

Tips for using the Primary School Assessment Kit (PSAK)

The following tips are suggestions regarding administration of the tests but are not, however, intended to replace the guidelines provided in the PSAK.

- Laminate the test sheets for listening, speaking, reading and writing at each level (placement, set 2, set 3) and put them into an accordion folder with dividers so that you can access the master copies of the tests easily when you need to choose specific tests at each level. Include a section in the folder for master copies of the scoring sheets and organise these according to placement, set 2 and set 3. The correction key sheets and instructions could also be stored together for easy access. (see appendix)
- It may be useful to have a copy of the teacher's script and correction keys on separate sheets in front of you when testing to avoid turning from one section of the PSAK to another.
- Give the child a black and white copy of the activity page but provide access to a colour copy for reference. The colour copy can be the original sheet, or the relevant page from the CD on a computer screen or on an overhead projector.
- Organise a folder for each child with the *Sheet for Recording Placement and Progress Achievement* from page 18 of the PSAK and the *Pupil Assessment Profile* sheet from page 20 of the PSAK. Use this folder to keep information regarding the *Scoring and Rating Grids* for each of the tests.
- Set 1 Placement does not have to be administered to every child. 'It is intended for use with pupils who have arrived in the school recently.' Page 5 PSAK
- Sets 1, 2, and 3 are not hierarchical. A child does not need to be tested in all three sets; once he/she reaches the end of level B1 in a skill he/she is deemed to be skillful enough in that skill to access the curriculum in the mainstream class.

- The language support teacher should use whichever test is most suitable for the child at that stage, that is, you do not have to begin subsequent testing on the same test that you ceased previously.
- For progress assessment, using Sets 2 or 3, it is suggested that the language support teacher, in the knowledge of a pupil's abilities, may decide to begin the assessment on a different set. Page 6 PSAK
- If a child reaches a level, for example, A2.2, when you come back to testing you start at this point and you do not need to go back to A1, even if you move between sets.
- There can be some flexibility in the scoring, for example in the speaking section, if the child says *yellow* instead of *fair hair* this is acceptable.
- When scoring the speaking tests it may be useful to note on the instruction sheets some of the child's responses. This may be helpful when reviewing how you scored or rated the child following the test. Another alternative is to record the speaking test to help with scoring
- It may be useful to have two teachers present when administering the speaking test, that is, one to ask the questions and one to record the scores.
- The listening, reading, and writing tests can be administered in groups. Only the speaking tests need to be administered individually.
- Instructions and scoring grids for each of the sections of the speaking tests are on two separate pages so it may be more helpful to have the scoring grids for each of the five questions copied and pasted onto one page.
- When administering the writing test at level B1, it is an option to give the child a blank page to write on as a page with a small number of lines may be too restrictive, ensuring that the child still has access to the prompts.
- In the reading test, the child should read silently as it is a test of reading comprehension and not reading fluency.

Appendix A

Useful page numbers from the PSAK

Page number	Section
<i>Pages 17, 18, 20</i>	General
<i>Page 38</i>	Listening Placement
<i>Pages 50, 51, 52, 53, 54, 55, 56</i>	Speaking Placement
<i>Page 74</i>	Reading Placement
<i>Pages 85, 86, 87, 88</i>	Writing Placement
<i>Page 107</i>	Set 2 Listening
<i>Pages 119, 120, 121, 122, 123, 124, 125</i>	Set 2 Speaking
<i>Page 143</i>	Set 2 Reading
<i>Pages 154, 155, 156, 157</i>	Set 2 Writing
<i>Page 176</i>	Set 3 Listening
<i>Pages 188, 189, 190, 191, 192, 193, 194</i>	Set 3 Speaking
<i>Page 212</i>	Set 3 Reading
<i>Pages 223, 224, 225</i>	Set 3 Writing