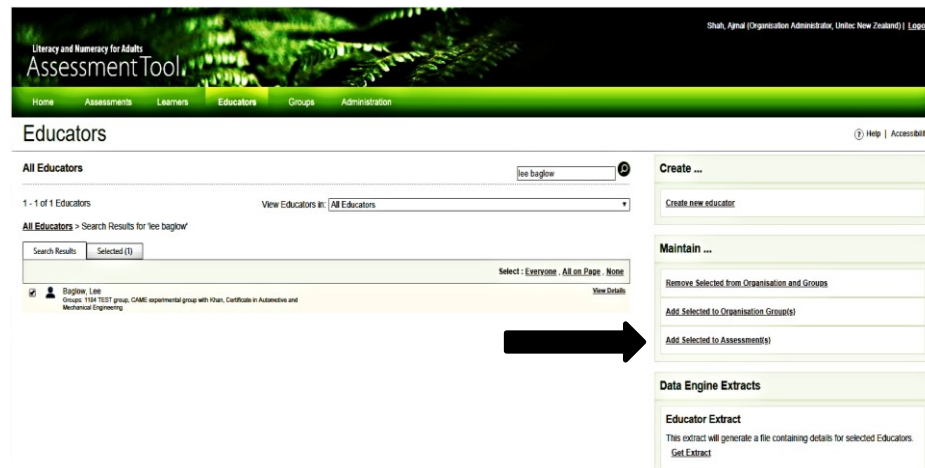


Figure 4: Assigning Educators

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.

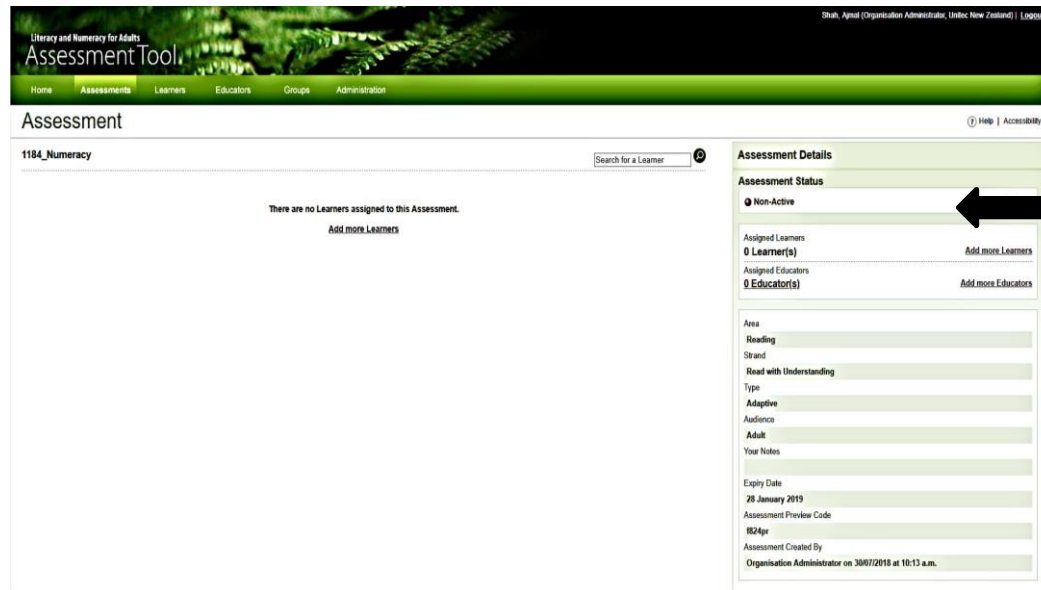


Figure 5: Activating Assessment

9. Print Assessment Codes

- Find the heading: 'Print Assessment Codes'
- Select 'Export as PDF' as shown in Figure 6.
- 'Open' then 'Save' the Assessment Codes to your hard drive.
- Print or send by Email to the lecturers (Educators) administering the assessment.

Library and Numeracy for Adults
Assessment Tool

Home Assessments Learners Educators Groups Administration

Assessment

1184_Numeracy

Search for a Learner

There are no Learners assigned to this Assessment.
Add more LEARNERS

Assessment Details

Assessment Status
Non-Active Activate

Assigned Learners
0 Learner(s) Add more Learners

Assigned Educators
9 Educator(s) Add more Educators

Type
Adaptive

Audience
Adult

Your Notes

Expiry Date
28 January 2019

Assessment Preview Code
18249r

Assessment Created By
Organisation Administrator on 20/07/2018 at 10:12 a.m.

Delete Assessment Edit Details

Retire Assessment

This action locks the assessment and removes it from your Home page. No learners will be able to sit the assessment and only the assessment name and notes can be edited.

Retire Assessment

Print Assessment Codes

Export as PDF

Export as CSV

Manage Assessment Codes

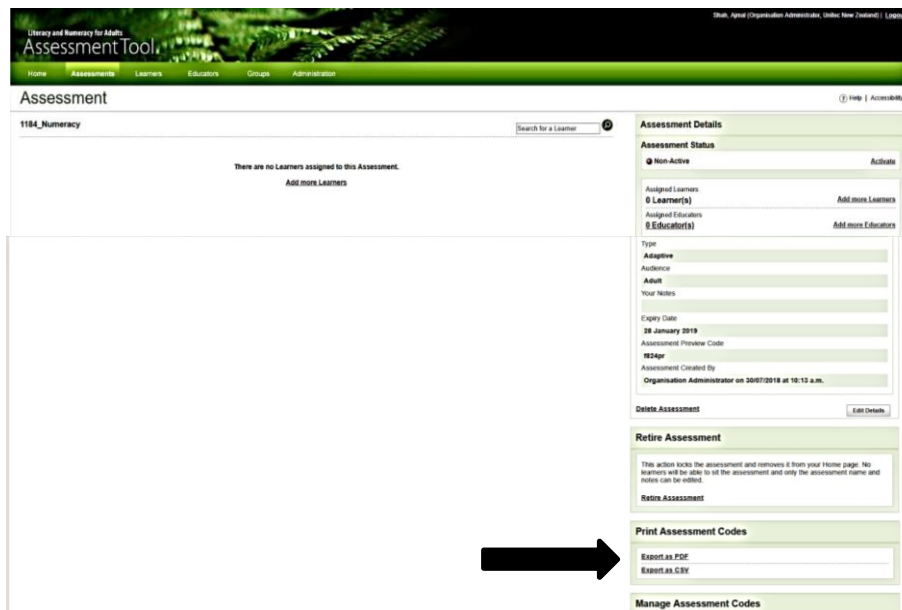


Figure 5: Printing Assessment Codes