



Validation of Assessment for Learning and Individual Development (VALID)

2024 Using the VALID School Test Administrator platform

VALID Science & Technology 6

VALID Science 8

VALID Science 10

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Missing Students

Email a list of missing students to valid.program@det.nsw.edu.au and include student:

- First name
- Middle name
- Last name
- Date of birth
- Gender
- (SRN – if you know it)

Contacts

VALID Support Telephone: 02 7814 3837

VALID Support Email: valid.program@det.nsw.edu.au

MS Teams: [VALID School Test Administration](#)

Website: <https://education.nsw.gov.au/teaching-and-learning/student-assessment/assessment-and-reporting>

VALID team:

Jennifer English, VALID Coordinator

Nes Atmali, Assessment & Development Advisor

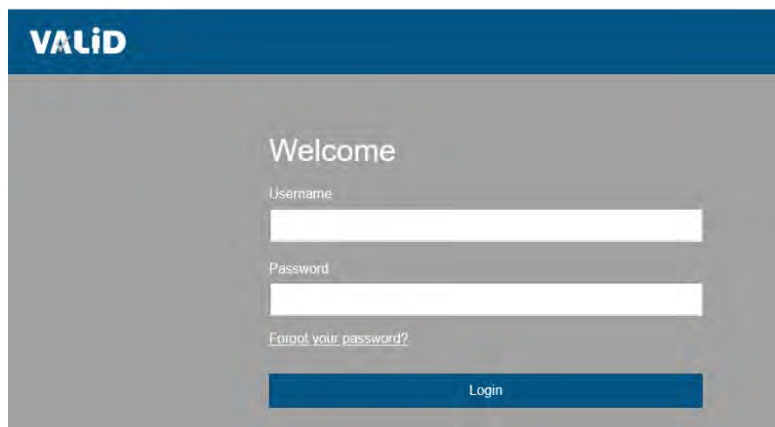
Charlene Pose, Assessment & Development Advisor

Aaron Prestridge, Assessment & Development Advisor

Logging on

STAs will receive an email containing their username and a link to create a password.

The [STA URL](https://sta.valid.nsw.edu.au) is <https://sta.valid.nsw.edu.au>



STA Dashboard

The test platform will open on the 'STA Dashboard'. Students will only be visible on this page once they are enrolled in a test.

This landing page shows the number of students enrolled, the number of students participating (not marked as exempt, withdrawn or no longer enrolled) and the progress of student attempts. Test Attempt Information for each student can be viewed.

Welcome VALID STA

Today 18/08/2023 only:

Students in Progress: 0

Overall:

Students in Progress: 0

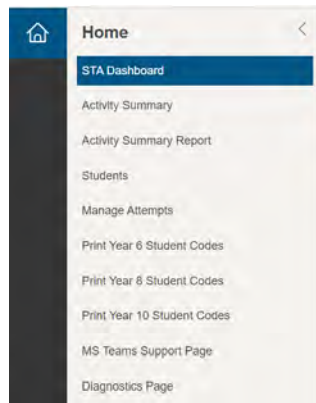
Assessment Events

Start - End Date	Days Left	Start Date and Time	Assessment Event	Students
18 Aug 2023 - 31 Aug 2023	13	Today at 00:00	VALID-SciTech-6	10

Students

Name	Assessment	Student Code	Status	Progress	Actions
Test Student Eight	2022 VALID SciTech 6	KW-WJ-HM-XP	Not started		Actions -
Test Student Five	2022 VALID SciTech 6	YD-SL-PX-WJ	Not started		Actions -
Test Student Four	2022 VALID SciTech 6	XS-KZ-FT-MJ	Not started		Actions -
Test Student Nine	2022 VALID SciTech 6	DD-SR-WF-GJ	Not started		Actions -

Selecting the Home icon  will reveal all of the menu tabs.



Task 1: Checking student lists

Select the 'Student' tab from the home menu.

Name	SRN	Username	Gender	Date of Birth	Year Level	Class	Created	Last Active
Test Student One	12345678	UN00189	M	08 Nov 2006	Data Capture 10, Data Capture 20, Event Testing		09 Aug 2022	21 Apr
Test Student Two	23456789	UN00181	F	26 Nov 2006	Data Capture 10, Data Capture 20, Event Testing		09 Aug 2022	07 Aug
Test Student Three	34567892	UN00182	M	10 Oct 2006	Data Capture 10, Data Capture 20, Event Testing		09 Aug 2022	04 Aug
Test Student Four	45678923	UN00183	F	19 Dec 2006	Data Capture 10, Data Capture 20, Event Testing		08 Aug 2022	07 Aug
Test Student Five	56789234	UN00184	M	06 May 2007	Data Capture 10, Data Capture 20, Event Testing		09 Aug 2022	04 Aug
Test Student Six	67892345	UN00185	F	13 Jan 2007	Data Capture 10, Data Capture 20, Event Testing		09 Aug 2022	04 Aug
Test Student Seven	78923456	UN00186	M	24 Oct 2006	Data Capture 10, Data Capture 20, Event Testing		20 Aug 2022	04 Aug
Test Student Eight	89234567	UN00187	F	11 Nov 2006	Data Capture 10, Data Capture 20, Event Testing		28 Aug 2022	07 Aug
Test Student Nine	92345678	UN00188	M	24 Feb 2007	Data Capture 10, Data Capture 20, Event Testing		26 Aug 2022	05 Aug
Test Student Ten	23456789	UN00189	F	19 May 2006	Data Capture 10, Data Capture 20, Event Testing		06 Aug 2022	04 Aug

This is a display page only.

Students can be sorted by clicking on any of the headings in the table. Sorting student by year level will be necessary if schools have more than one year group participating in VALID.

Individual student records can be accessed by clicking on the student name.

An Excel spreadsheet of the student list can be exported prior to students being enrolled in a test and passcodes being issued, using the 'Activity Summary Report' tab.

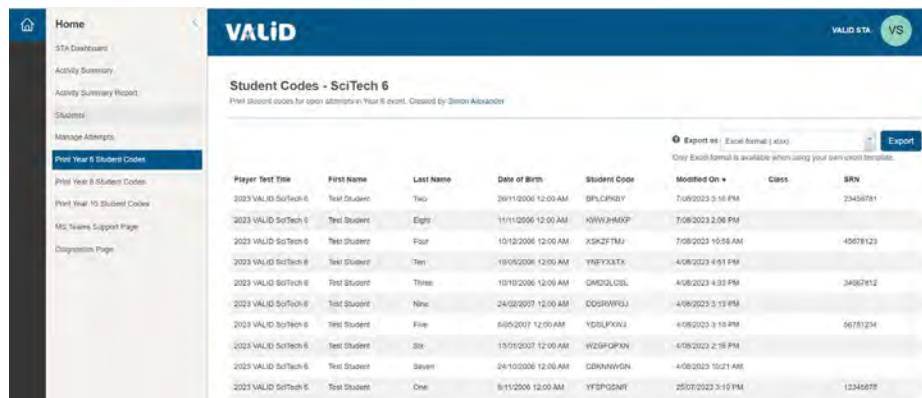
[Instructions for missing students can be found on page](#)

Last Name	F First Name	SRN	Student Code	Test Attempt Status	Date Attempted	Date Completed
Five	Test Student	56781234	QMBLCHR	Open		
Four	Test Student	45678123	MDGMSLD	Completed	11/08/2022 10:32:53 AM	11/08/2022 10:34:42 AM
One	Test Student	12345678	FPGEGHYW	Open	11/08/2022 10:36:41 AM	
Three	Test Student	34567812	MUVNGGU	Cancelled		
Two	Test Student	23456781	TJLGMBC	Open		

Task 2: Printing student codes

STAs will be notified via the MS Team and E=mail when students are enrolled in a test and passcodes are available.

Select the year group tab eg 'Print year 8 student codes'.

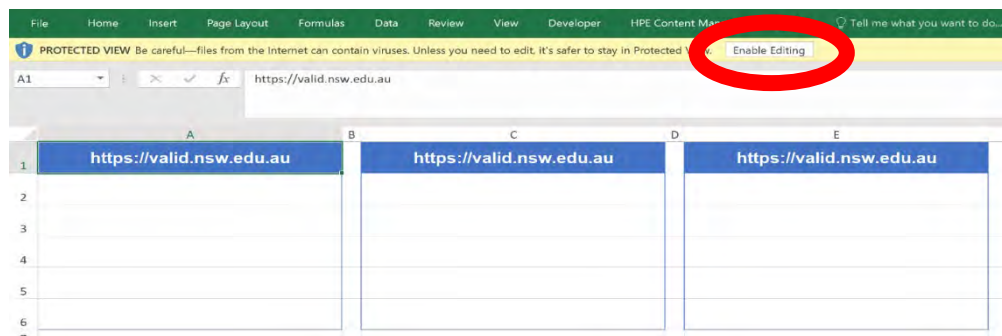


Click on the export button on the top right of the screen.

The export button will download an Excel spreadsheet with two tabs:

- RawData
- StudentCards

Note that to see data you must first click Enable Editing



The RawData worksheet can be used to sort the student code cards, as required.

Class details can be added to the RawData worksheet. This will allow you to sort by class codes. Class details will then be printed on the student code cards. You can also change student First and Last Name from their legal name to their preferred name in this spreadsheet. Although, the final individual student report from VALID will be created with the legal name.

1	First Name	Last Name	Date of Birth	Student Code	Modified On	Class
2	Test Student	Two	26/11/2006	BPLCPKBY	7/08/2023 3:16 PM	
3	Test Student	Eight	11/11/2006	KWWJHMXP	7/08/2023 2:06 PM	
4	Test Student	Four	10/12/2006	XSKZFTMJ	7/08/2023 10:58 AM	
5	Test Student	Ten	19/05/2006	YNFYXTX	4/08/2023 4:51 PM	
6	Test Student	Three	10/10/2006	QMDQLCSL	4/08/2023 4:33 PM	
7	Test Student	Nine	24/02/2007	DDSRWFGJ	4/08/2023 3:13 PM	
8	Test Student	Five	6/05/2007	YDSLXPWJ	4/08/2023 3:10 PM	
9	Test Student	Six	13/01/2007	WZGFQPXN	4/08/2023 2:16 PM	
10	Test Student	Seven	24/10/2006	CBKNNWGN	4/08/2023 10:21 AM	
11	Test Student	One	6/11/2006	YFSPGSNR	25/07/2023 3:10 PM	

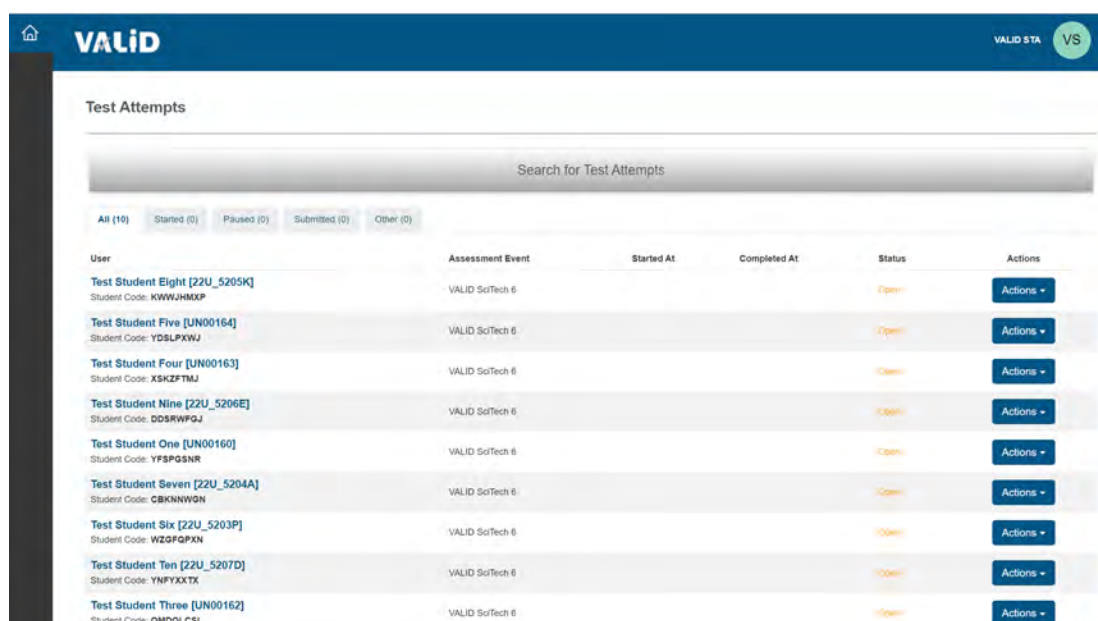
The student code cards are formatted to suit the majority of printers for A4 paper. If the cards do not fit on a page, printer settings will need to be adjusted.

Task 3: Manage Attempts

The 'Manage Attempts' page is where you can change the status of open tests.


STAs will need to indicate the following for students

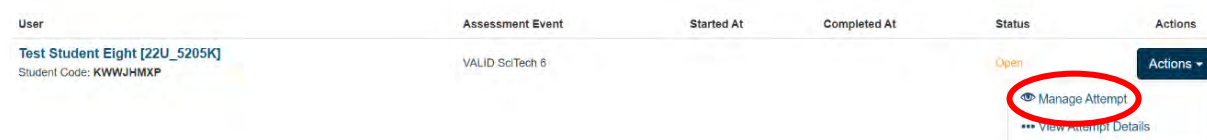
- No longer enrolled
- Refused to attempt
- Exempt
- Withdrawn
- Absent
- Special provisions
- Complete open tests



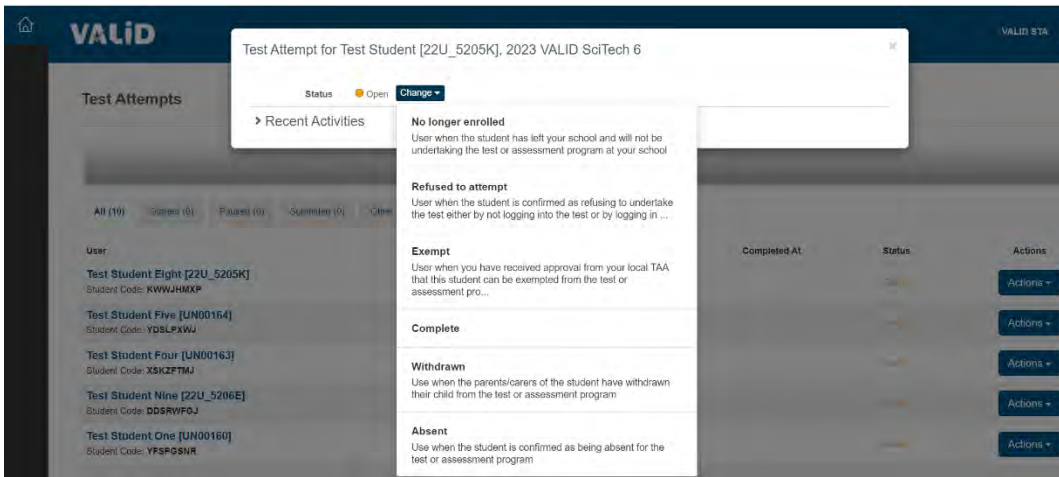
User	Assessment Event	Started At	Completed At	Status	Actions
Test Student Eight [22U_5205K] Student Code: KWWJHMXF	VALID SciTech 6			Open	Actions -
Test Student Five [UN00164] Student Code: YD8LPXWJ	VALID SciTech 6			Open	Actions -
Test Student Four [UN00163] Student Code: XSKZFTMJ	VALID SciTech 6			Open	Actions -
Test Student Nine [22U_5206E] Student Code: DDSRWFGJ	VALID SciTech 6			Open	Actions -
Test Student One [UN00160] Student Code: YFSPG5NR	VALID SciTech 6			Open	Actions -
Test Student Seven [22U_5204A] Student Code: CBKNNWGN	VALID SciTech 6			Open	Actions -
Test Student Six [22U_5203P] Student Code: WZGFGPKX	VALID SciTech 6			Open	Actions -
Test Student Ten [22U_5207D] Student Code: YNFYXXTX	VALID SciTech 6			Open	Actions -
Test Student Three [UN00162] Student Code: QMDQLCSL	VALID SciTech 6			Open	Actions -

No longer enrolled, refused to attempt, exempt, complete, withdrawn and absent

Clicking on the eye  is a quick way to change the status of a student by using the change drop down menu.



User	Assessment Event	Started At	Completed At	Status	Actions
Test Student Eight [22U_5205K] Student Code: KWWJHMXF	VALID SciTech 6			Open	Actions - Manage Attempt View Attempt Details



Special Provisions

Students who regularly access Special Provisions in the classroom are entitled to access them during the test.

Click onto the three dots (ellipsis).

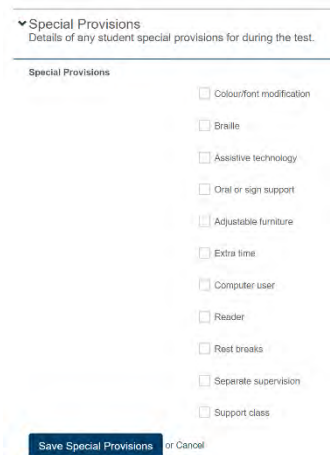


The Special Provisions menu is at the bottom of the page that opens. You may need to scroll.



The Special Provisions menu is at the bottom of the page that opens. You may need to scroll.

Click on the pen  icon, on the far right, to edit the Special Provisions menu.



Special Provisions
Details of any student special provisions for during the test.

Special Provisions

- Colour/font modification
- Braille
- Assistive technology
- Oral or sign support
- Adjustable furniture
- Extra time
- Computer user
- Reader
- Rest breaks
- Separate supervision
- Support class

Save Special Provisions or Cancel

Save Special Provisions

Select all special provisions that are appropriate, then click button.

Task 4: Activity Summary Report

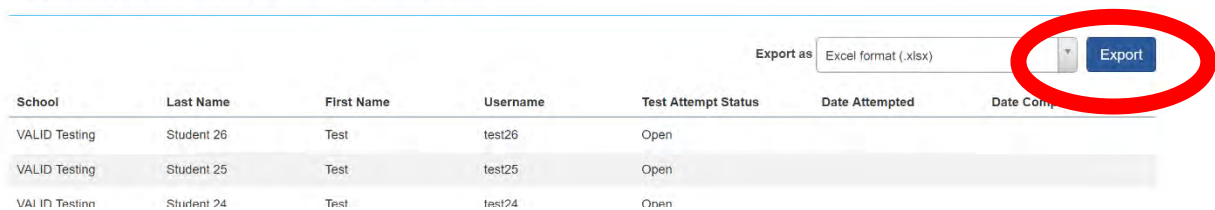
The Activity Summary Report is to be used to export a summary of your student's attempts and details at the end of the test, for your school records. This will assist in resolving missing report issues that may arise when the individual student reports are available to schools.

Click onto "Activity Summary Report tab"

Click onto the Export button to download a copy of your school's activity summary.

Activity Summary Report

Displays test attempt status for students at your school Created by Simon Alexander



Export as Excel format (.xlsx) **Export**

School	Last Name	First Name	Username	Test Attempt Status	Date Attempted	Date Completed
VALID Testing	Student 26	Test	test26	Open		
VALID Testing	Student 25	Test	test25	Open		
VALID Testing	Student 24	Test	test24	Open		

MS Teams Support Page

This will take you to the VALID School Administration Team where you can find information and contact the VALID team for help with any aspect of administration of VALID.