PAT Tuhituhi Te Pihinga | PAT Writing Foundation

Assist Users Guide

This guide (Version 2) outlines the use of PAT Tuhituhi Te Pihinga | PAT Writing Foundation assessment on the NZCER Assist platform.

PAT
PROGRESSIVE ACHIEVEMENT TEST

NZCER
Rangahau Mātauranga o Aotearoa

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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?

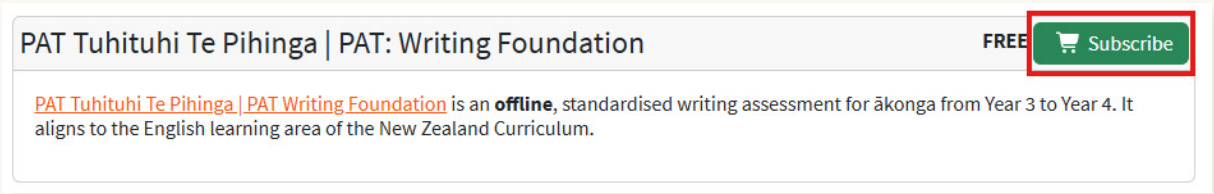
PAT Tuhituhi Te Pihinga assesses the ability of Years 3-4 ākonga to produce writing in specific genre selected by the teacher from persuasive, narrative, recount or informative writing. These genres map directly onto what available data suggest are the most prominent genres of writing taught in Aotearoa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

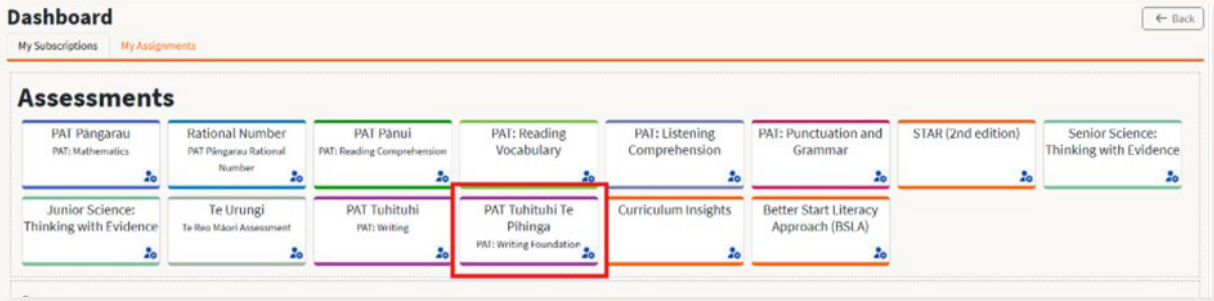
PAT Tuhituhi Te Pihinga builds on the foundations of PAT Tuhituhi Years 5-10, using the same overall approach to assessing extended writing while adapting the assessment design and rubric to better reflect the needs and capabilities of Years 3-4 ākonga. When interpreted alongside other classroom evidence, 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.**



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



Creating PAT Tuhituhi Te Pihinga assessments

There are two ways to create PAT Tuhituhi Te Pihinga assessments:

1. **SMS upload (recommended)** – the quickest and easiest way to create learners, classes and several assessments for a large number of learners.
2. **Manual creation** – create each assessment and select the learners to add to it.

Below are the current PAT Tuhituhi Te Pihinga writing tasks you can choose from:

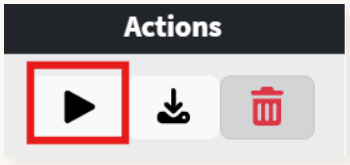
Year levels	Assessment	Writing genre
3,4	Good friends	Explain
3,4	Pets at school	Persuade
3,4	Pirate adventure	Narrate
3,4	The first time I	Recount

SMS upload (recommended)

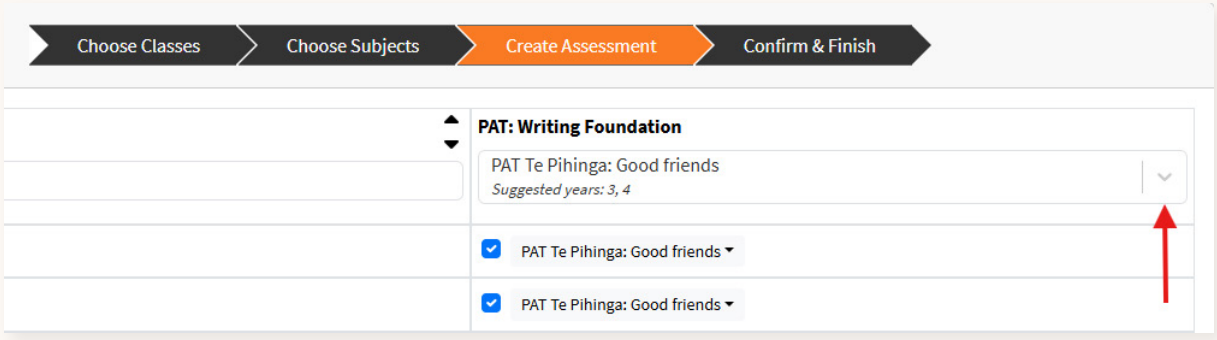
An SMS upload uses a CSV file from your Student Management System (SMS) to create learners, classes and assessments. Only School Admins can upload an SMS file.

Before you begin, export a current CSV file from your SMS.

1. In NZCER Assist, open **Admin** and scroll down until you get to **SMS upload process**
2. Drag the CSV file into the upload area, or click to select it. NZCER Assist will validate the file, or advise if there are issues with the file.
3. After validation, click **Process** (play button under 'Actions')



4. Work through the information and classes shown, selecting **Next** after each screen.
5. Select the subject(s) you want to assess, then click **Next**.
6. Choose the required **PAT Tuhituhi Te Pihinga** writing task in each class's assessment dropdown. Then click **Next**.



7. Finish by selecting **Upload SMS**. NZCER Assist creates the learners, classes and assessments.

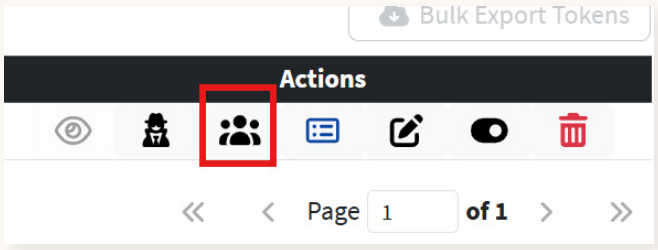
Once the SMS upload is complete, continue to **Downloading writing tasks from NZCER Assist** to print the learner tests.

Manual creation

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 above page for information on the different writing tasks and genres)
4. Add a **Name** for your assessment and select your (term) **Period**. Then click **Create**.
5. You will be returned to the PAT Tuhituhi 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.



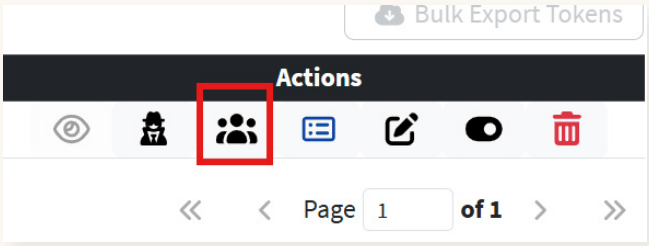
7. Click on the blue **Add Learners** button and you will see a list of all learners you have access to within NZCER Assist (School Admins see ALL learners, Teachers only see learners they are linked to via Classes).
   a. If you cannot view all learners, you may need to upload a csv file of student 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.

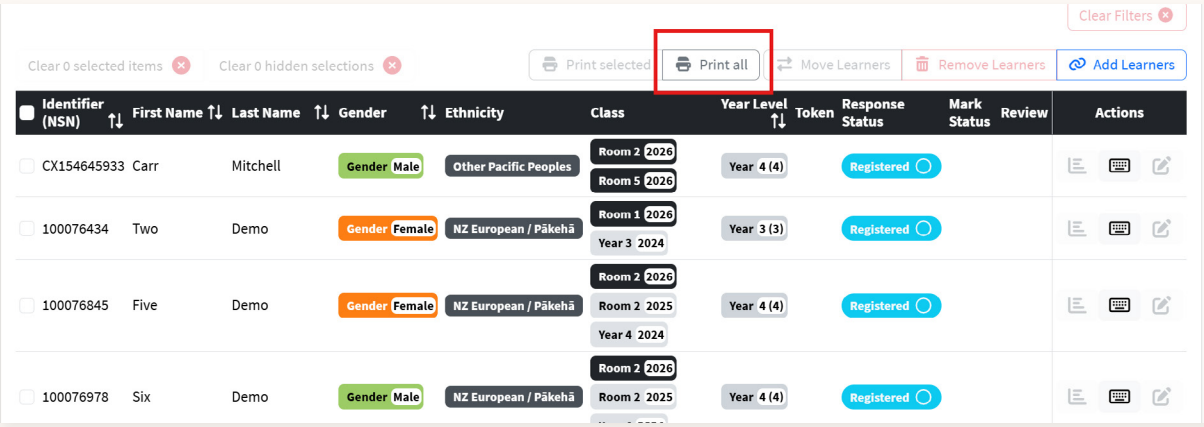
Downloading writing tasks from NZCER Assist

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



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. There are two ways to upload learner writing:

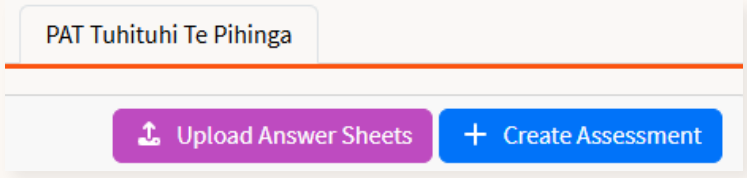
1. **Bulk upload (recommended)** – scan all learners' writing into one PDF. NZCER Assist uses the QR codes to assign the writing to each learner automatically.
2. **Individual upload** – upload each learner's file separately to their response.

Bulk upload

Scan all learner tests into one PDF. Make sure every QR code is scanned clearly so NZCER Assist can recognise it and assign the writing to the correct learner. An unreadable QR code will prevent the file from uploading successfully.

TIP: The maximum upload size is 25 MB per file. If your PDF is larger than this, split it into smaller PDFs.

1. In NZCER Assist, go to the **Dashboard** and select **PAT Tuhituhi Te Pihinga**.
2. Select **Upload Answer Sheets**.



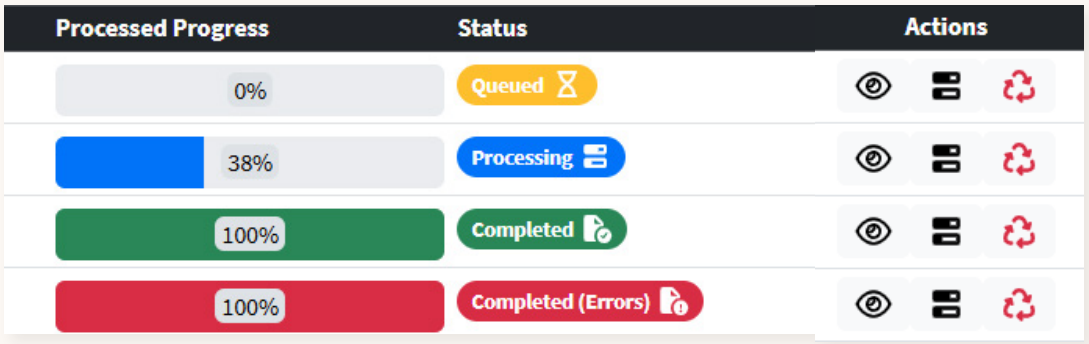
3. Drag and drop the PDF containing all learner writing into the upload area, or click to select the file.
4. Allow a few seconds for the file to upload and process. Larger files, or files containing errors, may take longer. You can check the upload status:

   Queued – the file is in queue to process.

   Processing – NZCER Assist is processing the file and checking the QR codes.

   Completed – the writing has been processed and assigned to learners.

   Completed (Errors) – processing has finished, but one or more errors need to be checked.



If the upload status is **Completed (Errors)**, click **Processing Results** (the server icon icon under 'Actions'). Under **Processed QR Codes**, check Error Status for the reason.

If the Error Status displays '**X** No QR codes found', NZCER Assist has not detected a readable QR code. Rescan the writing, making sure each QR code is clear, then upload the file again.

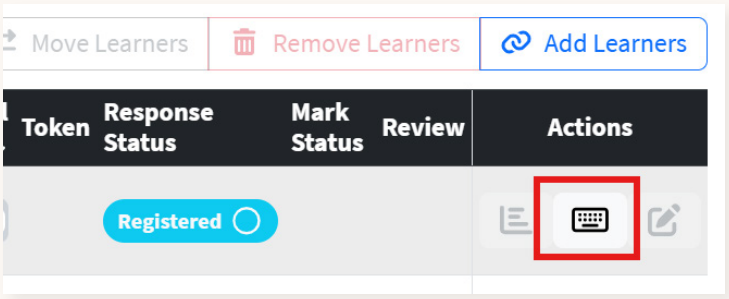
If you are unsure what an error means, contact assessmentservices@nzcer.org.nz for assistance.

Once the upload is completed successfully, the writing has been assigned to the learners and you can begin marking. Follow the steps in **Marking writing tasks in NZCER Assist**.

Uploading files individually

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. The maximum upload size is 25 MB per file.
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**



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

   TIP: 'Add File From Library' gives you the option to add 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.

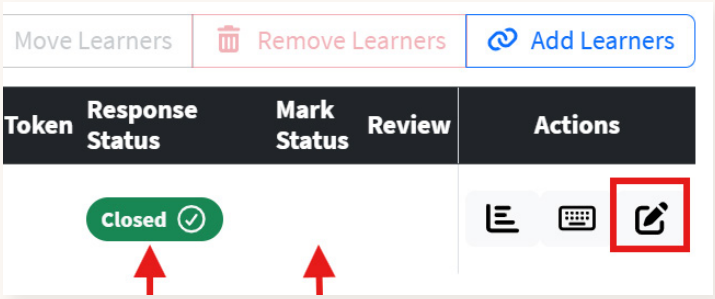
   TIP: To preview the file, click the preview button (eye icon) under 'Actions'. To remove the file from the response, click 'Remove File' (red recycle icon).

6. 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.

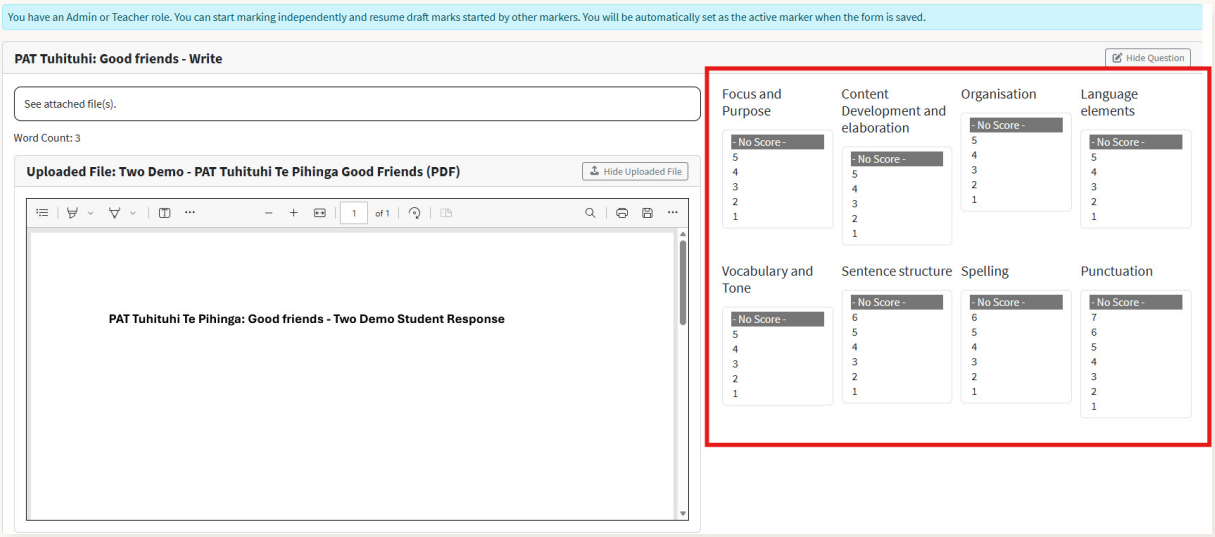
Marking writing tasks in NZCER Assist

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.

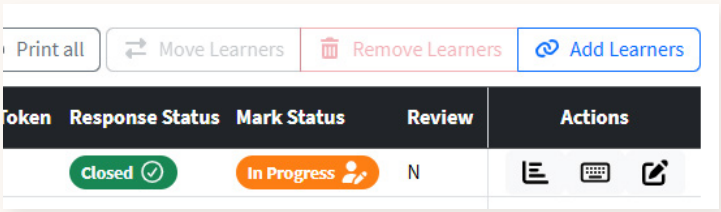
1. In NZCER Assist, go to the **Dashboard** and select **PAT Tuhituhi Te Pihinga**
2. Find the relevant PAT Tuhituhi Te Pihinga assessment and select **Manage Learners**
3. Find the student with a 'Closed' response status and a 'blank' Mark Status, and select **Manage Marking** (pen icon under 'Actions')



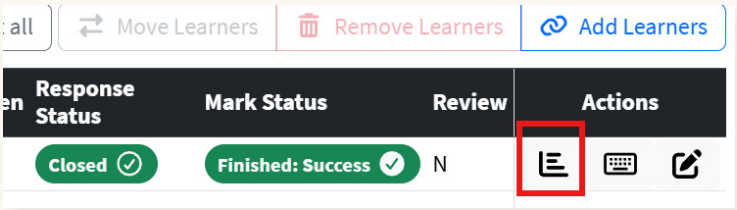
4. Select **Create Mark**
5. When **creating a mark** you will see the following screen. It displays the uploaded student's response and each rubric element. These are displayed by shading in the scoring section.



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



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** (pen 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 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.

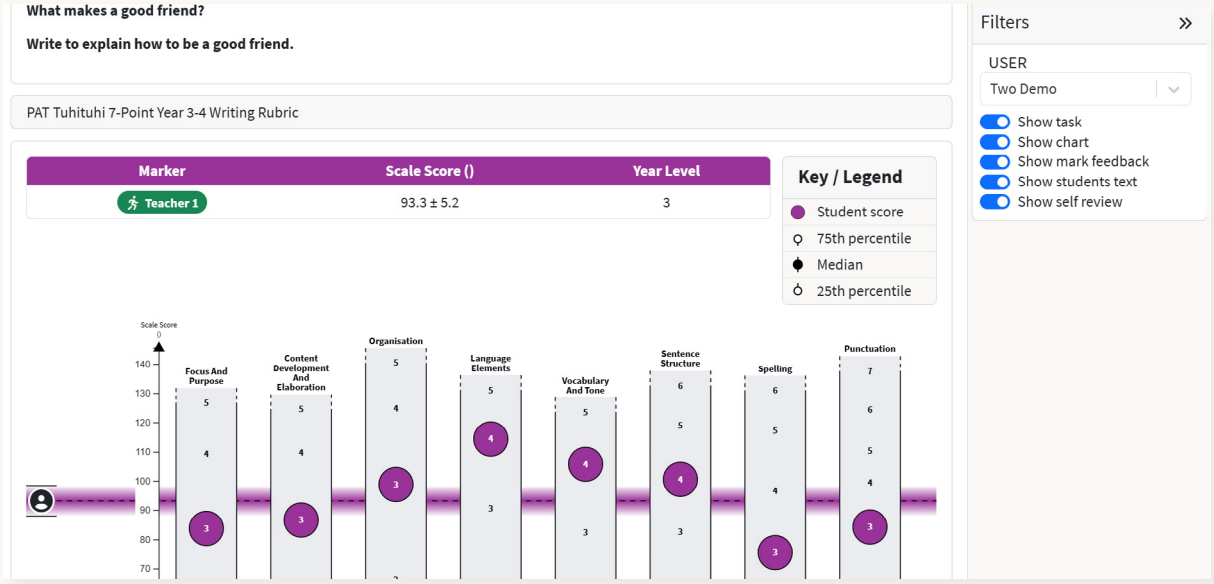


Individual report

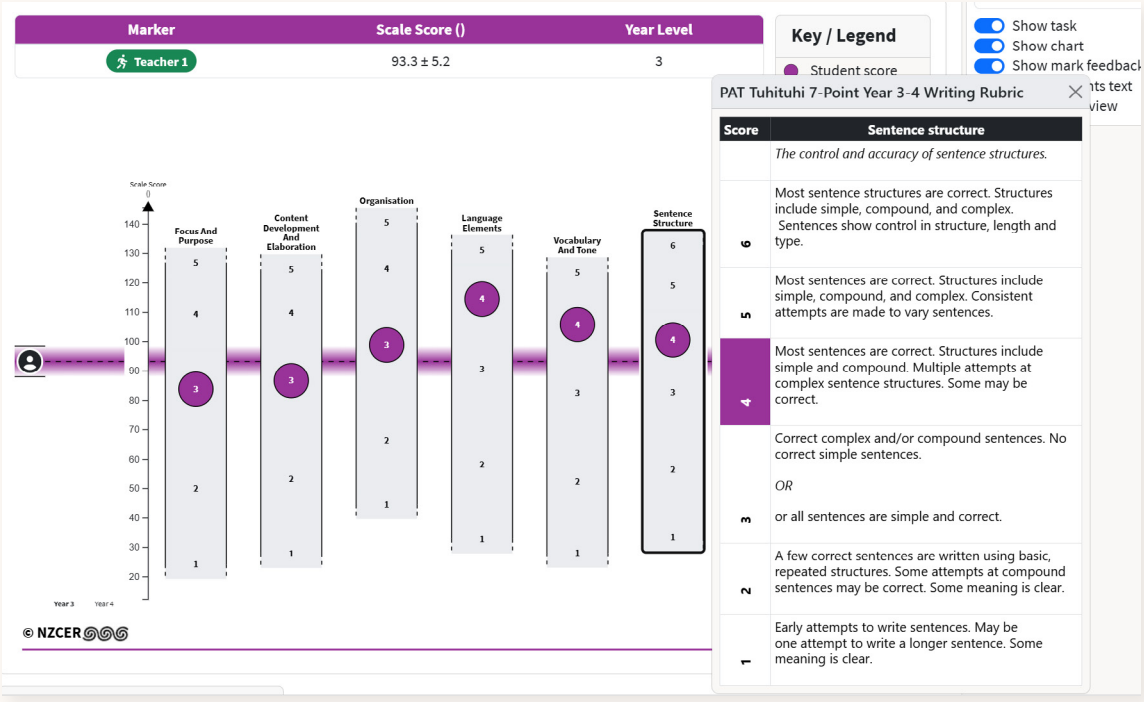
The Individual report for PAT Tuhituhi Te Pihinga contains a number of components that can be displayed or hidden using the toggle feature in the right-hand filter menu.

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 and national norms will become available once additional assessment data has been collected and analysed.

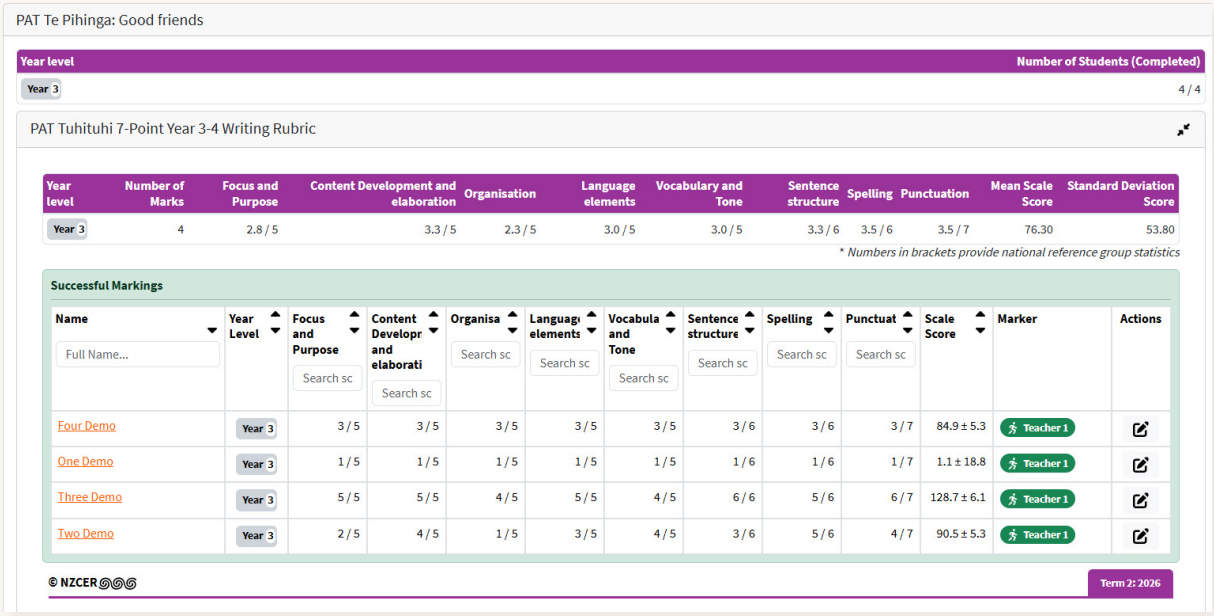
For advice on using scale scores to understand a child's writing achievement and progress, please contact Education.Adviser@nzcer.org.nz

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.



In the Rubric List Report screen is where you can also edit a mark by clicking the

Manage Marking button (pen 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.

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