

Literacy and Numeracy Process Tutors

Levels 1-3

Discuss Literacy and Numeracy with your students, prepare them for assessment at the beginning and at the end of their programme of study.



Within the first 3 weeks of your programme start date, set a date when you are going to run your literacy and numeracy testing (2 hours).



Advise your administration team to book a computer room through room bookings.



Ensure you have your PDF Codes for all learners from your administrator.



Run both initial assessments for all students on your sheets with the exception of those who are highlighted. Highlighted students do not need to sit one or both assessments as they have reached Level 5 in numeracy and Level 4 in reading, or have completed LN testing within the previous 90 days.



Advise administration staff when assessments are completed.



If you have access to the tool run Group Reports and Individual Reports.



If you do not have access to the tool ask your administrator to run Group Reports and Individual Reports.

Literacy and Numeracy Process

School Administrators

Levels 1-3

Ensure sufficient Administration and all tutors on levels 1, 2 and 3 programmes have access to the Literacy and Numeracy tool.



Create groups (using naming convention) and once at EA upload student cohorts to the tool.



Check if all learners are required to sit LN. If not required, highlight student/s.



Create an Adult Adaptive General Reading and Adult Adaptive General Numeracy.



Print out student codes, highlighting students who are exempt from sitting LN.



Remove highlighted students from the tool.



Pass codes onto tutors, with explanation that highlighted students are not required to undertake assessment.



Repeat with Adult or Youth, Snapshot, General Numeracy, No Threshold Assessment.