

Administering the Literacy and Numeracy for Adults Assessment Tool

This guide will walk you through key set up steps to effectively test your learners' Numeracy skills.

1. Getting started

To access the Assessment Tool your organisation will need to:

- Decide upon an Organisation Administrator and key contact (the roles are described in the next section)
- Complete and send the LNAAT Assessment Tool Acceptable Use Agreement form (if not already signed by your organisation)
- Apply to the Ministry of Education for an Education Sector Logon (ESL) role as the Organisation Administrator of the Assessment Tool. (Note: It may be useful for your organisation to have two or more people with this role.)
- In addition, your organisation will need to apply to the Ministry for ESL Educator role/s for each staff member that will be using the Assessment Tool to assess Learners.

The Organisation set up and ESL application forms are available for download at

<https://assessforadults.nzcer.org.nz/a/solutions/articles/4000214857?portalId=74434>

2. Roles

There are 3 roles that use the Assessment Tool: Organisation Administrator, Educator, and Learner. Please note that Organisation Administrators and Educator users need the appropriate role assigned to their ESL user accounts.

The **Organisation Administrator** role:

Depending upon the type of organisation the Organisation Administrator may be a manager, an IT administrator, a department or faculty head or a tutor. Organisations can decide to have more than one person with the rights of an Organisation Administrator in the Assessment Tool.

Organisation Administrators are users of the system who have special privileges relating to reporting, viewing users and reports, and creating Organisational Groups. The Organisation Administrator controls the access privileges of Educators by creating Organisational Groups and assigning Educators and Learners to them.

The screenshot shows the user interface of the Assessment Tool. Several callouts highlight key features:

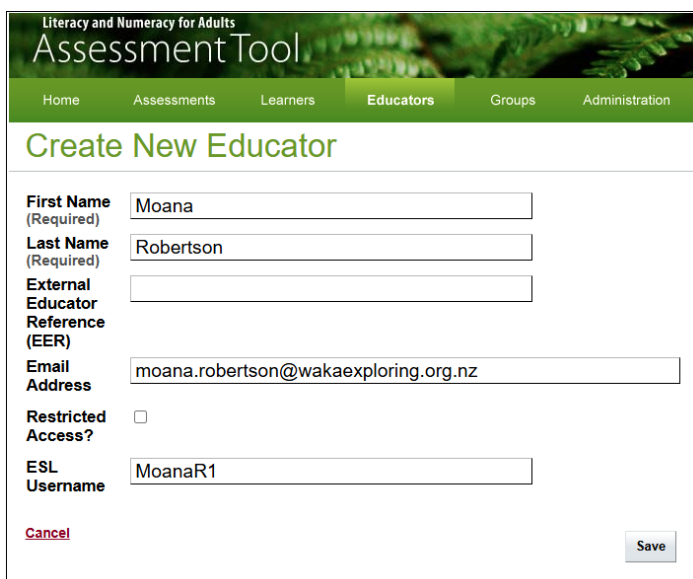
- Name of administrator & organisation:** Located at the top right of the page.
- Alerts and system level messages:** A notification box on the left side of the dashboard.
- Organisation statistics:** A section showing counts for Learners, Organisation Groups, and Educator Groups.
- Summary of assessments and their status:** A table listing current online assessments with columns for Assessment Name, Duration, Skills, Audience, and Assessment Status.
- Quick links to creating assessments:** A sidebar on the right with buttons for creating different types of assessments.
- Tabs to manage assessments, learners, educators & groups of learners:** A navigation bar at the top of the main content area.

Assessment Name	Duration	Skills	Audience	Assessment Status
Assessment number 1	1:00	Reading, Writing, Reading	adults	Waiting
Assessment number 2	8:00	Reading	adults	Adult
Assessment number 3	8:00	Numeracy	adults	Adult

Organisation Administrator key responsibilities:

- Adding Learners
Only Organisation Administrators can add Learners to the Assessment Tool. There are two ways to do this:
 - Upload from a CSV file using specific template. This is performed in the Administration tab.
 - Create the Learners from within the Tool manually (this is actioned in the Learner's tab).
- Creating Groups
Organisation Administrators are responsible for creating Groups of Learners within the Tool. Groups are essential for reporting and for allowing Educators to see only the Learners they are working with. There are two ways to do this:
 - Upload from a CSV file using specific template. This is performed in the Administration tab.
 - Create the Groups from within the Tool manually (this is actioned in the Groups tab).
- Creating Educator profiles
Creating Educator profiles is a key function of the Organisation Administrator within the Assessment Tool. Educators at your organisation will not be able to log into the Assessment Tool until their profile has been created. There are two ways to do this:
 - Upload from a CSV file using specific template. This is performed in the Administration tab.
 - Create Educator profiles from within the Tool manually (this is actioned in the Educator tab).

NOTE: If you do not know the new educator's ESL username, the system will generate an alphanumeric 'one-off' Educator Code. The Educator will then be required to enter this code the first time they attempt to log in to the Tool.



Literacy and Numeracy for Adults
Assessment Tool

Home Assessments Learners Educators Groups Administration

Create New Educator

First Name (Required)

Last Name (Required)

External Educator Reference (EER)

Email Address

Restricted Access?

ESL Username

[Cancel](#)

The **Educator** role:

The role of the Educator in the Tool is used to refer to any person involved in creating and setting assessments for the Learner. Depending upon the type of organisation the Educator may be a tutor, teacher lecturer, workplace trainer, assessor, or manager.

Educators are users of the system who set assessments for Learners. They can use the Grouping functions to group Learners together (in Educator Groups) for assigning or reporting on assessments and can view reports on individuals and Groups. Educators can only see Learners and

Learner information in the system if they have been given access to that Learner by the Organisation Administrator.

Educator key responsibilities:

- Create assessments, assign Learners to assessments, and share Learner codes
- View Learner reports
- Create and maintain their own Learner groups

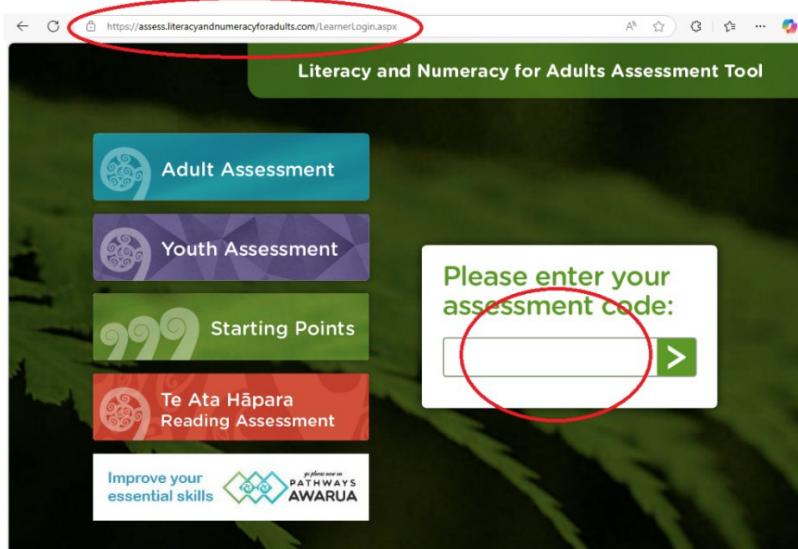
The **Learner** role:

Learners are users of the system who are being assessed. They have access to sit assessments and to view their assessment results.

3. Preparing Your Learners

Assessment Tool usage guidelines require that Learners know what is expected of them when sitting their assessment, and providers should discuss it with them. They should also be advised that their resulting report will be available to them immediately upon completion.

Learners should also be reassured about the confidentiality of individual assessment reports and be advised who will have access to this information. The assessment login page to enter their code (<https://assess.literacyandnumeracyforadults.com/LearnerLogin.aspx>) is displayed below:



4. The Assessment Tool Tabs

The following screens are accessible to Organisation Administrators and/or Educators within the Assessment Tool.

The **Home** Tab allows you to view key information about the assessments that have been created and that are currently active.

The **Assessments** Tab shows all the assessments that you are authorised to view. Unlike the Home Tab, you can view assessments that are retired and filter assessments by date and other criteria.

The **Learners Tab** lists all the Learners you are authorised to view. Organisation Administrators can view all Learners whereas Educators can only view Learners they are connected to through Organisation Groups.

The **Educators Tab** lists all the Educator profiles created in the Assessment Tool. Only people with the Organisation Administrator role can view the Educators Tab. It is not visible when logged onto the Assessment Tool with another role.

The **Groups Tab** shows the groups you are authorised to view. Organisation Administrators can view all groups while Educators can only see groups they are assigned to. Groups allow for Learners to be grouped together to facilitate assigning them to assessments, and to allow for reporting on a group basis.

The **Administration Tab** serves only one function: the ability to upload a file of Learner data into the Assessment Tool. Only people with the Organisation Administrator role can view the Administration Tab. It is not visible when logged onto the Assessment Tool with another role.

5. Creating Assessments

Assessments are created in the Assessments tab by clicking the Create a Numeracy Assessment link and completing the template.

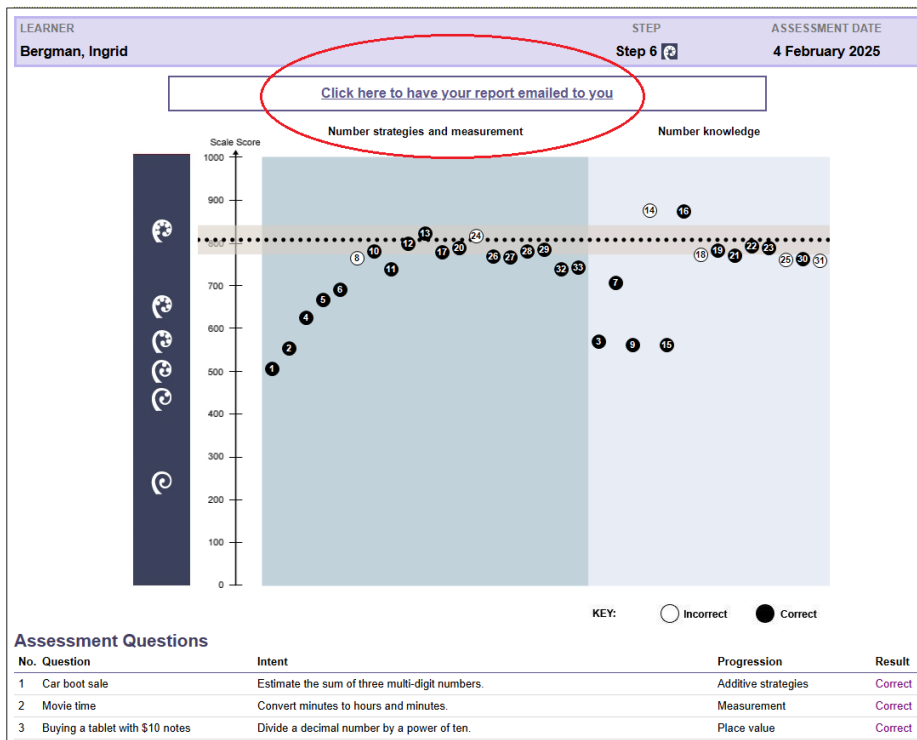
The screenshot shows the 'Create a Numeracy Assessment' form. The 'Assessments' tab is highlighted in the top navigation bar. The form includes the following fields and options:

- Assessment Name (Required):** A text input field.
- Audience (Required):** Radio buttons for 'Adult' and 'Youth' (selected).
- Assessment Type (Required):** Radio buttons for 'Adaptive' (selected) and 'Snapshot'.
- Assessment Strand (Required) (See Note):** Radio buttons for 'Number Knowledge', 'Number Strategies and Measurement', and 'General Numeracy' (selected).
- Your Notes:** A text area for additional information.

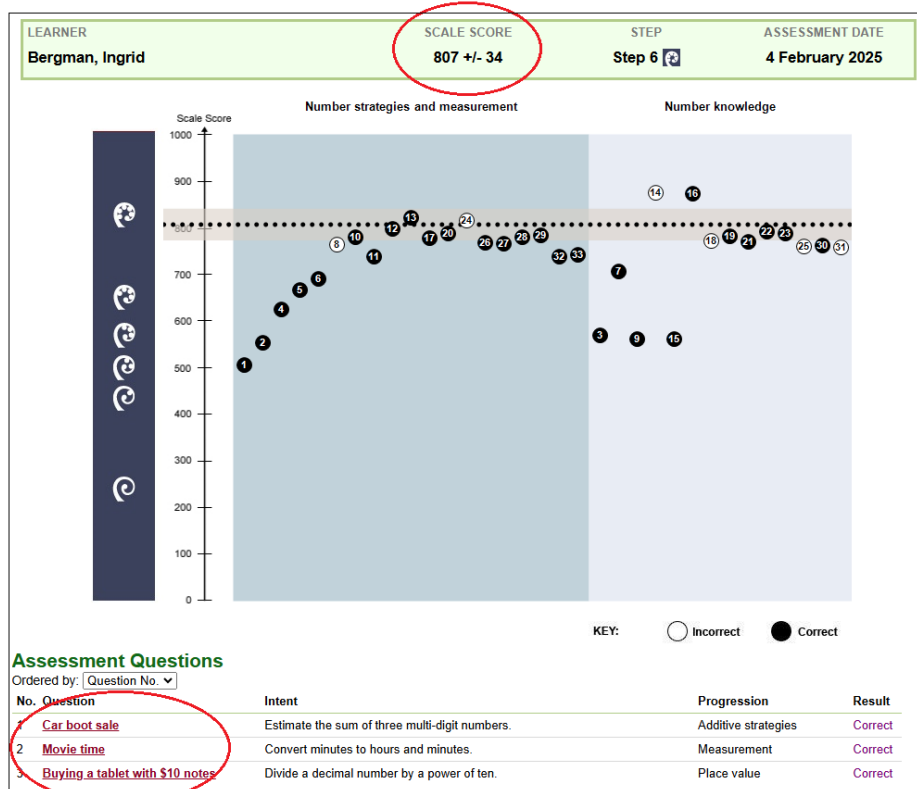
At the bottom of the form, there are three options: a [Cancel](#) link, a [Add more Learners](#) link (with the text '(You can do this later) or' following it), and a **Save Assessment** button.

6. Reporting

Individual Learner reports are immediately available to the Learner upon completion of their assessment. Note that students can email their report to themselves, but they cannot view their scale score:



Educators can access the report from within the relevant assessment in the Assessments tab by clicking the View Details link of each Learner. The primary differences are the inclusion of the scale score and margin of error, and questions are hyperlinked to display item level data:



Need More Help?

The Adults Assessment Tool Service Desk is your first point of contact for any queries relating to access or use of the Literacy and Numeracy for Adults Assessment Tool.

The Organisation set up and ESL application forms are available for download at <https://assessforadults.nzcer.org.nz/a/solutions/articles/4000214857?portalId=74434>

From within the Tool, comprehensive online help is also available and can be accessed by clicking on the 'Help' link near the top right of each screen.

- A request for support about using the Tool can be logged with the Service Desk **from within** the Assessment Tool by clicking the 'Help' link and selecting the 'log a Support Call' option.
- The Assessment Tool Service Desk is available to assist with queries relating to the Tool; Monday to Friday between 8:00am to 4:00pm.

Email: assessforadults@nzcer.org.nz

Tel: (04) 381 4576
