

# PAT Tuhituhi Te Pihinga | PAT Writing Foundation

This guide (Version 1) outlines the use of PAT Tuhituhi Te Pihinga | PAT Writing Foundation (PAT Tuhituhi Te Pihinga) assessment on the NZCER Assist platform.

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## Background

PAT Tuhituhi Te Pihinga is a paper-based, standardised writing assessment for ākonga in Years 3 – 4. It aligns to the English learning area of the New Zealand Curriculum, as well as to aspects of the NCEA co-requisite in literacy.

### Features of PAT Tuhituhi Te Pihinga:

- A standardised paper-based writing assessment that supports schools to measure and monitor ākonga writing progress in the early years of literacy
- Low-stakes formative assessment designed to support teaching and learning
- Content designed and developed by NZCER, with a focus on equity, accessibility, and meaningful assessment opportunities for all ākonga
- Reflects four writing tasks across the New Zealand Curriculum
- Teacher marking against current PAT Tuhituhi Te Pihinga rubric, with rubric support provided
- Aligned with the refreshed New Zealand Curriculum and aspects of the NCEA literacy co-requisite

### What does PAT Tuhituhi Te Pihinga assess?

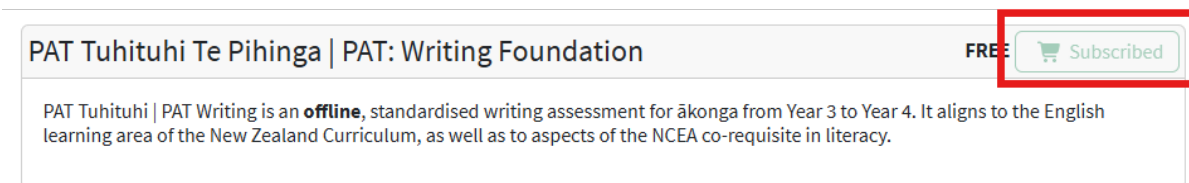
PAT Tuhituhi Te Pihinga assesses the ability of Years 3-4 ākonga to produce writing in specific genre selected by the teacher from persuasive, narrative, recount or informative writing. These genres map directly onto what available data suggest are the most prominent genres of writing taught in Aotearoa New Zealand.

The assessment evaluates how effectively ākonga communicate and develop their ideas using an adapted PAT Tuhituhi rubric designed for younger writers. The rubric takes a holistic approach to writing assessment, focusing on key aspects of early writing development, including ideas, organisation, language use, and writing conventions. The paper-based format has been intentionally designed to support valid assessment of younger writers while providing kaiako with meaningful information about both achievement and progress.

PAT Tuhituhi Te Pihinga builds on the foundations of PAT Tuhituhi Years 5-10, using the same overall approach to assessing extended writing while adapting the assessment design and rubric to better reflect the needs and capabilities of Years 3-4 ākonga. When interpreted alongside other classroom evidence, the assessment can provide a rich picture of the developing writing capabilities of Years 3-4 ākonga, and help inform teaching and learning.

## Subscribing to PAT Tuhituhi Te Pihinga

1. From the left-hand navigation menu in NZCER Assist, select **Subscriptions** to view the available assessment products.
2. Locate **PAT Tuhituhi Te Pihinga** in the subscription list and select **Subscribe**. In terms 2 and 3, PAT Tuhituhi Te Puhinga will be available to schools to use for free.



3. Access PAT Tuhituhi Te Pihinga from the **Dashboard** to start creating and managing assessments



## Creating PAT Tuhituhi Te Pihinga assessments

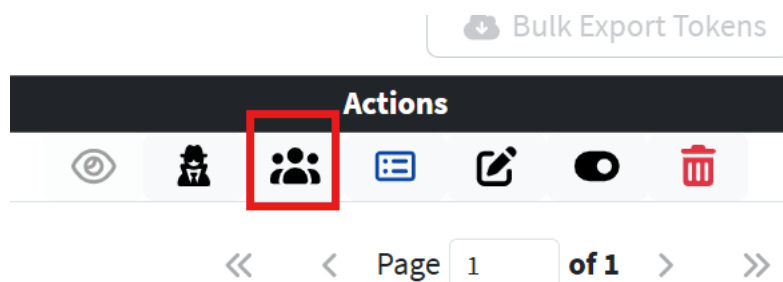
Currently, PAT Tuhituhi Te Pihinga assessments need to be created manually. We will be adding PAT Tuhituhi Te Pihinga to our SMS upload feature later in 2026.

To create assessments

1. Click on **Dashboard** then select **PAT Tuhituhi Te Pihinga**
2. Click on the blue **+ Create Assessment** button in the top right-hand side of the screen.
3. Under **Type** select the desired PAT Tuhituhi Te Pihinga writing task (see the **PAT Tuhituhi Te Pihinga - Writing foundation Tasks** and the image below for information on the different tasks)

Year levels	Assessment	Writing genre
3,4	Good friends	Explain
3,4	Pets at school	Persuade
3,4	Pirate adventure	Narrate
3,4	The first time I	Recount

4. Add a **Name** for your assessment and select your (term) **Period**. Then click **Create**.
5. You will be returned to the PAT Tuhiuhi Te Pihinga screen, and your assessment/s will be displayed in a table.
6. Click on the **Manage Learners** icon under the Actions section of the Assessments Table.



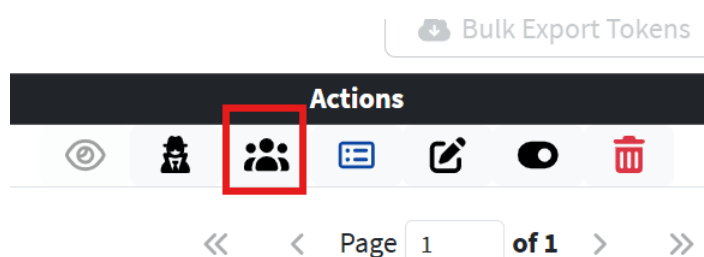
7. Click on the blue **Add Learners** button and you will see a list of all learners you have access to within NZCER Assist (School Admins see ALL learners, Teachers only see learners they are linked to via Classes).
  - a. If you cannot view all learners, you may need to upload a csv file of student data from your Student Management System (SMS) to capture up-to-date student information.
  - b. Steps on how to upload an SMS csv file can be found here [How do I upload an SMS file into NZCER Assist? : Professional Services](#)
8. You can use the filter options on the **Add Learners** screen to easily select all learners within a specific class and/or year level. You can then select all displayed learners and add them in bulk to the assessment.
 

**TIP:** At the bottom of the screen, you can change the page size view to show 15 (default view) or more learners onscreen.
9. Once learners are selected, click **Add Learners**
10. Once you have added learners to your assessment, click **Back** and you will return to the assessment screen. Your selected learners will be displayed.

## Downloading writing tasks from NZCER Assist

Once learners have been added to a PAT Tuhituhi Te Pihinga assessment, you can print out the writing task (pdf) for the assessment. The following steps and images outline how to download a PAT Tuhituhi Te Pihinga task from NZCER Assist.

1. Go to **Dashboard** and select **PAT Tuhituhi Te Pihinga**
2. Find the relevant assessment and select **Manage Learners** to the right of the table, under 'Actions'.



3. Click 'Print all' – this will select all learners in the assessment and create an individual writing task for each learner with their name displayed on their task

Identifier (NSN)	First Name	Last Name	Gender	Ethnicity	Class	Year Level	Token	Response Status	Mark Status	Review	Actions
<input type="checkbox"/> CX154645933	Carr	Mitchell	Gender Male	Other Pacific Peoples	Room 2 2026 Room 5 2026	Year 4 (4)		Registered			
<input type="checkbox"/> 100076434	Two	Demo	Gender Female	NZ European / Pākehā	Room 1 2026 Year 3 2024	Year 3 (3)		Registered			
<input type="checkbox"/> 100076845	Five	Demo	Gender Female	NZ European / Pākehā	Room 2 2026 Room 2 2025 Year 4 2024	Year 4 (4)		Registered			
<input type="checkbox"/> 100076978	Six	Demo	Gender Male	NZ European / Pākehā	Room 2 2026 Room 2 2025	Year 4 (4)		Registered			

4. Click **Print**, save as PDF and print out the tasks
5. Hand out each learner's individual test – see attachment **PAT Tuhituhi Te Pihinga Aratohu Kaiako (Kaiako Guide)** on how to Administer the test
6. Repeat this process with all PAT Tuhituhi Te Pihingi assessments created

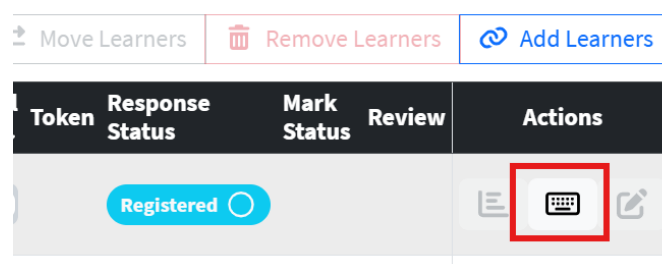
## Uploading writing tasks into NZCER Assist

Once all learners have sat the PAT Tuhituhi Te Pihinga assessment, their tests will need to be scanned and uploaded into NZCER Assist to be marked online. The following steps and images outline how to upload a PAT Tuhituhi Te Pihinga test into NZCER Assist.

1. Scan learner tests individually. If you are scanning all learner writing in bulk, please make sure the tests are split by learner before uploading into NZCER Assist

**TIP:** NZCER Assist can accept files in pdf, jpeg and png format

2. In NZCER Assist, go to the **Dashboard** and select **PAT Tuhituhi Te Pihinga**
3. Find the relevant PAT Tuhituhi Te Pihinga assessment and select **Manage Learners**
4. Find the student who's writing is being uploaded and select **Create Response** (keyboard looking icon)



5. Upload the individual student's writing into the response by dragging and dropping the file, or clicking the grey area to select a file.

**TIP:** 'Add File From Library' gives you the option to upload a file from a library of files that have previously been uploaded into NZCER Assist. As an Admin, you can view all files uploaded. As a Teacher, you can only see files you have uploaded.

**TIP:** You can rename the uploaded file under Display Name. Once the name is entered, changes are automatically saved.

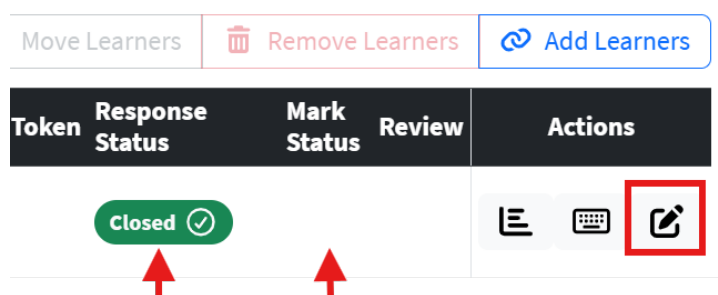
**TIP:** To preview the file, click the preview button (eye looking icon) under Actions. To remove the file from the response, click 'Remove File' (red recycle looking icon).

- Once you're happy with the file upload, click **Back** at the top right of the screen. This will take you back to the list of learners sitting in the assessment.

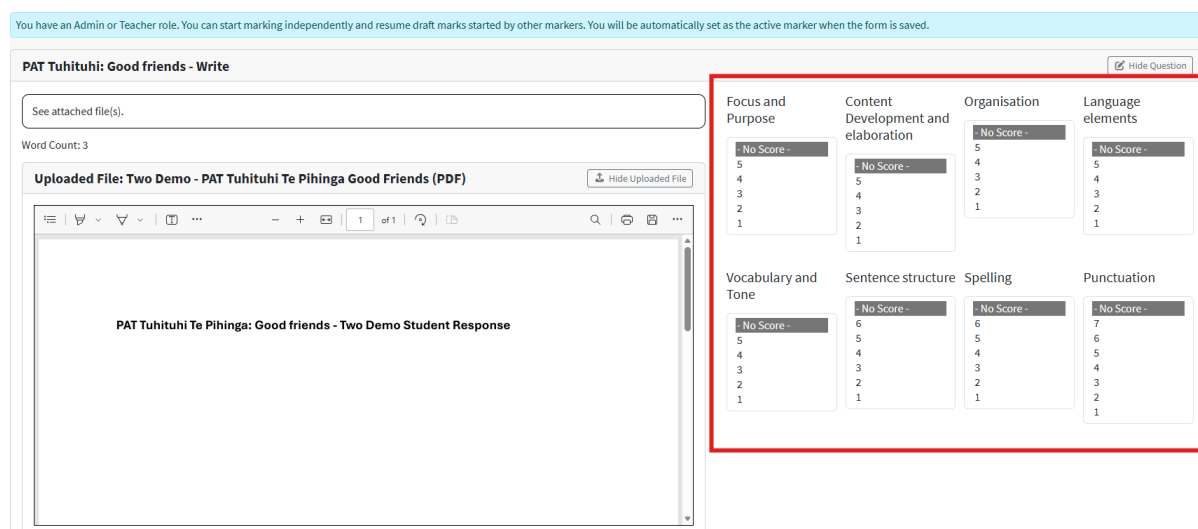
## Marking writing tasks in NZCER Assist

Once a writing task has been uploaded into NZCER Assist, you can begin manually marking. The below steps and images outline how to mark a PAT Tuhituhi Te Pihinga student response.




- In NZCER Assist, go to the **Dashboard** and select **PAT Tuhituhi Te Pihinga**
- Find the relevant PAT Tuhituhi Te Pihinga assessment and select **Manage Learners**
- Find the student with a 'Closed' response status and a 'blank' Mark Status, and select **Manage Marking** (pencil looking icon under Actions)






- Select **Create Mark**
- When **creating a mark** you will see the following screen. It displays the uploaded student's response and each rubric element. These are displayed by shading in the scoring section.



6. When scoring a student's writing using the rubric elements, refer to the **PAT Tuhituhi Te Pihinga – Marking Rubric** found in the **kaiako guide**
7. You can save a draft mark – this will create an 'In Progress' mark which you can revisit and edit in the **Manage Learners** screen

Print all	Move Learners	Remove Learners	Add Learners	
Token	Response Status	Mark Status	Review	Actions
	Closed ✓	In Progress	N	  

8. If you're happy with the mark, click 'Submit Marking' to create a 'Finished: Success' mark score
9. If you submit a mark, and later decide that the mark needs to be updated, you can edit it by:
  - a. clicking **Manage Marking** (pencil looking icon under Actions) > **Confirm Unable to Mark**. This will take you back to the **Manage Learners** screen. You will see the response now has the mark status 'Finished: Failure'
  - b. Click **Manage Marking** again and remove the 'Finished: Failure' mark by clicking **Delete Mark** (red recycle looking icon)
  - c. Click **Create Mark** to re-mark the response.
10. Once a student's writing has been successfully marked, you can view the score in the student's Individual Report.

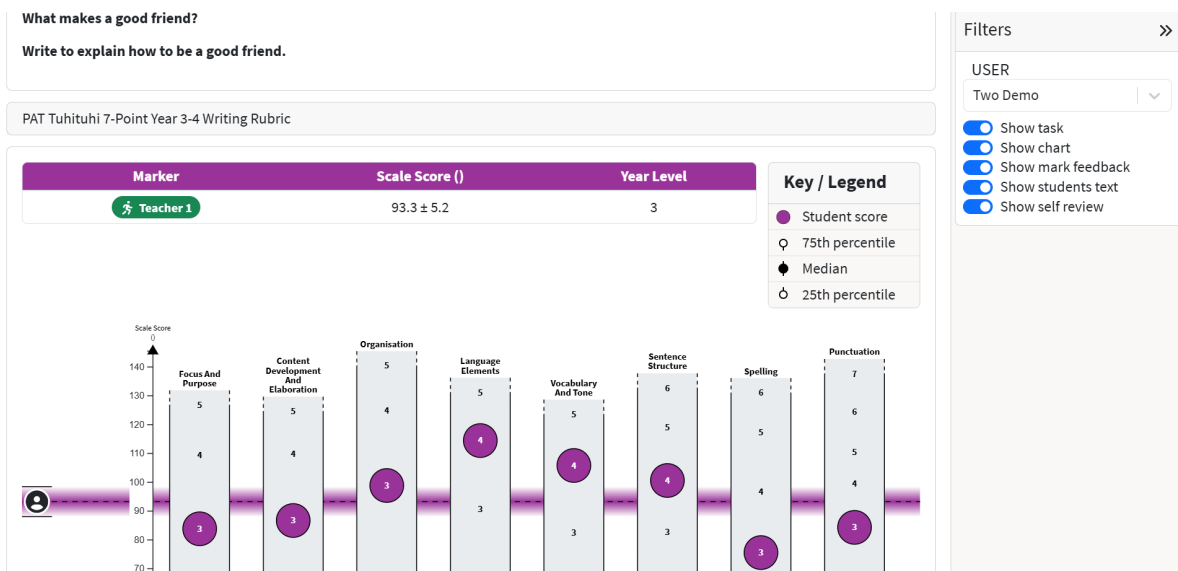
Print all	Move Learners	Remove Learners	Add Learners	
Token	Response Status	Mark Status	Review	Actions
	Closed ✓	Finished: Success ✓	N	  

## Individual report

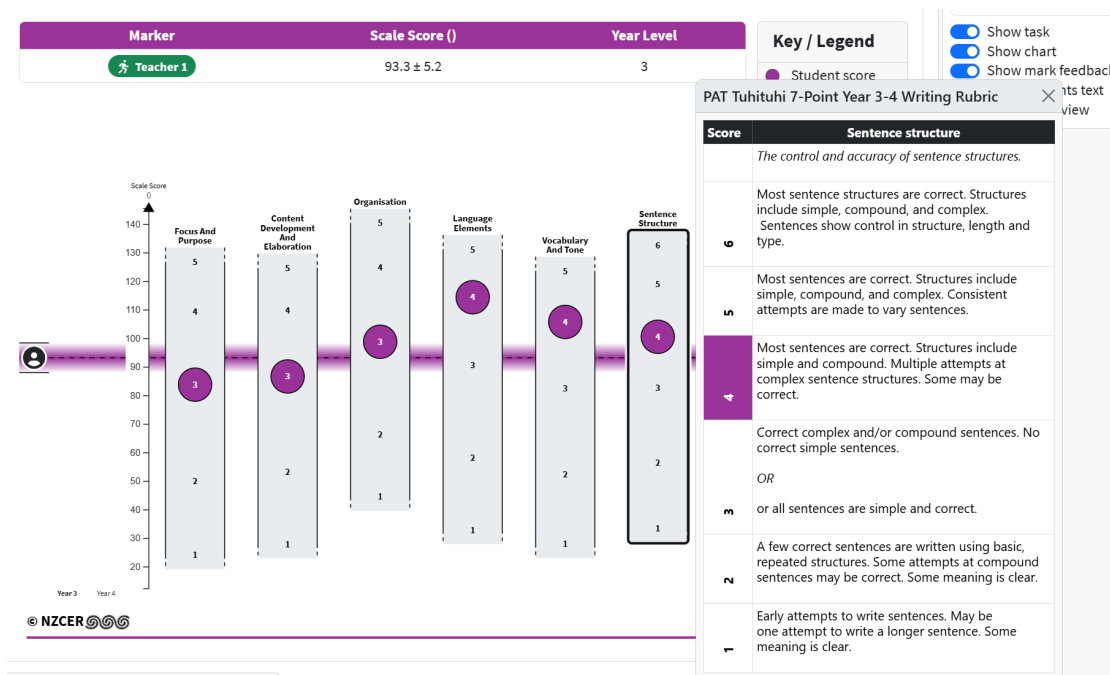
The Individual report for PAT Tuhituhi Te Pihinga contains a number of components that can be displayed or hidden using the toggle feature in the right-hand filter menu.

The first section displays the assessment (task), assessment name, student name, and the writing prompt.

The chart below displays the rubric elements and scores. In the chart header you can see who the **Marker** was as well as the scale score and Year level information.



You can click on a rubric element to view a pop-up with details about the selected element. It will display the rubric information for that element and the student's score.



Currently, PAT Tuhituhi Te Pihinga has sufficient data to report a learner's scale score only. Reporting against year-level expectations, national norms, and stanines will become available once additional assessment data has been collected and analysed.

For advice on using scale scores to understand a child's writing achievement and progress, please contact [Education.Adviser@nzcer.org.nz](mailto:Education.Adviser@nzcer.org.nz)

## Rubric List Report

The Rubric List report displays all completed student responses within an assessment along with a description of their status.

The report includes summary statistics on writing scores across the PAT Tuhituhi Te Pihinga rubric elements and an overall mean score.

The **Successful Markings** table contains responses that have been successfully scored.

PAT Te Pihinga: Good friends

Year level: Year 3 Number of Students (Completed): 4 / 4

PAT Tuhituhi 7-Point Year 3-4 Writing Rubric

Year level	Number of Marks	Focus and Purpose	Content Development and elaboration	Organisation	Language elements	Vocabulary and Tone	Sentence structure	Spelling	Punctuation	Mean Scale Score	Standard Deviation Score
Year 3	4	2.8 / 5	3.3 / 5	2.3 / 5	3.0 / 5	3.0 / 5	3.3 / 6	3.5 / 6	3.5 / 7	76.30	53.80

*\* Numbers in brackets provide national reference group statistics*

**Successful Markings**

Name	Year Level	Focus and Purpose	Content Development and elaboration	Organisation	Language elements	Vocabulary and Tone	Sentence structure	Spelling	Punctuation	Scale Score	Marker	Actions
Full Name...		Search sc	Search sc	Search sc	Search sc	Search sc	Search sc	Search sc	Search sc			
Four Demo	Year 3	3 / 5	3 / 5	3 / 5	3 / 5	3 / 5	3 / 6	3 / 6	3 / 7	84.9 ± 5.3	Teacher 1	
One Demo	Year 3	1 / 5	1 / 5	1 / 5	1 / 5	1 / 5	1 / 6	1 / 6	1 / 7	1.1 ± 18.8	Teacher 1	
Three Demo	Year 3	5 / 5	5 / 5	4 / 5	5 / 5	4 / 5	6 / 6	5 / 6	6 / 7	128.7 ± 6.1	Teacher 1	
Two Demo	Year 3	2 / 5	4 / 5	1 / 5	3 / 5	4 / 5	3 / 6	5 / 6	4 / 7	90.5 ± 5.3	Teacher 1	

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In the Rubric List Report screen is where you can also edit a mark by clicking the **Manage Marking** button (pencil looking icon) under Actions.

## Notes on reporting changes:

### Scale Scores:

- The scale score shows the overall achievement for the ākonga across all rubric elements; it is displayed as a range. This range reflects the precision of the PAT Tuhituhi Te Pihinga assessment
- In addition to the scale score, ākonga achievement is reported against the rubric for this writing genre.