

How to create and mark a Writing Assessment

A Writing assessment is created online, however the Learner sits it as a printed paper hard copy. Upon completion, the Educator then manually marks the assessment using the Marking Guide, and enters the data into the Assessment Tool attributing the results to the relevant Learner's assessment records.

- 1 into the Assessment Tool using your ESAA username and password:

- 2 From the Assessments tab select 'Create a Writing Assessment' from the Create a new Assessment panel at the top of the side menu:

- 3 Give the assessment a name. Make sure that this is a name that will be easy to understand and will be relevant over time. Then choose one of the 10 available writing assessments by selecting the button next to the assessment you wish to create:

- 4 You may now add notes to the Notes section, use the 'Add more Learners' link, or save the assessment as it is by clicking 'Save Assessment':

- 5 Clicking 'Add more Learners' (above) displays the available groups of Learners that can be added to the assessment. Alternatively below, the 'View Learners in' box can be adjusted to 'All Learners' if desired. Click 'Save Assessment' to complete:

- 6 Click the 'Download Assessment as PDF' link to print the assessment for Learners to sit. Note, only the first few pages will then need to be photocopied for the Learners:

- 7 To upload the marked results of a completed Writing assessment, go to the Assessments tab, click the relevant assessment name to access the list of Learner's assigned to it:

Assessments

1-8 of 8 Assessments

[All Assessments](#) > Date Created (29/07/2009 - 29/07/2010)

All Assessments Selected (0)

Select : All Assessments , All on Page , None

	Assessment Name	Learners Completed (Set)	Area	Assessment Type	Assessment Status
<input checked="" type="checkbox"/>	Trades Writing Assessment - Term 2	0 (5)	Writing	Non-Adaptive for Printing	Active
<input type="checkbox"/>	Early Publishing/Editing	0 (5)	Numeracy	Adaptive	Active
<input type="checkbox"/>	Early Composition	0 (5)	Reading	Adaptive	Active

- 8 The Learners assigned to the assessment are listed. Click on 'Mark Assessment' to access the list of Learners with assessment data to be entered:

Assessment

Trades Writing Assessment - Term 2

Search for a Learner

1 - 5 of 5 Learners

Assigned Learners (5) Selected (0)

Remove Selected Learner(s) Select : Everyone , All on Page , None

<input type="checkbox"/>	O'Casey, Sean Groups: Composition 105, OA test group, Playwrights Group, Publishing 205.	View Details
<input type="checkbox"/>	Poe, Edgar Allen Groups: Composition 105, Editing 200, Playwrights Group, Publishing 205.	View Details
<input type="checkbox"/>	Reacher, Jack Groups: Composition 105, Editing 200, Publishing 205.	View Details
<input type="checkbox"/>	Stoker, Bram Groups: Composition 105, Editing 200, Playwrights Group, Publishing 205.	View Details

Assessment Details

Assessment Status

Active

Print Assessment

[Download Assessment as PDF](#)

Mark Assessment

Mark Assessment

Assigned Learners

- 9 Clicking on the 'Enter Data' button will enable the Educator to enter the data against the individual Learner's record:

Mark Assessment

Trades Writing Assessment - Term 2

	O'Casey, Sean Groups: Composition 105, OA test group, Playwrights Group, Publishing 205.	To Be Marked	Enter Data
	Poe, Edgar Allen Groups: Composition 105, Editing 200, Playwrights Group, Publishing 205.	To Be Marked	Enter Data
	Reacher, Jack Groups: Composition 105, Editing 200, Publishing 205.	To Be Marked	Enter Data

10 The 'Mark Assessment' screen is displayed with the Marking Instructions included:

Mark Assessment

Help | Accessibility

Trades Writing Assessment - Term 2

O'Casey, Sean

Date Assessment Taken: Did not sit assessment

Is English the Learner's First Language?

Barking dog

Task A: Note to neighbour

Purpose and audience	0	1	2	3
Spelling	0	1	2	3
Language choices	0	1	2	

Marking Instructions

Familiarise yourself with the marking guide (criteria and exemplars).

Enter the date the assessment was taken, and whether the Learner's first language is English.

Using the marking guide (in the Assessment's PDF), assign a mark for each of the writing criteria.

If a learner did not sit an assessment, please tick the 'Did not sit assessment' checkbox.

Click **Save** or **Save and Mark Next** after you have entered your scores.

11 Once the data has been entered, click 'Save' or 'Save and Mark Next':

or