

Catholic Education

Diocese of Christchurch

Online Year 4 Religious Education Assessment 2015

Teachers' User Guide

For technical assistance with website, log-ins and testing please contact:

Patrick Nisbet

Creative Ministry Resources Pty Ltd

patrickn@ministryresources.com

Phone: +61 3 6234 7917

Mobile: +61 402 344 918

For information and questions with respect to Year 4 Religious Education Assessment in the Diocese of Christchurch please contact:

Mike Nolan

Catholic Education Office - Manager

mnolan@chch.catholic.org.nz

Phone: (03) 353 0750

Mobile: 021 668 712

Cushla O'Connor

Primary RE Adviser

coconnor@chch.catholic.org.nz

Phone: (03) 353 0754

Introduction

This Online Year 4 Religious Education Assessment project provides at a school and diocesan level a sustained and systemic approach to the documentation and reporting of students' learning in the key learning area of Religious Education, from Years 1-4. Celebrating and sharing the good news about students' learning in Religious Education in each school is an important component of this initiative and enables the story to be told on a continuing basis.

Being religiously literate requires children within a Catholic school to be able to communicate with and be at home in Catholic society and religion in general. Thus, assessment of religious education focuses on students' knowledge and understanding of the key concepts that are being addressed by the Years 1-4 Religious Education program and the children's ability to communicate with our Catholic religious tradition.

This Online Religious Education Assessment is placed in Year 4. Its intention is to influence learning and drive a culture of reflection on learning and pedagogy in the domain of Religious Education.

Purpose

The purpose of the online RE assessment instrument is:

- to profile and understand the extent and level of students' understanding, learning and knowledge of the learning outcomes of our national RE curriculum;
- to enable students to show not only what they have achieved, but also demonstrate their ability to work with and apply what they have learnt;
- to provide teachers and schools with objective data to reflect on, and respond to, the effectiveness of their individual and collective teaching practices;
- to provide teachers and schools with objective data to set meaningful individual, class and whole-school RE targets to make learning more effective for students ;
- to influence learning and drive a culture of reflection and learning pedagogy in RE;
- to reflect upon how we might better plan for systemic as well as individually targeted professional development and RE learning support for teachers.

The Online Year 4 Religious Education Assessment

The assessment instrument:

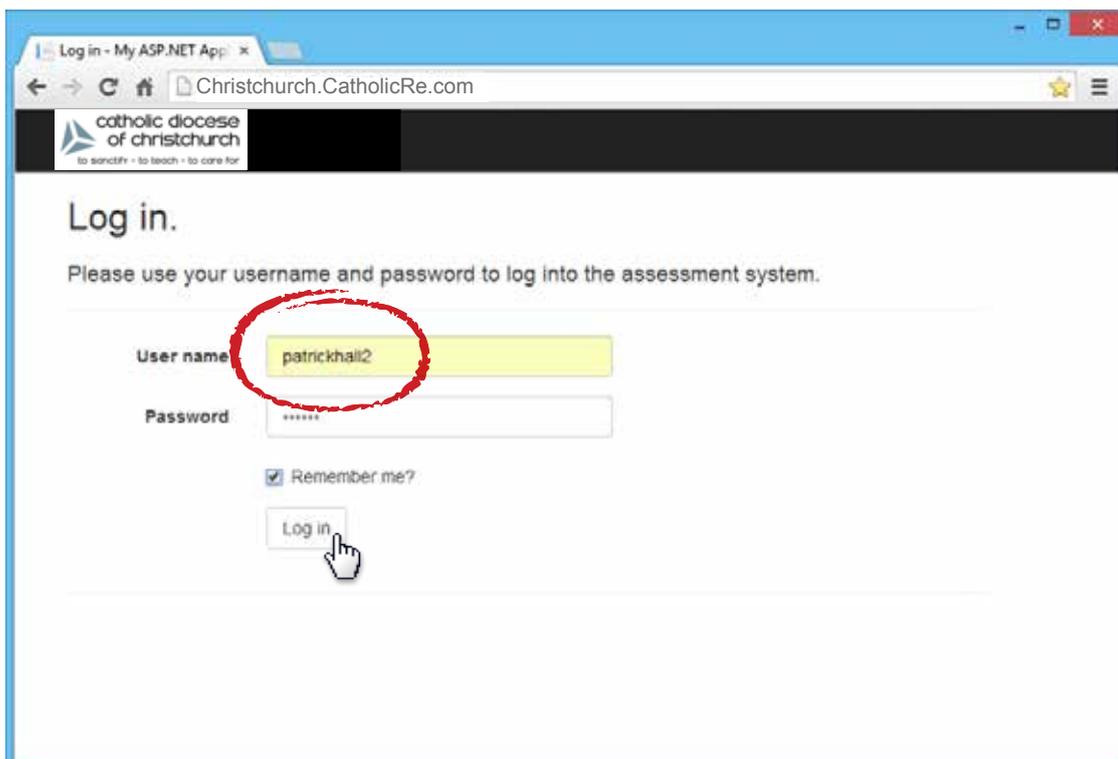
- is completed by Year 4 students;
- is embedded in the teaching / learning process and addresses both formative and summative assessment of learning;
- has a diversity of questions, drawing on a range of outcomes identified across Years 1-4 of our national RE curriculum, each one statistically validated for difficulty and discrimination;
- Year 4 students attempt 40 questions (five from each of the eight strands) randomly generated;
- addresses pre-determined criteria and has a spread of questions weighted across the Years 1-4 national RE curriculum framework of:
 - Church
 - Communion of Saints
 - God
 - Jesus
 - Holy Spirit
 - Prayer
 - Sacraments
 - Liturgical Year

PART A TIMELINE	
<p>T.3 Week 6 Aug 31 - Sep 4</p>	<p>BOOK TECHNOLOGY Ensure School laptops, iPads and/or technology learning spaces are available for use: by Year 4 students for Term 3, 8th Sept for the TRIAL test day and for 15th September for the ASSESSMENT DAY.</p>
<p>T.3 Week 7 Sep 8</p>	<p>TRIAL PERIOD Online PRACTICE ASSESSMENT day Tuesday 8th September 2015. Practice test will take approximately 25 minutes. Report any difficulties with online trial to Patrick Nisbet.</p>
<p>T.3 Weeks 8 Sep 15 Sep 17</p>	<p>ONLINE ASSESSMENT YEAR 4 ONLINE ASSESSMENT DAY on Tuesday 15th September 2015. Each Year 4 class sits the online assessment on Tuesday 15th September 2015. The online assessment will take approximately 45 minutes. Thursday 17th September 2015 is the reserve day for any school that had a major problem on Tuesday 15th September.</p>
<p>T.4 Week 4 by Fri Nov 13</p>	<p>REPORTING Schools will be able to access and print off the Individual, Class and School Reports from christchurch.CatholicRe.com</p>

Logging In

Students and staff must log in to the Assessment website by entering the following URL into a web browser.

<http://Christchurch.CatholicRe.com>



Each student and staff member will be given a unique username and password to enter into the appropriate data fields before clicking on the 'Log In' button.

Using the Administration System (discussed later), teachers can download class lists of student usernames and passwords, with a cutoff slip for each individual student's username and password.

Web Address: Christchurch.CatholicRe.com

Class:4 Green

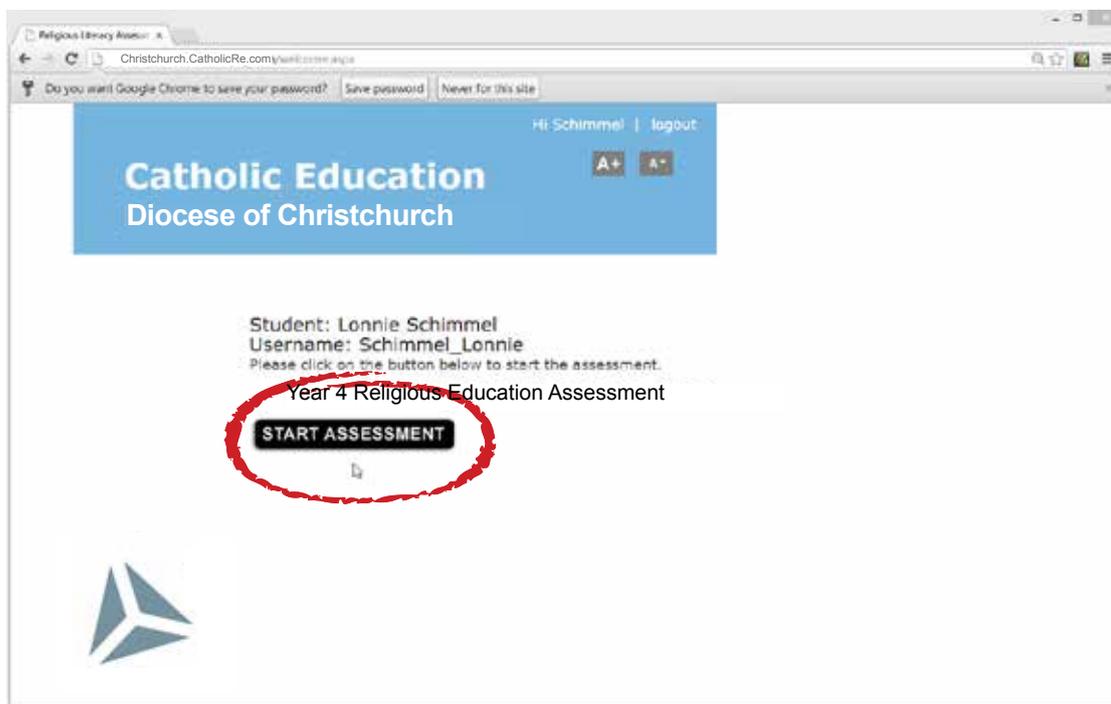
Student: Darren Bainter

Username: Bainter_Darren

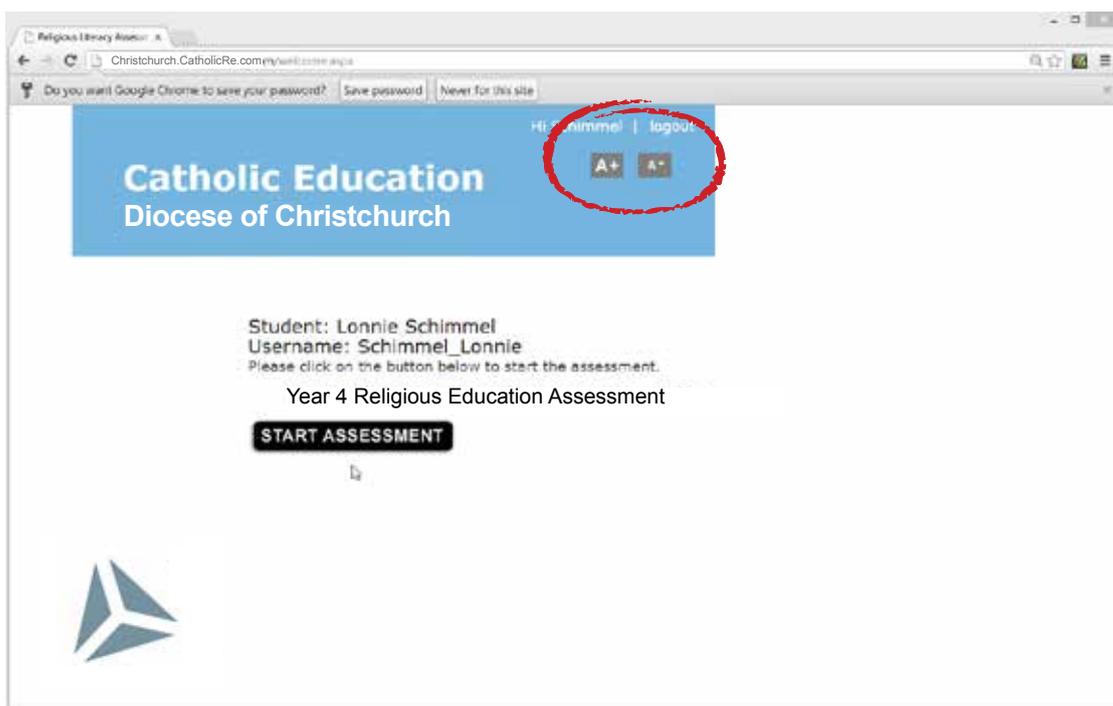
Password: 265bc834

Student Testing

Once logged in to the site, students will see their name and be prompted to begin their test by clicking on the **START ASSESSMENT** button.



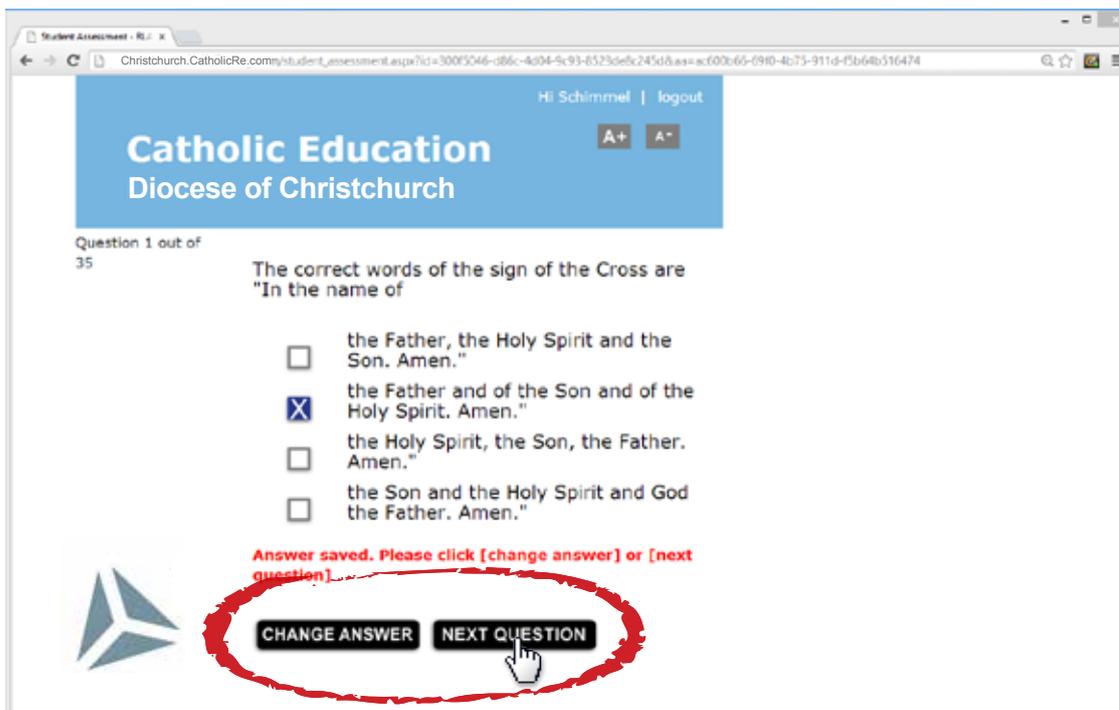
At any point during the test, students will have the capacity to increase or decrease the font size of the questions by clicking on the **A+** and **A-** buttons.



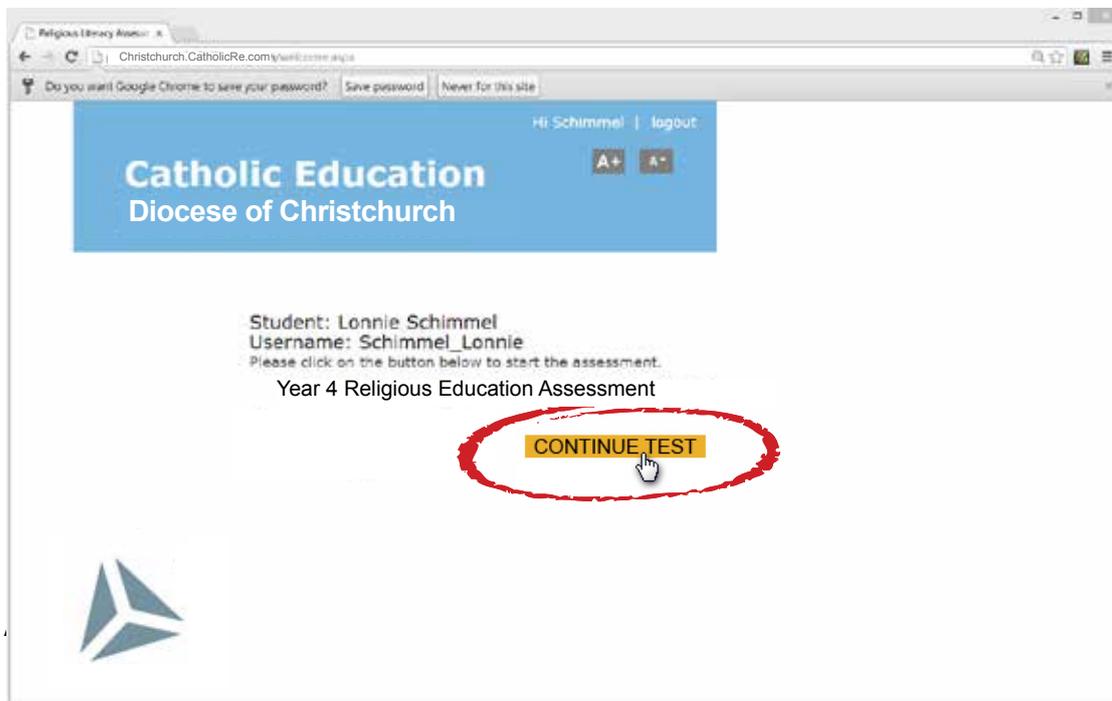
Questions are answered by simply clicking on the tick box of the desired answer, and then clicking on the **SUBMIT ANSWER** button.



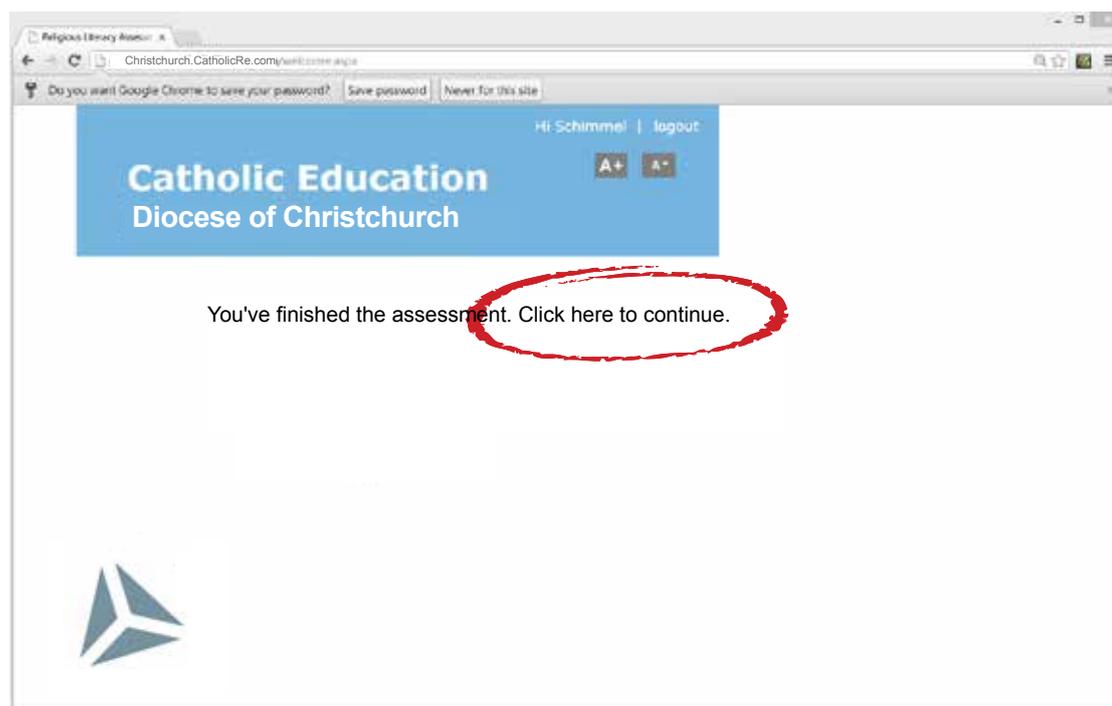
Students will be prompted to confirm their answer by clicking on the **NEXT QUESTION** button or they can change their answer by clicking on the **CHANGE ANSWER** button.



At any point during the assessment, a student can leave the test by logging off and the assessment will be saved automatically. This is also true if there is disruption to power, internet connectivity or the browser is accidentally closed. They can resume the assessment by logging back in and clicking on the **CONTINUE TEST** button, which takes them directly to the next unanswered question.



After completing the test students will be prompted to click the link back to the main page where they can log off.



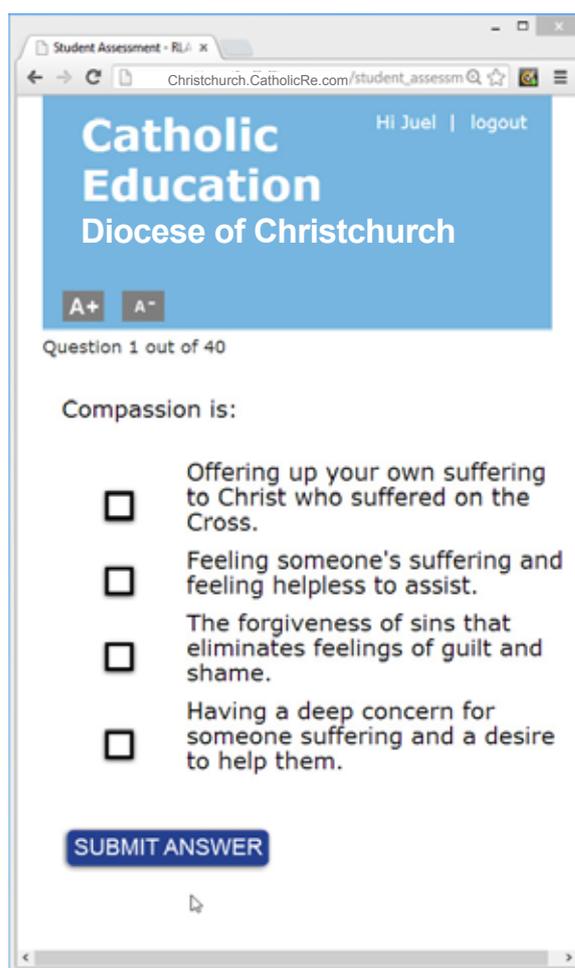
Devices

Students can complete the online assessment on a desktop computer (Windows or Mac) with a recent version of Chrome, Internet Explorer or Firefox. The assessment can also be completed with a tablet device (iPad, Android or Windows 8) or most smart phones (iPad, iPhone, Android or Windows 8).

Staff can administer student details on a desktop computer and /or a tablet device only.

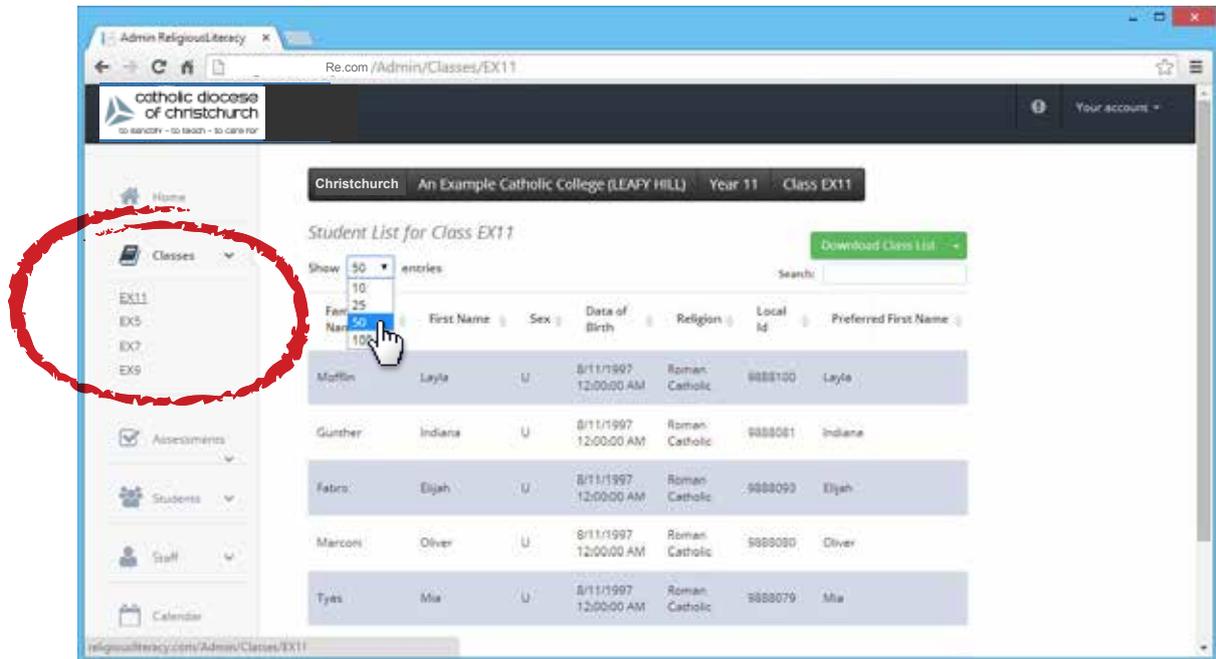


Student Phone Interface:



Viewing Class Data

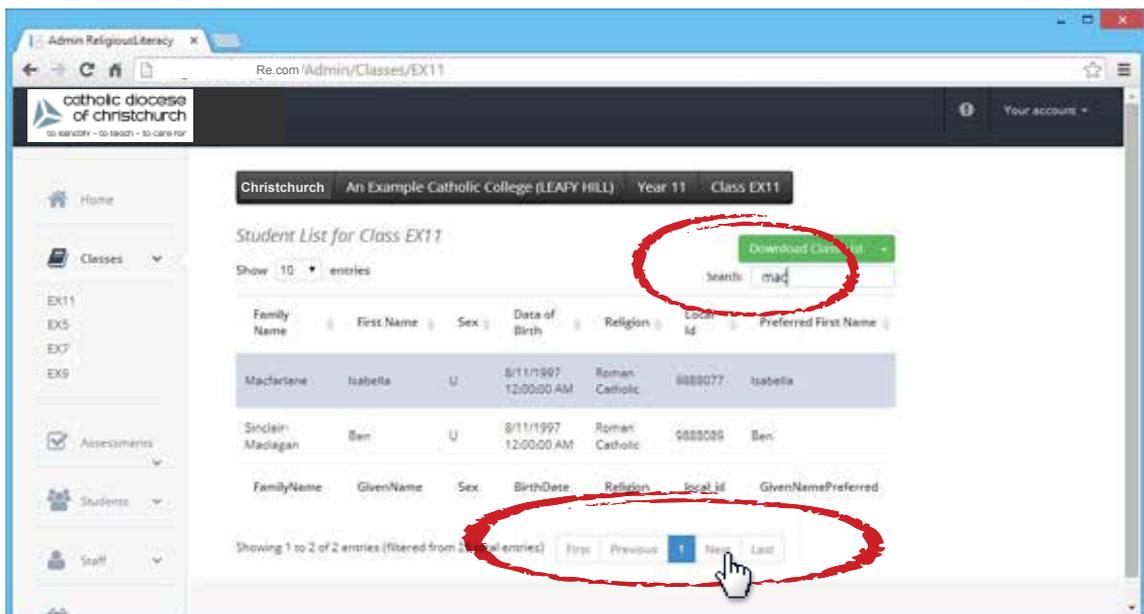
To view class lists refer to the left hand side menu. Clicking on **CLASSES** will bring up the list of students for a class.



The screenshot shows the Admin Religious Literacy interface. On the left, the 'Classes' menu is circled in red. The main content area displays 'Student List for Class EX11'. A dropdown menu is open over the 'Show 10 entries' text, with options for 10, 25, 50, and 100. A hand cursor is pointing at the '50' option. The table below shows student records with columns for Family Name, First Name, Sex, Date of Birth, Religion, Local Id, and Preferred First Name.

Family Name	First Name	Sex	Date of Birth	Religion	Local Id	Preferred First Name
Moffin	Layne	U	8/11/1997 12:00:00 AM	Roman Catholic	9888100	Layne
Gunther	Indiana	U	8/11/1997 12:00:00 AM	Roman Catholic	9888081	Indiana
Fabro	Elijah	U	8/11/1997 12:00:00 AM	Roman Catholic	9888093	Elijah
Marconi	Oliver	U	8/11/1997 12:00:00 AM	Roman Catholic	9888030	Oliver
Tyler	Mia	U	8/11/1997 12:00:00 AM	Roman Catholic	9888079	Mia

Change the number of entries from 10 up to 100 names by using the **DROP DOWN MENU**. Or click on the buttons at the bottom of the page (FIRST, PREVIOUS, NEXT, etc.) to navigate through a longer list of names. Teachers can also search for student names by typing into the **SEARCH** text field.



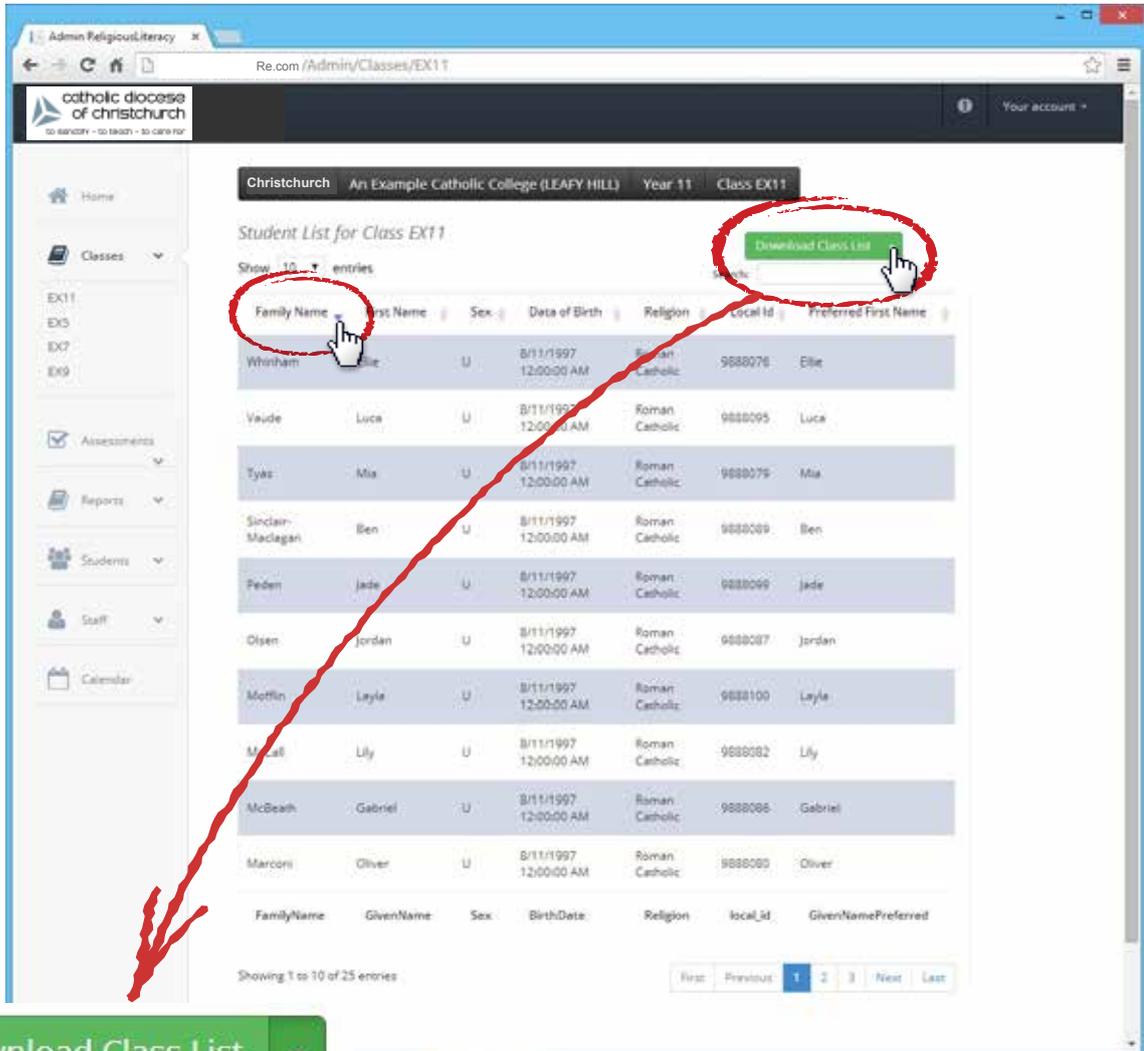
The screenshot shows the Admin Religious Literacy interface with the search field and navigation buttons circled in red. The search field contains the text 'mad'. The table below shows student records filtered by the search term.

Family Name	First Name	Sex	Date of Birth	Religion	Local Id	Preferred First Name
Maclarlane	Isabella	U	8/11/1997 12:00:00 AM	Roman Catholic	9888077	Isabella
Sinclair-Madigan	Ben	U	8/11/1997 12:00:00 AM	Roman Catholic	9888035	Ben

Showing 1 to 2 of 2 entries (filtered from 1 total entries) | First | Previous | 1 | Next | Last

Viewing Class Data

Each of the columns - eg. *Family Name, First Name, etc.* - can be listed in ascending or descending order by clicking on either the top or bottom arrow next to each column heading.



Christchurch An Example Catholic College (LEAFY HILL) Year 11 Class EX11

Student List for Class EX11

Show 10 entries

Family Name	First Name	Sex	Date of Birth	Religion	Local Id	Preferred First Name
Whitman	Elie	U	8/11/1997 12:00:00 AM	Roman Catholic	9880078	Elie
Vaude	Luca	U	8/11/1997 12:00:00 AM	Roman Catholic	9880005	Luca
Tyke	Mia	U	8/11/1997 12:00:00 AM	Roman Catholic	9880079	Mia
Sinclair-MacLagan	Ben	U	8/11/1997 12:00:00 AM	Roman Catholic	9880089	Ben
Peden	Jade	U	8/11/1997 12:00:00 AM	Roman Catholic	9880099	Jade
Olsen	Jordan	U	8/11/1997 12:00:00 AM	Roman Catholic	9880087	Jordan
Moffin	Layla	U	8/11/1997 12:00:00 AM	Roman Catholic	9880100	Layla
McCall	Lily	U	8/11/1997 12:00:00 AM	Roman Catholic	9880082	Lily
McBeath	Gabriel	U	8/11/1997 12:00:00 AM	Roman Catholic	9880086	Gabriel
Marconi	Oliver	U	8/11/1997 12:00:00 AM	Roman Catholic	9880085	Oliver

Showing 1 to 10 of 25 entries

[Download Class List](#)

Download Class List

Table Format PDF

Cutoff Format PDF

Class List Report

Table Format Excel

Table Format Word

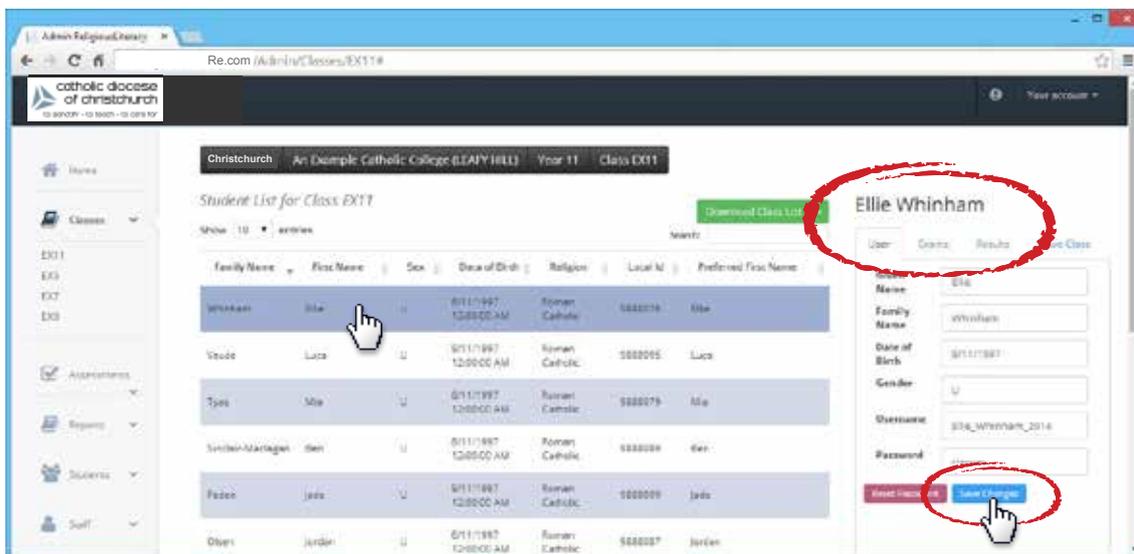
Click on the **DOWNLOAD CLASS LIST** button to generate a list of student names in a PDF file format.

PDF table of students' usernames and passwords

PDF of cutoff slips (see bottom of page 5).

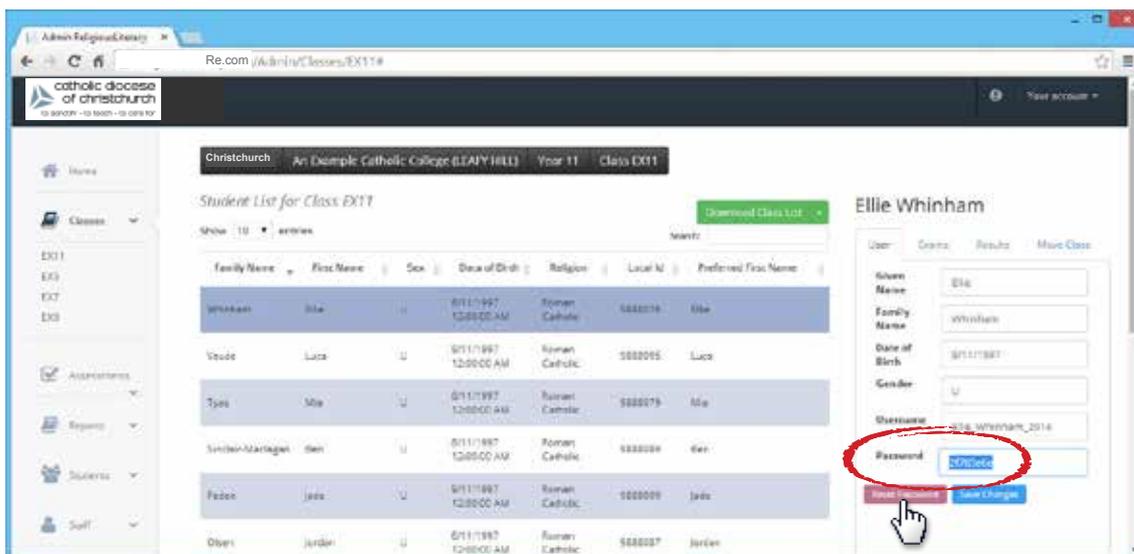
Editing Student Details - resetting a student password

Clicking anywhere on the row of a particular student will bring up a display of that student's details. By default the **USER** tab is displayed - here you can change any of the listed details and click the **SAVE CHANGES** button to effect the changes.



The key feature of the **USER** tab is the capacity for teachers to reset the student's password. In most cases when a student is unable to log in, resetting the password will fix the problem.

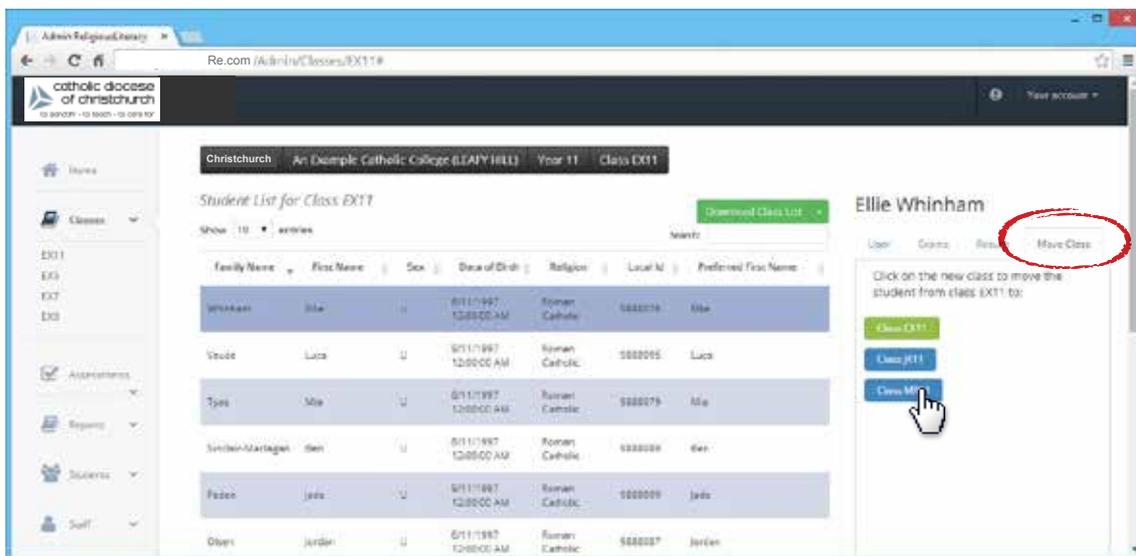
To view a student's password, click on the **PASSWORD** text field. To change a password, simply click on the **RESET PASSWORD** button - the system will automatically generate a new unique user password.



If the student is still unable to log in contact **TECHNICAL SUPPORT**.

Editing Student Details - moving a student to a different class

Clicking on the **MOVE CLASS** tab will allow a teacher to move a student to another class in their year level as displayed in the list. The current class is listed in **GREEN** and the other classes in the year level are listed in **BLUE**.

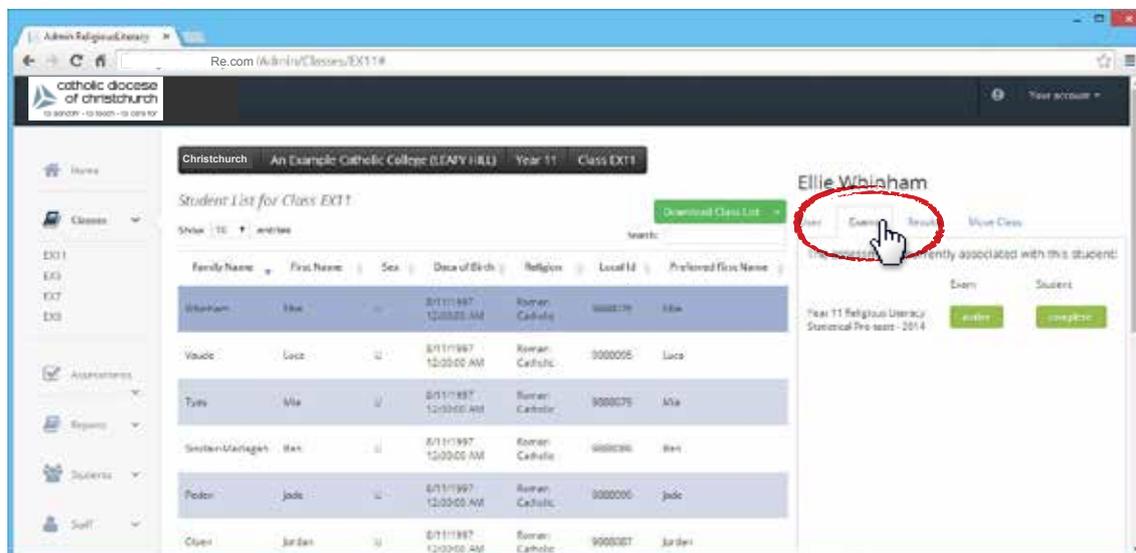


The screenshot shows the Admin Religious Enquiry interface. The main content area displays a 'Student List for Class EX11' with a table of student details. The current class, EX11, is highlighted in green. To the right, the student profile for 'Ellie Whinham' is shown, with a 'Move Class' tab circled in red. Below the profile, there are three buttons: 'Class EX11' (green), 'Class EX10' (blue), and 'Class EX12' (blue). A mouse cursor is pointing at the 'Class EX12' button.

Family Name	First Name	Sex	Date of Birth	Religion	Local ID	Preferred First Name
Whinham	Ellie	F	01/11/1997 12:00:00 AM	Roman Catholic	000016	Ellie
Vaude	Luce	F	01/11/1997 12:00:00 AM	Roman Catholic	000005	Luce
Tjos	Mia	F	01/11/1997 12:00:00 AM	Roman Catholic	000075	Mia
Sinclair-Matlagan	Iben	F	01/11/1997 12:00:00 AM	Roman Catholic	000004	Iben
Fozon	Jade	F	01/11/1997 12:00:00 AM	Roman Catholic	000009	Jade
Olsen	Jordan	F	01/11/1997 12:00:00 AM	Roman Catholic	000007	Jordan

Viewing Student Data - exam status

By clicking on the **EXAMS** tab you can check the status of the listed tests.



In the **EXAM** column the test status is defined in the following way:

not released

the test is not yet ready to be started by the student

active

the test is ready to be started by the student

closed

the test is no longer accessible by the student

In the **STUDENT** column the test status is defined in the following way:

not attempted

the student has not started the active test

incomplete

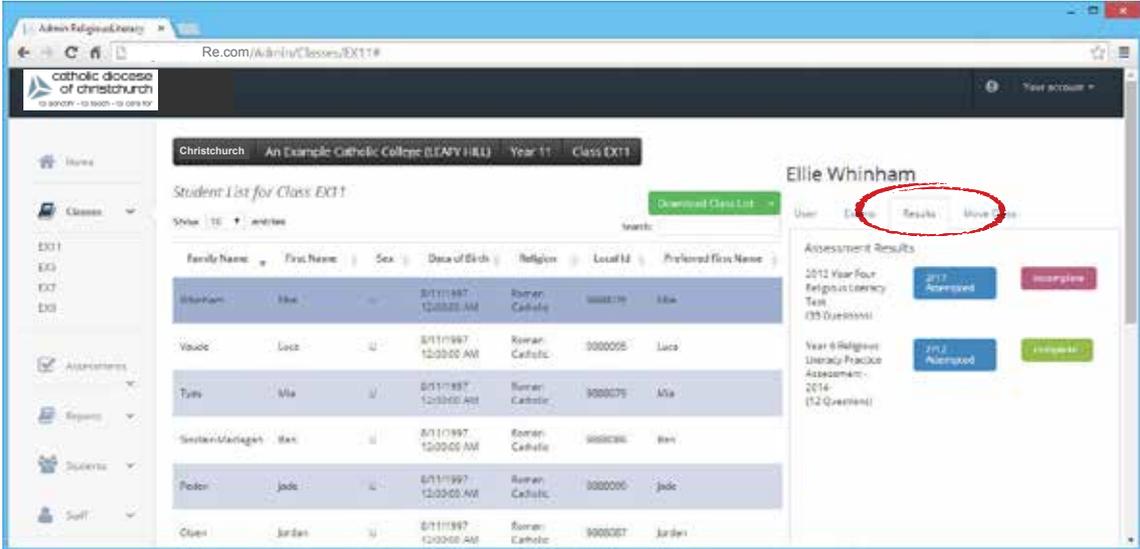
the student has started but not finished the active test

complete

the student has finished the active test

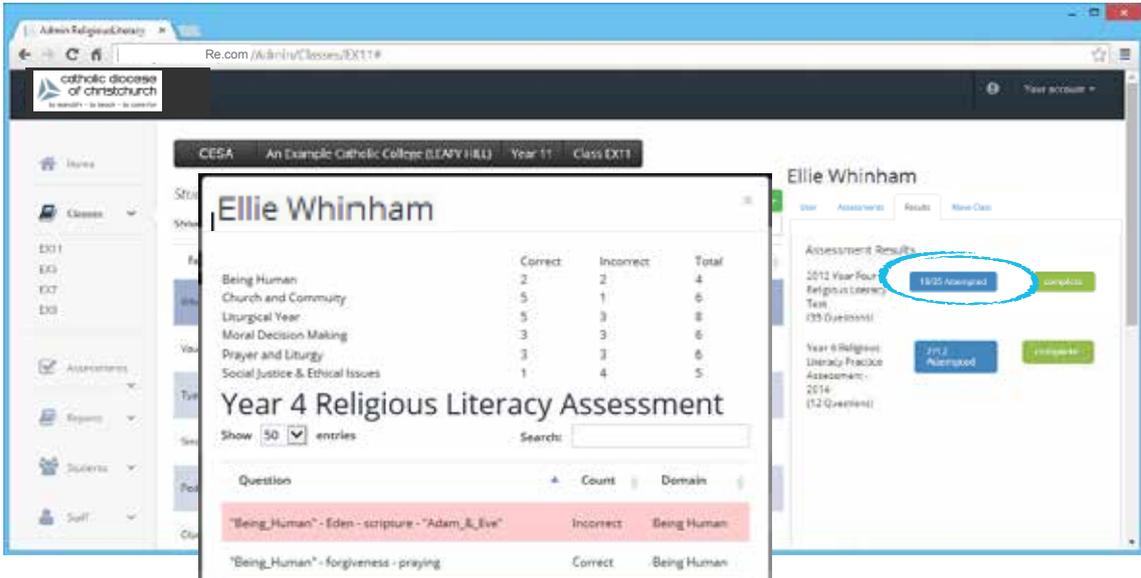
Viewing Student Data - exam results

By clicking on the **RESULTS** tab you can check the results of every test that the student has completed across every year in which they have participated in online testing.



The screenshot shows the 'Admin Religious Literacy' interface for 'Christchurch - An Example Catholic College (BEARY HILL) - Year 11 - Class EX11'. A table lists students with columns for Family Name, First Name, Sex, Date of Birth, Religion, Local ID, and Preferred First Name. The 'Results' tab for the student 'Ellie Whinham' is highlighted with a red circle.

In the above example, it shows that the student attempted a Year 4 test in 2012; they managed 2 correct answers out of 17 attempted questions. The 35 question test was not completed. They also completed a Year 6 practice test in 2015, where they answered 7 questions correctly out of a possible 12.



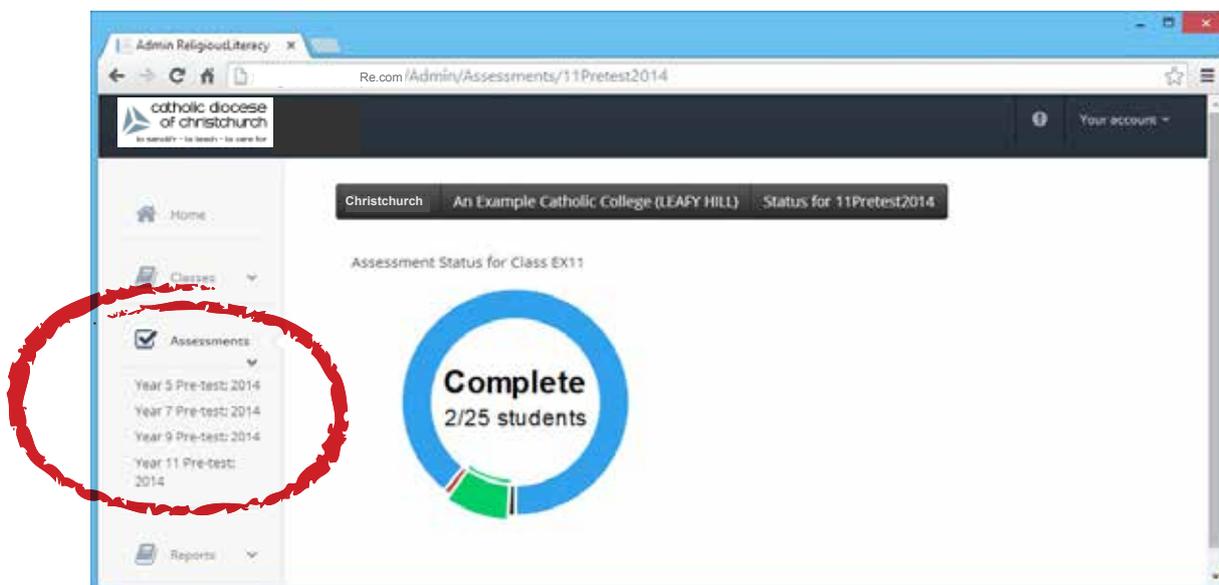
The screenshot shows the 'Admin Religious Literacy' interface for 'CESA - An Example Catholic College (BEARY HILL) - Year 11 - Class EX11'. A detailed assessment report for 'Ellie Whinham' is displayed, showing a score of 18/20. A blue circle highlights the '18/20 Attempted' status in the 'Assessment Results' section.

Question	Count	Domain
"Being_Human" - Eden - scripture - "Adam & Eve"	Incorrect	Being Human
"Being_Human" - forgiveness - praying	Correct	Being Human

The student has completed the assessment. Now click on the blue button to see detailed information on the student's assessment results.

Viewing Assessment Data - test status graphs

Click on the **ASSESSMENTS** tab to view the class data of a specific test. A doughnut graph displays the test status of the students as a class whole. By moving the cursor over the different areas of the graph the precise numbers are displayed for that status.

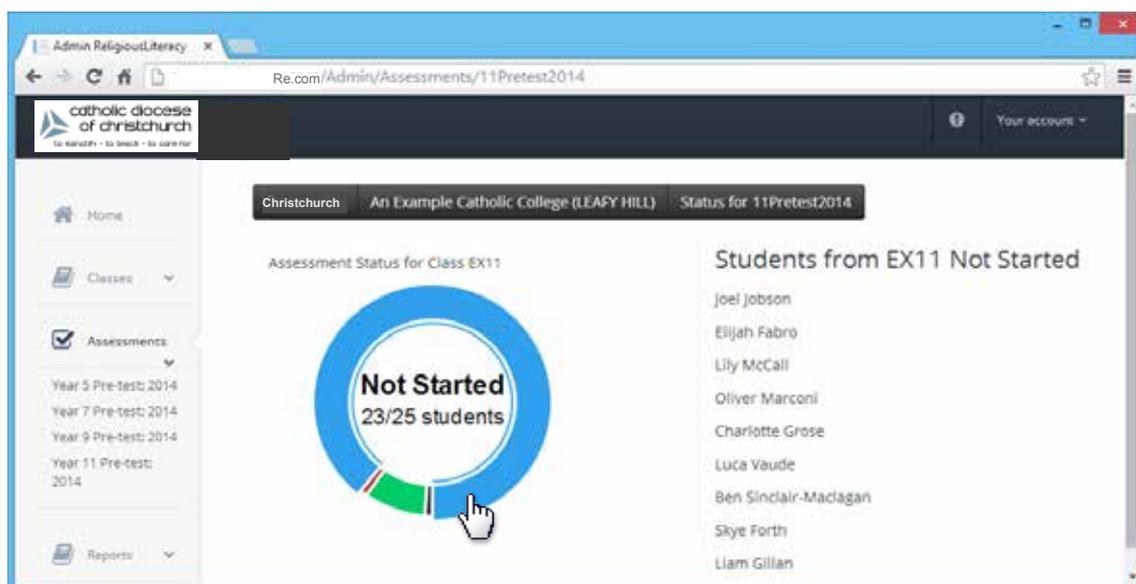


BLUE indicates the number of students who have not started the test.

RED indicates the number of students who have not finished the test.

GREEN indicates the number of students who have finished the test.

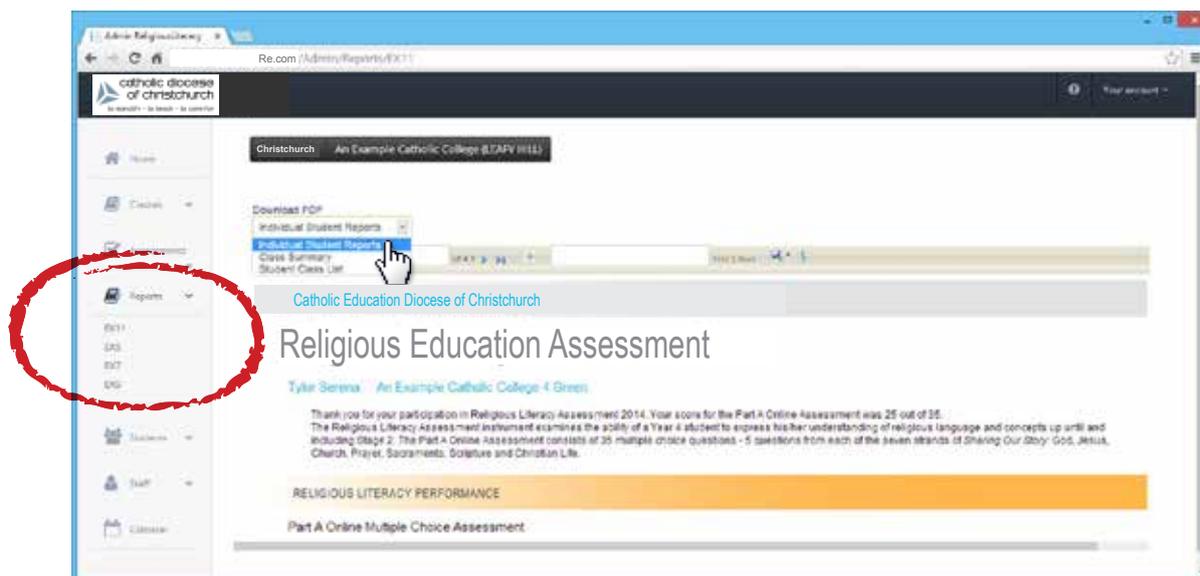
BLACK indicates the number of students who have been excluded from the test



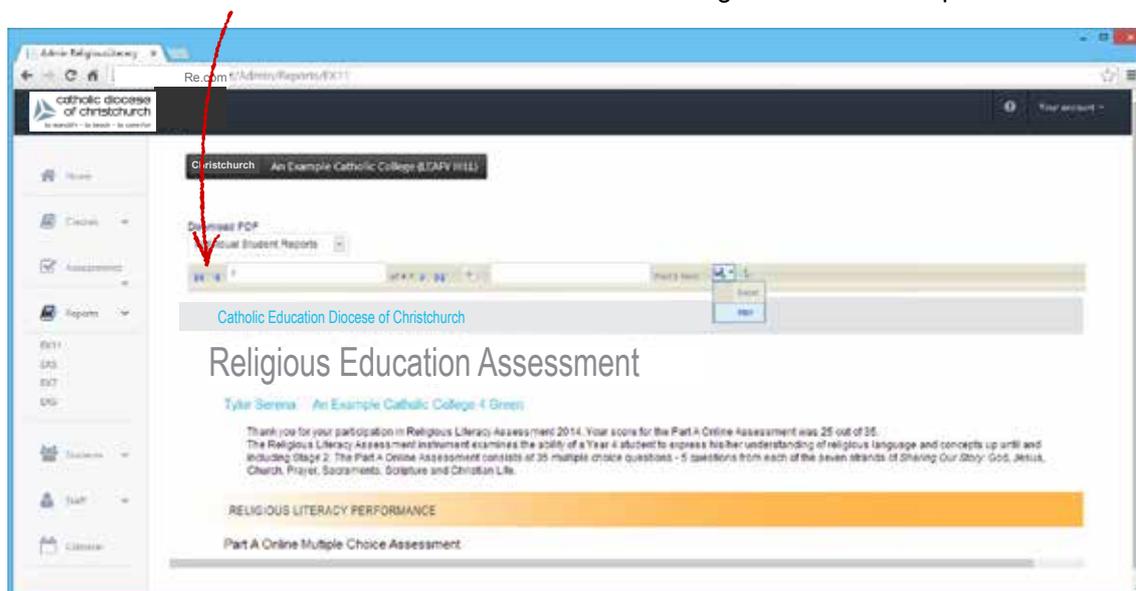
Clicking on a colour (eg. *Blue - Not Started*) will display the list of students with that test status.

Reporting - Generating reports in PDF format

To view and generate printable reports based on class and individual test results, click on the **REPORTS** tab and select the desired class. Use the **DOWNLOAD PDF** pulldown menu to select the report type; ie. *Individual Student Report*, *Class Summary* or *Student Class List*.



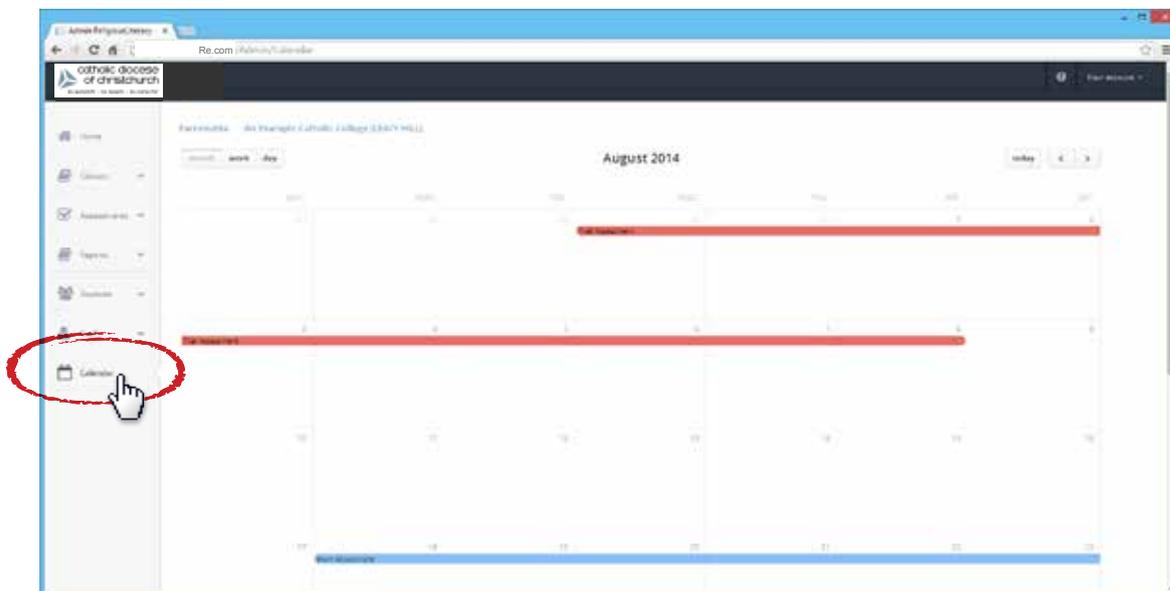
Use the **FIRST / PREV / NEXT / LAST** buttons to look through the individual reports.



Select **PDF** from the **export pull down menu** to generate a single PDF file that contains all the reports. Save the PDF to your hard drive and then print the document.

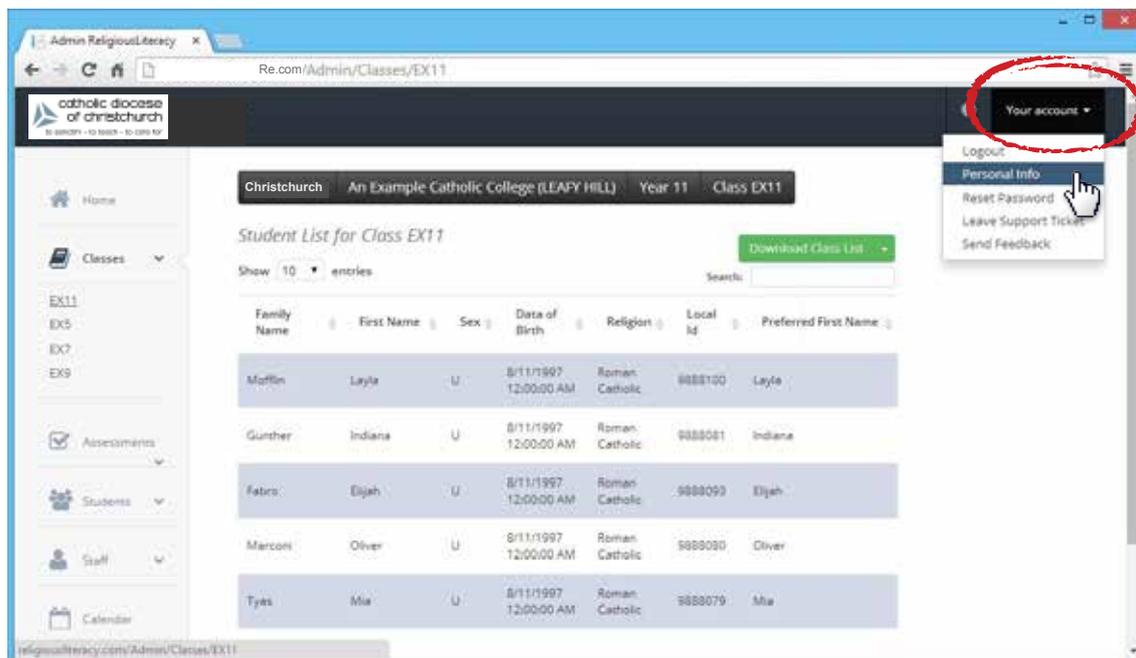
Calendar

Click on the **CALENDAR** tab to view a calendar containing the dates of all the upcoming trial and main assessments. The calendar can be viewed by the month, week or day.



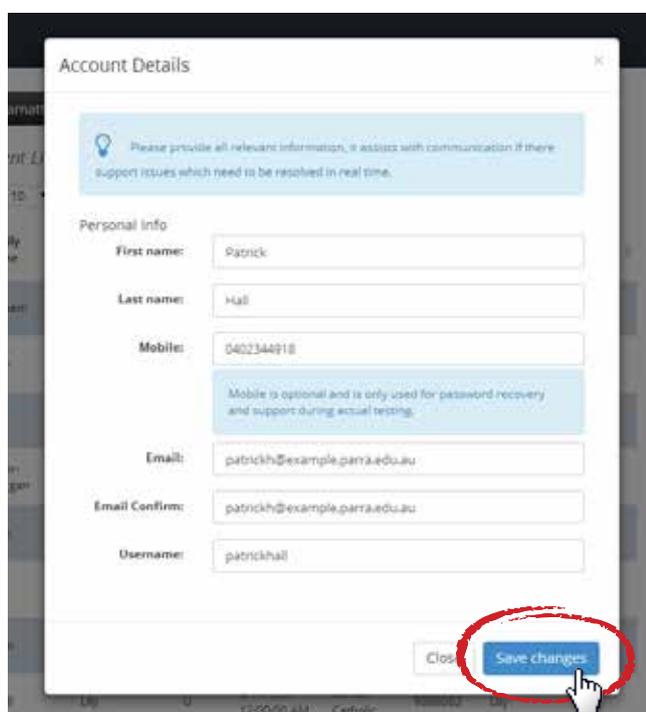
Your Account - changing your personal details

The **YOUR ACCOUNT** pull down menu - located at the top right corner of the page - gives you a number of options for changing your user details including personal information and passwords.



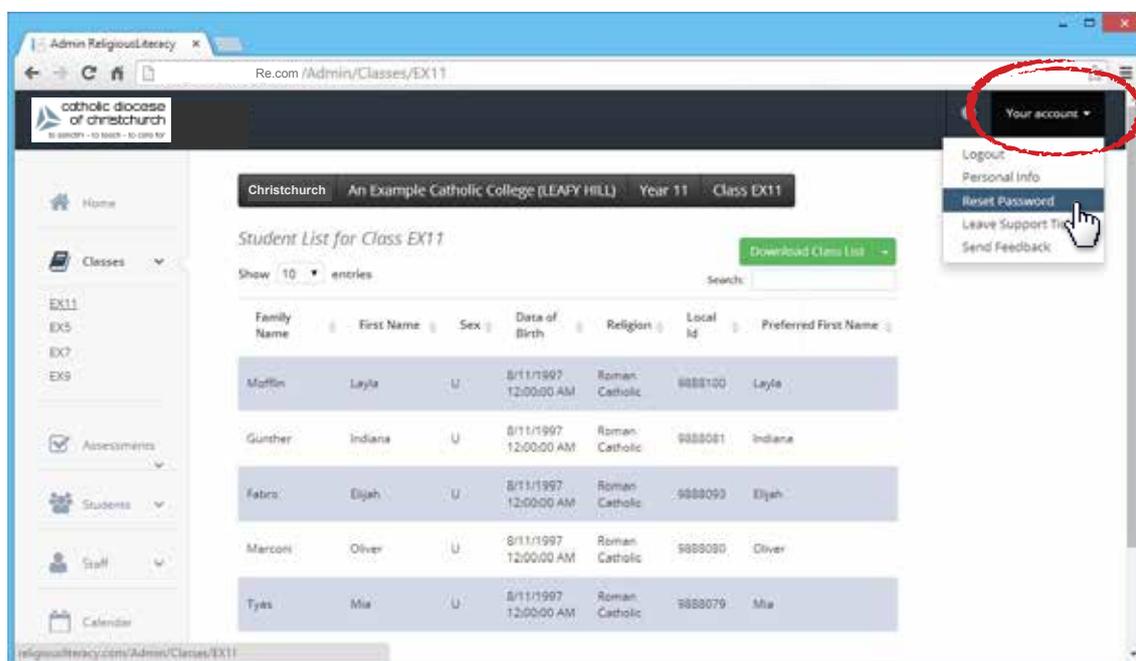
Selecting **PERSONAL INFO** from the pull down menu brings up a panel that allows you to edit your name, mobile number (as used for password recovery), email address and username.

Click on **SAVE CHANGES** once you have finished, or **CLOSE** if you decide not to save the changes.

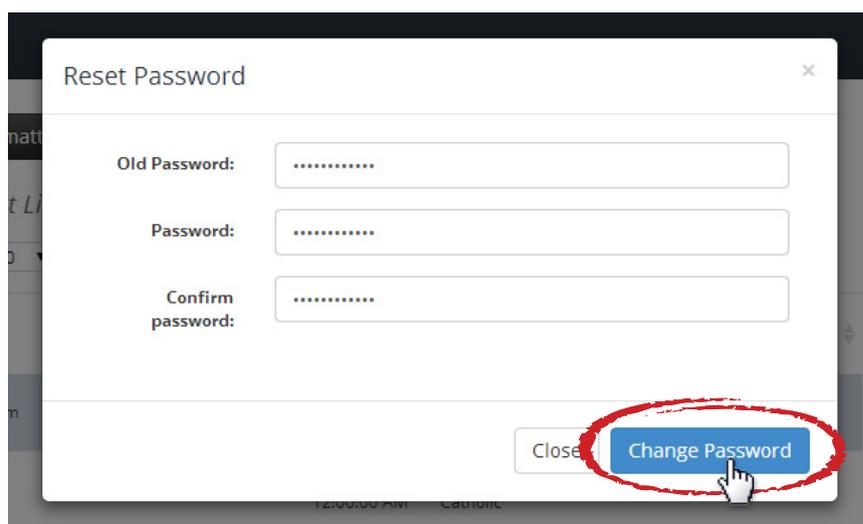


Your Account - changing your password

To change your password, select **RESET PASSWORD** from the **YOUR ACCOUNT** pull down menu.

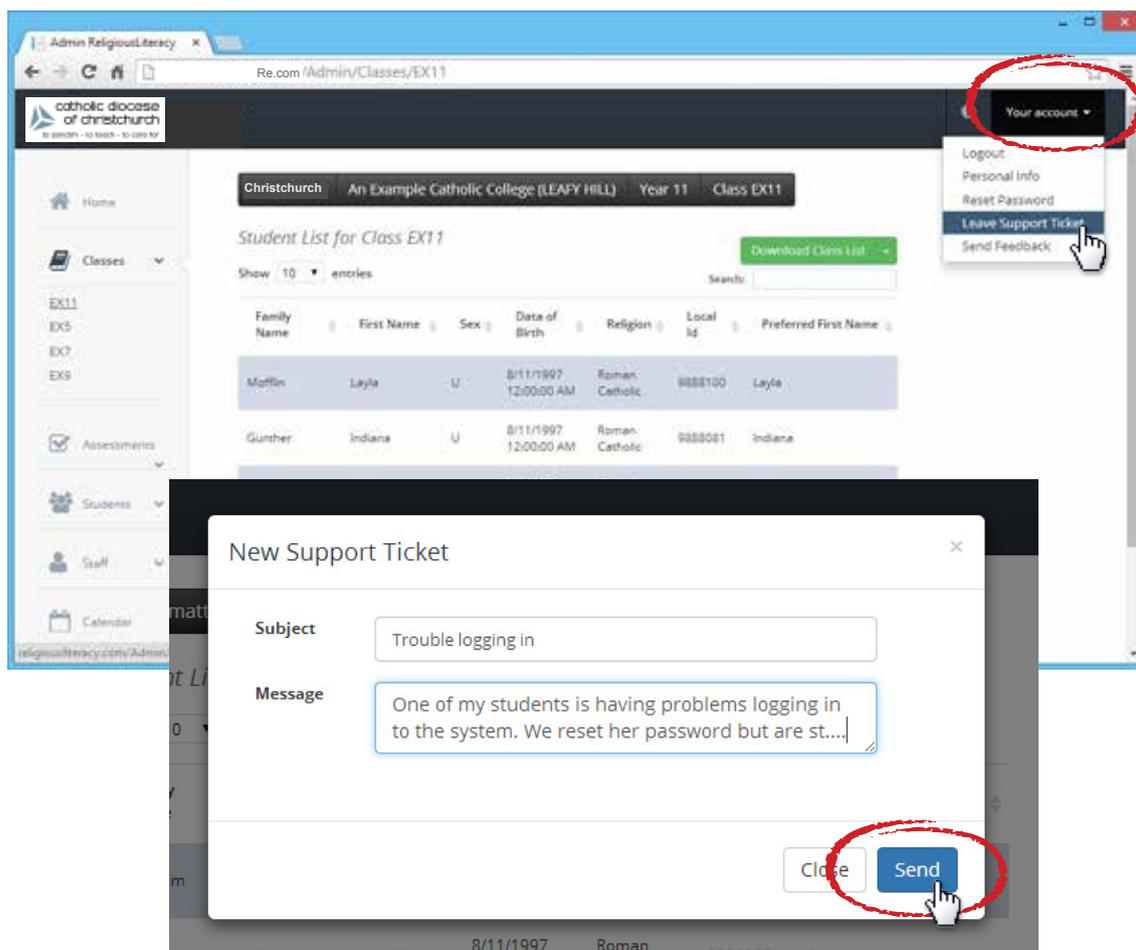


In the **RESET PASSWORD** panel you will need to first enter your old password, then type in your new password. Type it in a second time to confirm the new password is typed correctly, then click on **CHANGE PASSWORD**. Click on **CLOSE** if you decide not to save the new password.



Technical Support

At any stage, if you require assistance, select **LEAVE SUPPORT TICKET** from the pull down menu and fill in the web-form. Be sure to clearly state what the problem appears to be and mention any steps you have tried previously to fix the problem. Click **SEND** to send the ticket to our support team. Any responses from our support team will appear as a message on the home page.



The screenshot shows the Admin Religious Literacy website interface. In the top right corner, the 'Your account' dropdown menu is open, with the 'Leave Support Ticket' option highlighted by a red circle and a mouse cursor. Below this, a 'New Support Ticket' modal form is displayed. The 'Subject' field contains 'Trouble logging in'. The 'Message' field contains the text: 'One of my students is having problems logging in to the system. We reset her password but are st...'. At the bottom right of the form, the 'Send' button is highlighted with a red circle and a mouse cursor, while the 'Close' button is to its left.

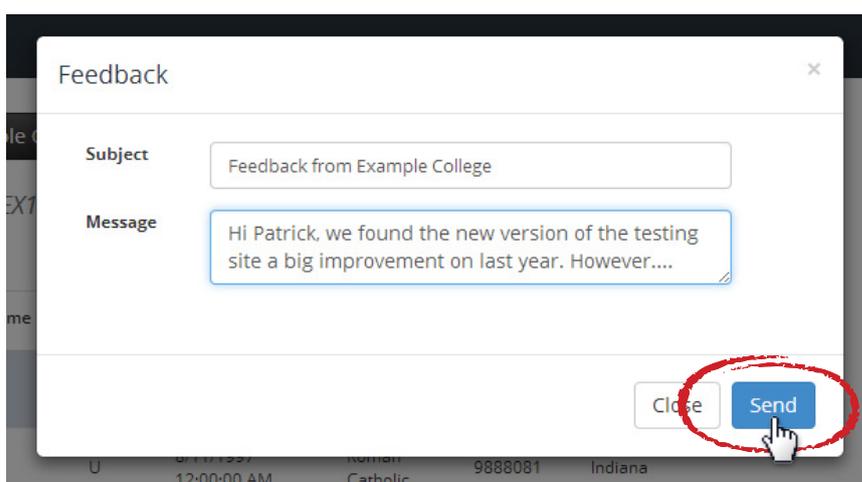
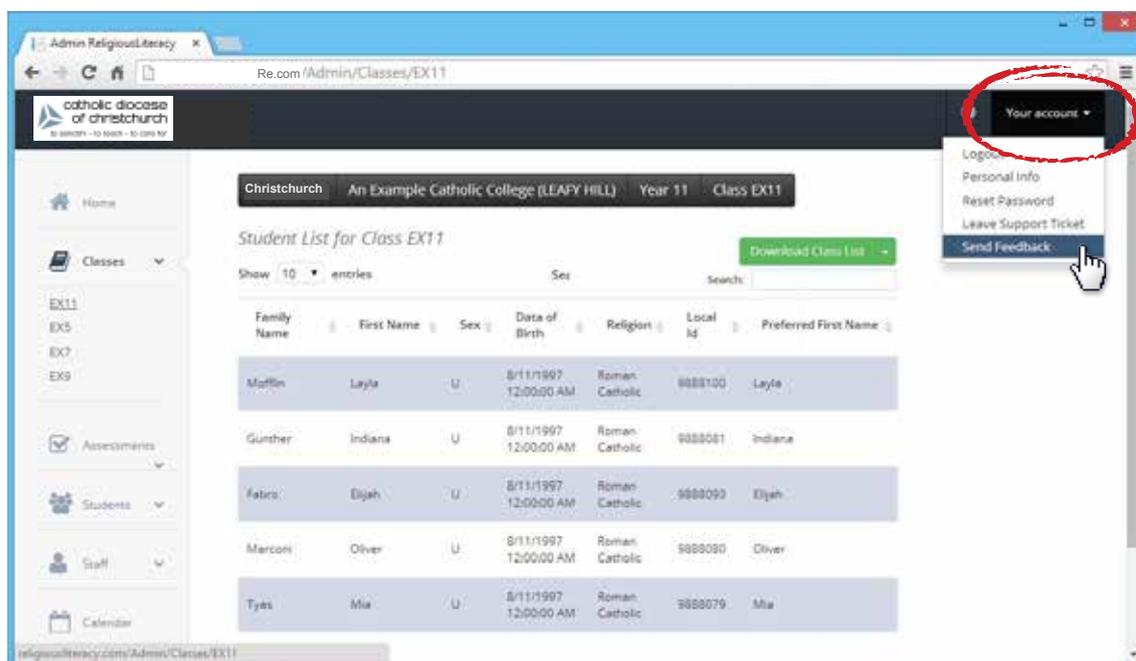
Be sure to check the **FAQ page** (see pg. 24) at the end of this document for possible solutions to some of the more common problems encountered by students and staff - this may save you a lot of time!

NOTE: If you require **IMMEDIATE** assistance - i.e. students attempting to complete the assessment and you encounter technical difficulties please call Patrick Nisbet on **+61 402 344 918**.

Leaving Feedback

Getting feedback from our clients - be it positive or negative - is really helpful for us to evaluate how well the system is working. Our ultimate aim is to have an online testing system that is both highly functional and easy to use for teachers, students and administrators and your ongoing feedback helps us to achieve this.

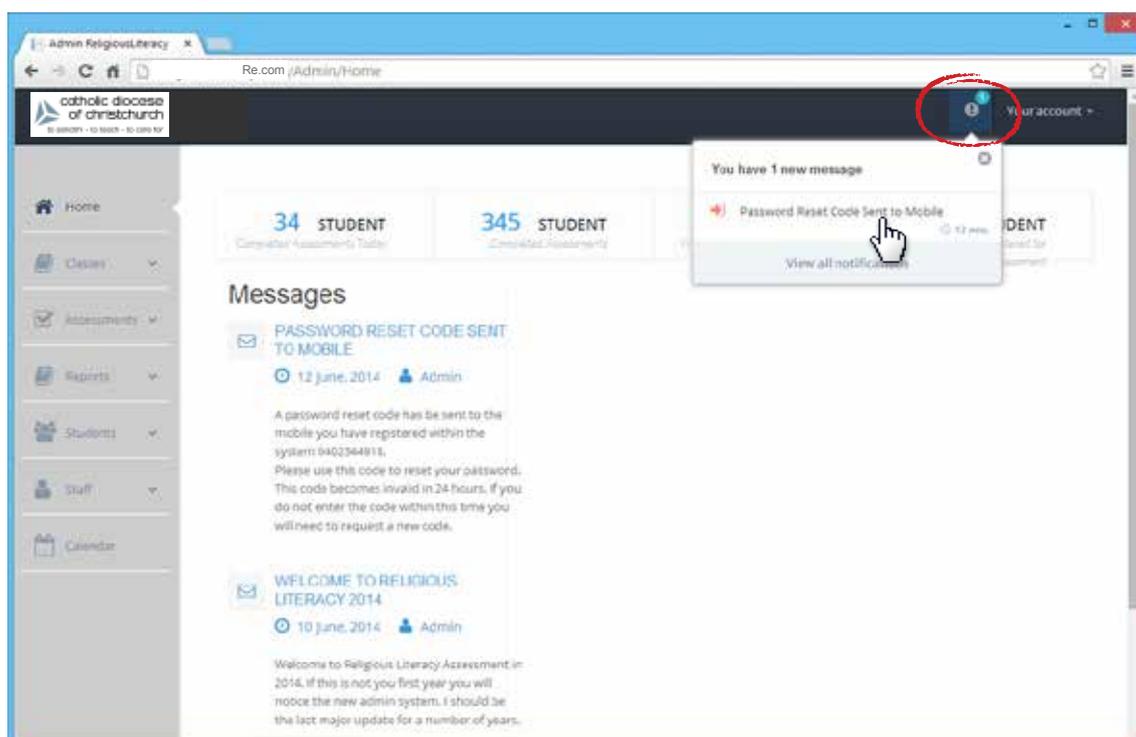
If you do feel inclined to share your experiences with us, select **SEND FEEDBACK** from the **YOUR ACCOUNT** pulldown menu and fill in the web-form. Click **SEND** to send your feedback.



Message Notifications

From time to time you will receive messages from the system; these may include messages relating to any user details and passwords you have changed, or responses from our support team if you sent a support ticket.

Click on the **MESSAGES** icon at the top right corner of the screen; here you will see a dropdown list of new messages. Click on one of the messages and they will display in full on the **HOME** page.



FAQ's

My student cannot log on, what do I do?

1. Try to log in yourself with their username and password; if that does not work then...
2. Log into the system at Christchurch.CatholicRe.com ; then...
 - ▶ follow the instructions for resetting a student password (page 12)
3. **If that does not work, then call Patrick on the numbers provided below.**

When we go to Christchurch.CatholicRe.com we get:

- ***an error; or***
 - ***security certificate error; or***
 - ***redirected to a search page (Google, Sensis, Bing etc.)***
1. Type in **Christchurch.CatholicRe.com** without the www or the http://; if that does not work then...
 2. Type in **http://Christchurch.CatholicRe.com/default.aspx** ; if that does not work then...
 3. Check the URL in the address bar – make sure it does not have “https:” in the URL; if that does not work then...
 4. Type in **http://Christchurch.CatholicRe.com/default.aspx?a=897** or any other random number; if that does not work then...
 6. Call Patrick on the numbers provided below.

I have a new student during the two weeks of the testing, what do I do?

1. Add them to the system using the administration tool at **Christchurch.CatholicRe.com** (*Details of how to do this are in the Teacher User Guide*).
2. The student will need to be allocated questions and linked to the assessment. For this to be done call or email Patrick.

For any other problems, check the Teacher User Guide, and then call:

Patrick Nisbet, Creative Ministry Resources

Email: patrickn@ministryresources.com **Ph:** +61 3 6234 7917 **Mob:** +61 402 344 918