

VCAA Language Assessments

A range of assessments designed to support teachers implementing the Victorian Curriculum F-10 Languages.

The VCAA Language Assessments are delivered through the ACER online platform, called the Online Assessment and Reporting (OARS) platform. Once you have an online account, you are required to add students' details.

ADD STUDENTS

You can create a single student, OR create multiple students in bulk. There are video demonstrations and step-by-step instructions available under the **Help** page. To go to the **Help** page, log in to your school account and click **Help**.

ADD STUDENTS by Creating single student

1. Log in and go to the Students page.

VCAA Language Assessments Demo

Home **Students** Staff Reports Store Account Help

PAT Teaching Resources Centre

The PAT Teaching Resources Centre connects student assessment data with scaffolded teaching materials. [Learn more](#)

ACER Test Licence Expires 7 March 2020 [Renew licence](#)

PAT Maths 4th Edition [Test Usage Report](#)

Statistics for this school year	
Assigned tests	0
Started tests	0
Completed tests	0
Lapsed tests	9 Clean up

Account Administrators: For changes to access and general troubleshooting. Demo VCAA (Main)

Contact us: oarsupport@acer.org, 1300 232 123, User guide and assessment documentation

2. Select **+Add Students** on the right of the screen. Select **New student**.

VCAA Language Assessments Demo

Home **Students** Staff Reports Store Account Help

Tags Tests Manage Login details Generate Report

All enrolled students 0 students selected Select all 44 students

Name Year Level Tags Active Tests

Export **+Add students**

- New student
- Bulk import

3. A pop-up box will open. Fill out the fields as follows:

Given name:	The student's first name. Apostrophes, hyphens and spaces are allowed.
Family name:	The student's last name. Apostrophes, hyphens and spaces are allowed.
Middle name:	Student's middle names. Spaces are allowed. This field is optional and can be left blank.
Username	The unique name the student will use to log in to their testing page. Apostrophes and spaces are not allowed. Student ID numbers, email addresses or combinations of first and last names are most commonly used. Using the same protocol for all usernames is recommended.
Password	The student's password used to log in to their testing page. Passwords must be a minimum of 8 characters. All students or groups of students can be allocated the same password. Alternatively, click Generate Password and the system will allocate a randomised ten-character password for you.
Date of birth	Use the drop-down boxes to select the student's date of birth.
Gender	Select Male, Female or Gender X.
Tags	Click in the field and any tags created will appear in a drop-down box. You may select as many as you wish. You may wish not to select any tags.
Unique ID	You may enter another student identifier here, for example, a student number or database code. This field is optional and can be left blank.
Enrolled	Select the student's current enrolment status.
Year level	Select the student's current year level.
School year	Select the current school year.

4. Once all the details are completed, select **Create Student**. The pop-up box will close and the student will appear in the list on your page.

ADD STUDENTS by Creating students in bulk

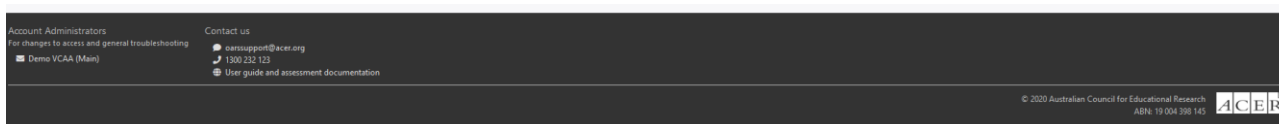
If you are adding a large number of students, you can add students into the system in bulk rather than one at a time. You can do this by yourself - exporting data from your school's enrolment database to fill in an Excel template we provide and then importing the students into the system. Alternatively, you can do this by contacting the OARS Team – they will help you add students.

5. Log in and go to the Students page.
6. Select **+Add Students** on the right of the screen. Select **Bulk Import**.
7. A pop-up box will open. Click on **template file** in step one to download the template.
8. Open the template file and save it to your computer.
9. Fill out the template file. Make sure you remove the two samples from the template file (rows 2 and 3). This template must be filled out exactly as it is set out for it to upload without error. To assist you, click on **Show Excel help** on your Import Students screen and follow the directions carefully.
10. Once all your information is entered, save the file and close it.
11. Go back to the Import Students pop-up box and click on **Select a File**. Use the browse option to locate the file where you saved it on your computer then press **Import Students**.
12. If the file has been filled out correctly, you will see it uploading. Then a green bar will appear reporting on how many students have been uploaded. Select **Refresh Page**, the screen will close and the students will appear in the list on your page.
13. If the file has not been filled out correctly, a red bar will appear in the pop-up box reporting there has been an error. It will provide a link to an Excel spreadsheet. Click on **Download Excel file** and open the file. In column J, the errors will be explained. Save this file and make the required changes. Delete column J and then go back to Step 6.

DO YOU NEED HELP?

9. If you have any questions or issues with adding students' details, contact the OARS Team.

The **Contact us** information is available at the bottom of your account.



You may also call us on 1300 006 577.

