

COMPONENTS OF SPELLING TEST - EARLY YEARS

ONLINE PLATFORM

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INSTRUCTIONS FOR TEACHERS

The CoSTEY is best delivered to individual students or in small groups (for example, 5 to 10 students at one time). Individual or small group testing enables the teacher to closely monitor student engagement and to provide appropriate guidance as needed.

In most instances, it is recommended that students handwrite the words. Their handwritten attempts can then be entered into the system by the teacher using the corresponding Student ID login.

In advance, prepare several printed copies of the student *Response Sheets* so that students can handwrite the test words.

To enter the student responses, type in the web address as shown below.

spellingtest.com.au/costey

Components of Spelling Early Years



StudentID:

LOGIN

Type the Student ID (provided) and then click the green Login button. Once logged in, student's own name will appear.

Select a test:

- Phonological Component (green button)
- Orthographic Component (blue button)
- Morphological Component (yellow button)

Components of Spelling Test - Early Years (CoSTEY)

Hello Test Student.

Please select your test below to start.

START PHONOLOGY TEST

START ORTHOGRAPHY TEST

START MORPHOLOGY TEST

Type each word exactly as the student has written each word. Each word that is entered into the online platform is automatically saved.

If there is a need to log out of the webpage part way through entering the words, it is possible to log back in and continue from the last word typed. If logging back in to enter the remaining items, it will not be possible to change words that have previously been typed. Previous saved words will be visible (with a red background) but will not be able to be changed (see below).

Components of Spelling Test - Early Years (CoSTey)

Early Years Real Word Test (Phonology A): (Student: Test Student)

| | |
|---|-----|
| 1 | lip |
| 2 | vet |
| 3 | rug |
| 4 | zip |
| 5 | dab |
| 6 | |
| 7 | |
| 8 | |
| 9 | |

When all words have been entered for each test, click **END** to complete the test; or click **Continue to Part B** to complete the second part of the test (where applicable).

35

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37

38

END

Continue to Part B

It is important to click the **END** button on completion of the test before closing the internet browser.

For students using the online platform

If students are not fluent with typing words, they should handwrite the test words instead. Students should use the mode of transcription that they are most fluent in.

If a student asks for assistance to locate a specific alphabetic letter on the keyboard, the student can be assisted. However, if a student asks for assistance in identifying a letter that could be reversed to form another letter (such as **b** and **d** or **p** and **q**), the student should not be told which of the two letters is correct. Instead, the student should be instructed to decide which of the two letters is most likely to be correct. If these instances are occurring frequently, the student may need to handwrite the words instead.

INSTRUCTIONS FOR STUDENTS USING THE ONLINE PLATFORM

The teacher can say the following:

- Open the internet browser and enter the following url: **spellingtest.com.au/costey**
- Enter your own student ID. No spaces are needed. It will not matter if you use upper-case or lower-case letters. You should then see your name if you have logged in correctly.
- When everyone is ready, I will ask you to click the Test button for the task you will complete.
- For this task, you need to type each word. For each word that you type, I will say the number of the word so that you know where we are up to.
- You do not need to use capital letters, full stops or spaces.
- As you type the list of words, you will need to scroll up so that you can type each word in the spaces provided.
- If the website is lost during the task, tell me straight away so that I can help to fix the problem.
- Once you have typed the last word, you will need to click the green END button.

- When the task is finished, click **End** (or **Continue to Part B**, for Phonology and Orthography) and then close the web browser.

ADDITIONAL INFORMATION

For seating arrangements in a class or group setting, students should be separated from one another so that they cannot see the monitor/screen of any other student. For example, a student may like to sit so that they are facing their peer.

Please remove any displays in the classroom environment, such as 'word walls', which may prompt or help students to spell the words being tested.

If a student is unable to complete the test online, the student may handwrite the words instead. The teacher will then need to log in using the student's login ID and enter the student's responses for each word.

To minimise the risk of any internet related issues, ensure the students do not have any other browsers or tabs opened on their device during the testing.

If a student is unable to finish the test (e.g. the student needs to have a break, the internet drops out, or the student accidentally closes the website during testing), the student can log back in at another time. When the student logs back in to finish typing the remaining words in the test, the student will see the words that they have typed so far. Those words will be highlighted in pink and they cannot be changed (see example image below). The student should continue typing the remaining test words in the corresponding blank spaces.

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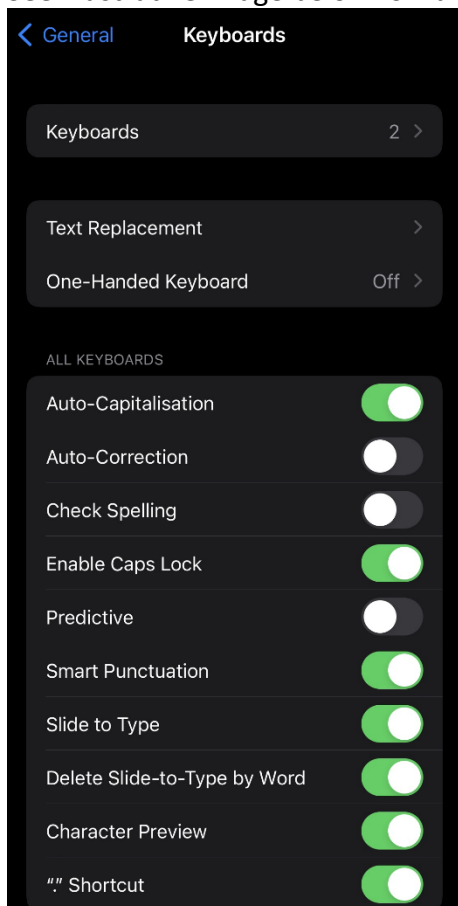
IMPORTANT NOTE IF USING iPads

Before any testing starts, the test administrator/teacher must manually disable predictive text, auto-correct and spell check functions on each iPad device that students use.

For each device:

1. Open the **Settings** app from the home screen of your iPad/iPhone (grey icon with a black cog).
2. Open **General** (grey icon with black gears on it).
3. Open **Keyboard**
4. Toggle the following switches '**Check Spelling**', '**Predictive**' and '**Auto-Correction**' to off. The button should be white when it's off, and green when it's on.

See illustrative image below for further details pertaining to iPad settings:



This is not an issue with other devices such as Chromebooks or other laptop devices.

It is also important for administrators/teachers to monitor students very closely to ensure students do not change these settings at any stage during the testing.

Please email Dr Tessa Daffern when all testing is complete (admin@literacyeducationsolutions.com.au).

A report containing the results of the testing will then be prepared and emailed to the delegated contact person at your school (see sample images on the next page).

