

# Pre-Assessment Instructions for Literacy and Numeracy

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**Introduction** For end of year assessments, our supervisors read out pre-assessment instructions.

If you'd like to simulate an end of year assessment, read out these instructions.

These are only a guide, and can be adapted to suit your school's assessment plan.

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**Duration of assessment** The Literacy and Numeracy assessments are designed to be delivered in 60 minutes, but students can take the whole school day to complete if required.

Ensure you are clear about the timings you have agreed in your school, and that you have a plan for students who may take longer to complete.

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**Supervisor:  
Read these  
instructions  
to the  
students**

- Listen carefully and follow all instructions.
  - Ensure you are logged in and waiting at the access code screen.
  - The assessment is **[x]** minutes in duration. No one can leave the room without permission. The official time is taken from [clock].
  - Watches and mobile phones can only be in the room inside your bag and must be turned off.
  - Power banks must be kept in your bag. If you need to use your power bank, raise your hand.
  - Do not access internet resources, except the assessment. Navigating away from the assessment screen will trigger the breach software, and your supervisor will need to unlock your assessment.
  - Do not have any unauthorised material such as notes, correcting fluid, or books with you or in any pocket.
  - If you require blank note paper, please ask and it will be provided for you.
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**Supervisor:  
Read these  
instructions  
for  
Numeracy  
(32406)  
and Literacy  
Writing  
(32405)  
only**

- If you are using the text to speech software (Polly), you will need to use headphones.
- Polly is off by default.
- You will need to turn Polly on using the Polly icon in the top right-hand corner of Assessment Master.
- When Polly is on, when you highlight text, the play bar will display.

Click on play to listen to the text read aloud and use the action functions to pause and stop.

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**Supervisor:  
Read the  
Access  
Code**

When students are about to start the assessment:

- Read out the access code and write the code on the board, in large clear digits.
  - Remind the students if they have any problems, to put up their hand.
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