

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 <u>valid.program@det.nsw.edu.au</u> 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: <u>https://education.nsw.gov.au/teaching-and-learning/student-assessment/assessment-and-reporting</u>

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 <u>STA URL</u> is <u>https://sta.valid.nsw.edu.au</u>

VALID		
	Welcome	
	Password	
	Earnet your exercised?	-
	Linini kun kazakana.	_
	Login	_

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This landing page shows the number of students enrolled, the number of students participating (not marked as exempt, withdrawn or no longer enrolled) and the progress of student attempts.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.

VALID					VALID STA
Welcome VALID STA Today 18/08/2023 only;	Overa	sil:			
0 Studients in Progress	a	0 Students in Progress			
Assessment Events	Days Left O	Start Date and Time Assessment Eve	nt Students		Status: In Progress
18 Aug 2023 - 31 Aug 2023	13	Today at 00:00 VALID-SciTech-6	1	10	
Students		Search Students			Status: Not Started Attempts
Students	Assessment	Search Students	Status	Progress	Status: Not Started Attempts Actions
Students Name Test Student Eight	Assessment 2022 VALID SciTech 6	Search Students Student Code KW-WJ-HM-XP	Status Not started	Progress	Status: Not Started Attempts Actions Actions •
Students Name Test Student Eight Test Student Five	Assessment 2022 VALID Soffech 6 2022 VALID Soffech 6	Search Students Student Code KW-WJ-HM-XP YD-SL-PK-WJ	Status Not started Not started	Progress	Status: Not Started Attempts Actions Actions Actions •
Students Name Test Student Eight Test Student Five Test Student Four	Assessment 2022 VALID SciTech 6 2022 VALID SciTech 6 2022 VALID SciTech 6	Search Students Student Code KW-WJ-HM-XP YD-SL-PX-WJ XS-K2-FT-MJ	Status Not started Not started Not started	Progress	Status: Not Started Attempts Actions Actions Actions Actions 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.

/ALID								VALIDETA
Students								
-				Search for N	lames, Email or Username			
Active (20) Itoktive (2)	1							
Nette	SRN	Usertanie	Gender	Data of Birth	Year Level	Class	Created .	Lest Activ
Test Student One	12545676	LINO2160	м	06 Nov 2006	Data Capture 10, Data Capture 20, Event Teating		09 Aug 2022	21 Apr
Test Student Two	21458791	LINCOTOL		26 Nov 2006	Data Capture 10, Data Capture 20, Event Realing		00 Aug 2022	07 Aug
Test Student Three	51507972	Uniconda.	A -	10 Oct 2006	Data Capture 10, Data Capture 20, Event Systing		09 Aug 2022	(HAvg.
Test Student Four	45878123	UN02163	F.	10 Dec 2006	Dota Capture 10. Data Capture 20. Even/ Tesling		09 Aug 2022	07 Aug
Test Student Five	56751234	UNDOT64	м.	D6 May 2007	Data Copuse 10, Data Capainy 20, Every festing		109 Aug 2022	04 Aug
Test Student Six		2211_52050		13.Jan 2007	Data Capture 10, Data Capture 25, Event Testing		29 Aug 2022	04 Aug
Test Student Seven		220_52944		24 Oct 2006	Della Capiure 10, Della Capiure 20, Everi 76100		28 Aug 2022	04 Aug
Test Student Eight		220, 82056	F	11 Nov 2006	Data Capture 10, Data Capture 25, Event Tenting		26 Aug 2022	(17 Aug.
Test Student Nine		2211_52068	F	24 Feb 2007	Data Castillari 10, Data Castilla 20, Eveny Testing		26 Aug 2022	Of Aug
							1217.04.000	and a local division of the second se

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

STA Dashboard	VALID						School Test Administrate VALID School
Activity Summary							
Activity Summary Report	Activity Summar	ry Report	larandar				
Students							
Manage Attempts						@ Export as Exc	ter format (.xisx) · Export
Print Vear 6 Student Codes	Last Name	First Name	SRN	Student Code	Test Attempt Status	Date Attempted	Date Completed
Pent Year & Student Codes	Five	Test Studard	56781234	QMEBLONR	Open		
Print Year 10 Student Codes	Four	Test Student	45878123	MDQM6SLD	Completed	11/08/2022 10:32:53 AM	11/08/2022 10:34:42 AM
MS Teams Support Page	One	Test Student	12345678	FPGBGHyW	Open	11/08/2022 10:36:41 AM	
Diagnostics Page	Three	Test Student	34567812	XRJVRGGG	Cancelled		
	Two	Test Student	23456781	TLGLMBRC	Open :		

Task 2: Printing student codes

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

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

Home STA Dashteart	VALID							VALID STA
Activity Summary Activity Summary Report Students	Student Codes Pret statent codes for ope	- SciTech 6	worth. Greated by Steron A	Alexander				
Manage Attempts						O Export as Excel & Only Excel formul is av-	iemal (x0x) alable when using (Pour bern cross template
Prini Vesir 8 Studem Codes	Player Test Title	First Name	Last Name	Date of Birth	Student Code	Modified On +	Class	SRN
Well Year 10 Student Codes	2023 VALID Sofeeh 6	Test Druberc	THO	26/11/2006 12:00 AM	BPLOPKBY	7/08/2023 3:16 #14		23456781
MC Sales Count Page	2023 VALID Soffeeh 6	Test Student	Egit	11/11/2006 12:00 AM	KNWUHAOOP	7/08/2023 2:06 PM		
Amount and a state	2023 VALID SciTech 6	Teler Shuderp	Four	10/12/2006 12:00 AM	XSKZFTMU	7/08/2023 10:58 AM		45678123
roduines cole	2023 VALID SciTics #	Test Student	Ten	18/05/2006 12:00 AM	YNFYXXTX	4/08/2023 4:51 PM		
	2023 VALID SOTECH 6	Test Stupert	Trites	10/10/2006 12:00 AM	OMERICISI.	4/08/2023 4:33 PM		34567812
	2023 VALID Screek 6	Test Student	Nine	24/02/2007 12:00 AM	COSRM/VGJ	408/2023 3 13 658		
	2028 VALID Screen #	Tittl Student	File	605/2007 12:00 AM	VDBLPXIVJ	+082023 3-15 PM		46783234
	2023 VALID Screen 6	Test Student	Size	15/01/2007 12:00 AM	WZGFOPON	4/08/2022 2:18 PM		
	2025 VALID SciTech 6.	Test Student	Seven	24/10/2006 12:00 AM	GBKNNWON	4/08/2020 10/21 ANT		
	2023 VALID SciTech 6	Test Student	One	B-11/2006 12:00 AM	YFSPOSNE	2507/2023 3:10 PM		1234567#

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

The export button will download an Excel spread sheet with two tabs:

- RawData
- StudentCards

Note that to see data you must first click Enable Editing

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	HPE Content Mar	Q Tell me what you want to	
PROT	ECTED VIEW	Be careful-	-files from the I	nternet can conta	in viruses.	Unless you r	eed to edit	, it's safer to stay	in Protected V	Enable Editing	
A1	•	×	fx http	ps://valid.nsw.e	du.au						
-		ł	A	В	_		с		D	E	
1	https	://valid	.nsw.edu.a	au		https://	valid.ns	sw.edu.au		https://valid.nsw.edu.au	
2											
3											-
4											
5											
6											1

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	YNFYXXTX	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	YDSLPXWJ	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	
10						
	StudentCards Rawl	Data 🕀		•		

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

VALID					VALID STA
Test Attempts					
-	Search for	Test Attempts			
All (10) Started (0) Paused (0) Submitted (0)	Other (0)				
User	Assessment Event	Started At	Completed At	Status	Actions
Test Student Eight [22U_5205K] Student Code: KWWJHMXP	VALID SciTech 6			Open	Actions
Test Student Five [UN00164] Student Code: YDSLPXWJ	VALID SciTech 6			- Open	Actions
Test Student Four [UN00163] Student Code: X5KZFTMJ	VALID SciTech 6			Open	Actions
Test Student Nine [22U_5206E] Student Code: DDSRWFGJ	VALID SciTech 6			-	Actions
Test Student One [UN00160] Student Code: YF\$PQSNR	VALID SolTech 6			Open	Actions
Test Student Seven [22U_5204A] Student Code: CBKNNWON	VALID SoTech 6			Com.	Actions
Test Student Six [22U_5203P] Student Code: WZGFQPXN	VALID SciTech 6			- Cherry	Actions
Test Student Ten [22U_5207D] Student Code: YNFYXXTX	VALID SciTech 6			-	Actions
Test Student Three [UN00162]	VALID SolTech 6			-	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: KWWJHMXP	VALID SciTech 6			Open	Actions -
				Manage A	Attempt



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.

udent Details		
Name	Test Student Eight	
Date of Birth	11/11/2006	
Organisation	VALID	
School	VALID School	
Username	22U_5205K	
Student Code	KWWJHMXP	
Year Level	Data Capture 20	
Year Level	Data Capture 10	
Year Level	Event Testing	
empt details		
Examiner		
Test Session		
Status	Onen Channe -	
Last Lonned on at	7/08/2013 2 06 PM	
Delivery Mode O		
Save Method 9		
Started at		
Completed at		
Test path Parallel test		
Total Marks	- / 86.00	

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

✓ Special Provis Details of any stud	ONS ent special provisions for during the test.
Special Provisions	
	Colourifont modification
	Braile
	Assistive technology
	Oral or sign support
	Adjustable furniture
	Extra time
	Computer user
	Resider
	Rest braaks
	Separate supervision
	Support class

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 Com
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.