

Assessment checklists

The following checklists are designed to cover the key points to enable staff members to run a personalised assessment for learners.

Staff checklist

Staff must check that the following actions are completed **before** the assessment takes place:

Actions for staff members – before an assessment	✓
1. Assessments have been scheduled for groups or classes by 7 p.m. the day before the assessments are due to take place (if necessary, assessments for additional individual learners can be scheduled on the same day they are to be taken).	
2. Learners have completed a familiarisation assessment beforehand to view the question types. Learners can access the familiarisation assessments by logging into Hwb, accessing the 'Personalised assessments' link and selecting 'Familiarisation assessments'.	
3. It is important that learners understand the key features of personalised assessments. Learners need to understand that they can't go back once they have answered a question and that the difficulty of the questions (and texts for the Reading Personalised Assessments) will vary depending on their responses. If learners are getting 'hard' questions, it means that they are doing well (and being challenged).	
4. Computers and devices have a reliable internet connection.	
5. The classroom is set up to allow learners to work on devices independently.	
6. If laptops or tablets are being used, they are charged and ready to use for an assessment.	
7. Assessments are released via the personalised assessments website before learners log in. Assessments cannot be accessed until they are released. Learners should be in a supervised environment when the assessments are released.	
8. Learners have their Hwb log-in credentials ready and are given assistance to log in where required.	
9. Learners have paper and a pen/pencil available for any rough working out/notes.	
10. For the Numeracy (Procedural) Personalised Assessments, calculators and other tools must not be used.	
11. For Numeracy (Reasoning) Personalised Assessments, learners must have headphones and a calculator. (Years 2 and 3 only need access to a calculator if they normally use one in class.) For Numeracy (Reasoning), learners can also have access to other tools including manipulatives if they are deemed appropriate by the teacher.	
12. You have considered another activity for learners who finish ahead of others.	


Staff must check the following actions are completed during a personalised assessment.

Actions for staff members – during an assessment	✓
<p>1. Remind learners that they can take their time to answer and to check their answers, but they cannot go back once they have moved on to the next question. Remind them that if they get ‘hard’ questions it means they are doing well – if they can’t answer they should skip to the next question. Check that learners are progressing through questions and moving on if they don’t know the answer.</p>	
<p>2. For all assessments, make sure that learners have the translate function on their web browser deactivated. Use of this feature for translation between Welsh and English can interfere with the operation of the assessments and result in the web browser presenting inaccurate translations to learners. For Reading assessments, learners should only view the text and questions in the language of the assessment. In Numeracy assessments, learners can use the ‘globe’ icon to toggle between languages, should they wish.</p>	
<p>3. Check that learners are working honestly and independently.</p>	
<p>4. For the Numeracy (Procedural) Personalised Assessments, check that calculators and other tools are not being used (other than paper for working out).</p>	
<p>5. During the Numeracy (Procedural) and Numeracy (Reasoning) Personalised Assessments, if necessary, learners can be assisted with reading question content but not with working out or method.</p>	
<p>6. For the Reading Personalised Assessments, texts and questions must not be read out to learners. Please ensure that learners do not use the ‘read aloud’ features on their browser during this assessment.</p>	
<p>7. For the Numeracy (Reasoning) Personalised Assessments, check that learners have:</p> <ul style="list-style-type: none"> • headphones connected to their devices ready for the audio content and are able to adjust the volume on their device. • access to calculators (Years 2 and 3 only need access to a calculator if they normally use one in class), pencils and paper. Learners can also have access to other tools including manipulatives if they are deemed appropriate by the teacher. 	
<p>8. If there is an interruption or learners require a break, assessments can be paused and resumed. Remind learners that the system automatically saves answers once they are submitted, and they will not lose answers if there is an interruption and they have to log back in.</p>	
<p>9. The assessment must be completed on the same day as it started. An uncompleted assessment must be cancelled, or it will automatically be submitted at 5p.m. on the day it was scheduled.</p>	
<p>10. An assessment can be cancelled if necessary, and it can be rescheduled for a different day.</p>	

Learner checklist

Staff members should ensure that learners take familiarisation assessments **before** the live assessment to ensure that learners are aware of the key features beforehand. It is also recommended that staff members run through the following checklist with learners:

Advice for staff to share with learners – before an assessment	✓
1. To begin, log in to Hwb and select 'Personalised assessments'.	
2. Make sure the translate function on your web browser is switched off. For Reading assessments you should only view the text and questions in the language on screen. In Numeracy assessments you can use the 'globe' at the bottom of the screen if you want to switch between languages.	
3. For all assessments, you should have a sheet of paper and a pen/pencil to do rough working out/make notes. If you don't, ask for some.	
4. For Numeracy (Reasoning), check you have a set of working headphones available and know how to adjust the volume on your device. Also for Numeracy (Reasoning), check that you have a calculator. In Year 2 and Year 3 you only need a calculator if you normally use one in class. You can use other tools if you normally use them in class.	
5. The assessment adapts to your answers. <ul style="list-style-type: none"> • If you get questions right, you get harder questions. • If you get questions wrong, you get easier questions. • This means that you will get some questions right and some questions wrong. • If you see a question that you don't understand or find really hard, don't worry. This means you are pushing yourself! Give it a try but don't spend too long on it. 	
6. You can't go back and look at the questions you have already finished or have skipped, so check your answer before you move on to the next question. There is no 'back' button in the assessment screens. Please do not select 'Back' in the browser. It does not let you look at your earlier questions, and you will have to log in to the assessment again.	
7. If you have a problem with the computer or device, you should raise your hand to tell a member of staff.	
8. You may need to scroll down on some questions to see the full question (or text for the Reading Personalised Assessments) or to view the answer box.	
9. The length of the assessment will be different for every learner, and you should work at your own pace. The number of questions will also vary. Don't worry. The assessment will stop when the system has enough information.	
10. For the Numeracy (Procedural) Personalised Assessments: <ul style="list-style-type: none"> • If you want to see the question in the other language (English/Welsh), you should select the 'globe' icon at the bottom of the screen. Then use the 'X' in the top-right corner of the pop-up window to close and 	

<p>return to the question.</p> <ul style="list-style-type: none"> • If you need help reading a question, raise your hand and ask a member of staff. They can read the question but can't help with the working out. • The Numeracy (Procedural) Personalised Assessments generally last between 20 and 40 minutes. If you finish before other learners in the classroom, please do not disturb them. 	
<p>11. For the Numerical (Reasoning) Personalised Assessment</p> <ul style="list-style-type: none"> • If you want to see the question in the other language (English/Welsh), you should select the 'globe' icon at the bottom of the screen. Then use the 'X' in the top-right corner of the pop-up window to close and return to the question. • Some questions will say they have a hint available. If you don't know the answer, put in your best guess to see the hint, as it might help you to work the right answer out. • If you need help reading a question, raise your hand and ask a member of staff. They can read the question but can't help with the working out. • When you see a play button  you will need to use your headphones to listen. You can listen as many times as you wish. • The Numeracy (Reasoning) Personalised Assessments generally last between 25 and 45 minutes. If you finish before other learners in the classroom, please do not disturb them. 	
<p>12. For the Reading Personalised Assessments:</p> <ul style="list-style-type: none"> • On each question screen there is a button that can be selected to open the reading text again. You can open and read the text as many times as you wish. • The exception is sentence completion questions, which have no text associated with them. These questions can appear at any point during an assessment and may appear after questions with a reading text. • As this is an assessment of your reading skills, you cannot be given any help reading the questions. • The Reading Personalised Assessments generally last between 25 and 45 minutes. If you finish before other learners in the classroom, please do not disturb them. 	