



Agreement to use the Literacy and Numeracy for Adults Assessment Tool

What is this agreement?

1. These terms and conditions constitute an agreement (the “Agreement”) between the Tertiary Education Commission (TEC) and you, being an organisation who wishes to use the Literacy and Numeracy for Adults Assessment Tool (the Assessment Tool). The effective date of the Agreement is when this document is signed and dated by you.
2. The purpose of this Agreement is to clarify how the Assessment Tool can be used by you and your organisation, what you must tell a learner before he or she uses the Assessment Tool, and to outline the principles of acceptable use. Maintaining acceptable standards of use will promote confidence and trust in the use of the Assessment Tool and the assessment information created by it.
3. On receipt of a signed copy of this Agreement, your organisation will be granted the right to access the Assessment Tool.

What is the purpose of the Assessment Tool?

4. The Assessment Tool is primarily designed to help educators identify the strengths and weaknesses of learners’ literacy and numeracy skills. This will help educators develop programmes for learners that match their needs and strengthen their literacy and numeracy skills.
5. The Assessment Tool will allow learners to track their progress over time and will enable educators and organisations to report on the progress made by groups or cohorts of learners.
6. The Assessment Tool will provide information about the literacy and numeracy skills of New Zealanders.
7. The Assessment Tool is available for use by any organisation that works with adults to improve literacy and numeracy.

What must be done before using the Assessment Tool?

8. Every organisation that intends to use the Assessment Tool, must assign an Organisation Administrator to oversee their use of the Assessment Tool.
9. Within each organisation that uses the Assessment Tool there are two key roles - Organisation Administrator and Educator. A small organisation may have one Organisation Administrator who also holds an Educator role. A larger organisation is likely to have a number of both Organisation Administrators and Educators. Organisation Administrators have powers within the Assessment Tool that are not available to Educators e.g. to create learner records, set up groups and Educator profiles, and to look at aggregate data for the whole organisation. Educators are able to create assessments and access data for learners they are connected to via the Organisation Group functionality within the Assessment Tool.
10. The Assessment Tool is secured by the Education Sector Authentication and Authorisation system (ESAA) which is run by the Ministry of Education. Each Organisation Administrator and Educator must have their own ESAA logon id which will allow them to access the Assessment Tool.

How can the data from the Assessment Tool be used?

11. The questions held in the Assessment Tool, and the information about those questions is owned by the TEC. Alteration of the items in an assessment will both invalidate the results and potentially break copyright agreements with the original owners of stimulus material. You must not alter the items in any way, or reproduce the items for any purpose other than the administration of an assessment that has been created by the Assessment Tool.
12. You must only use the data from the Assessment Tool for teaching and learning purposes, and to help you measure your performance and report on your progress to funders. For more information on what you can and cannot do with the data from the Assessment Tool, please refer to the literacyandnumeracyforadults.com website.
13. The TEC holds the data on its servers, and uses data from the Assessment Tool for oversight and monitoring purposes. In certain circumstances, such as responding to a request for an individual's personal information, the TEC is able to access and identify individual learner information from the data. However, when monitoring and overseeing the use of the Assessment Tool, the TEC uses data that is aggregated and anonymised.

What must learners be told before they use the Assessment Tool?

14. Data created by learners who are completing assessments is personal information as defined by the Privacy Act 1993. Therefore, before a learner uses the Assessment Tool, you must advise the learner that:
 - a. the TEC is collecting information on the learner's literacy and numeracy skill levels;
 - b. the purpose for collecting the information is to help the learner learn, and help you measure your performance and report on your progress to funders;
 - c. the information will be disclosed to any tertiary education organisation that the learner enrolls with if the learner is enrolling in a foundation-level programme
 - d. the TEC will hold the information (the TEC's address is PO Box 27-048, Wellington 6141);
 - e. the learner may access the information by contacting the tertiary education organisation that they undertook the assessment and learning with in the first instance. If this is not available, the learner may access the information by contacting the TEC at Privacy.Act@tec.govt.nz; and
 - f. if the learner accesses the information, and considers that any of the information is incorrect, he or she may ask the tertiary education organisation or the TEC to correct the information.
15. There must be an agreement in place between the organisation and each learner who uses the Assessment Tool that allows the use of personal information for teaching and learning purposes, and specifies the information in paragraph 14 above.

Agreement

16. It is agreed that this organisation will:
 - a. assign an Organisation administrator to oversee its use of the Assessment Tool;
 - b. not alter the questions in any way, or reproduce the questions for any purpose other than the administration of an assessment that has been created by the Assessment Tool;
 - c. use the Assessment Tool for its designated purpose, as described in paragraphs 4-7 of this Agreement;

- d. put agreements in place with each learner allowing the Assessment Tool data to be used as described in paragraphs 12-15 of this Agreement;
- e. inform each learner before he or she uses the Assessment Tool of the information set out in paragraph 14 of this Agreement; and
- f. contact the Ministry of Education Contact Centre as soon as possible after an individual who has ESSA access to the Assessment Tool leaves the organisation so the Contact Centre can cancel access to the Assessment Tool for that individual.

17. In the event of a breach of these conditions of acceptable use, the TEC may withdraw the right of this organisation to use the Assessment Tool.

Primary contact person

Full Name (printed)

e-mail address

Signed by the Chief Executive

Signature

Full Name (printed)

e-mail address

Organisation Name

Organisation Number
(EDUMIS number)

- Organisation Type
- Industry Training Organisation (ITO)
 - Institutes of Technology and Polytechnics (ITP)
 - Private Training Establishment (PTE)
 - University
 - Wānanga
 - Other _____

Confirm the identity of your Organisation Administrator

Full Name (printed)

E-mail address

An ESAA logon, that grants the 'organisation administrator' access to the Assessment Tool is currently:

- waiting to be processed
- with the Ministry of Education Contact Centre, awaiting approval
- approved

Post, fax or e-mail a signed copy of this agreement to the Assessment Tool Service Desk:

Postal address:

Fax to:

Email to:

PO Box 3237
Wellington 6140

(04) 384 7933

assessforadults@nzcer.org.nz

The Assessment Tool Service Desk will acknowledge receipt of this agreement within 8 business hours of receiving this signed document. Access details will be sent to the nominated organisation administrator within 24 hours.